

Action Plan Brainstorming Template

Recycling Action Plan – Planning Sheet

Date:

Project Site (e.g., School, Library):

What's the problem?

Write a short summary of the recycling issue you observed.

What did you observe?

List specific things you saw (e.g., misplaced items, missing labels, no bins nearby).

What did your interview(s) reveal?

Write key takeaways or quotes.

- One issue they mentioned was:

What's working elsewhere?

List 2-3 ideas from your research.

Your Proposed Solution:

What's one idea you think could work at your site?

Who would need to be involved?

(Example: principal, janitorial team, student council)

Speech/Presentation Template

[Title Slide or Speech Opening]

"Hi, my name is [Name], and I'm here to share my action plan for improving recycling at [Location]."

Slide 1. The Problem

What's going wrong?

"At our school, recycling isn't always being done correctly. I noticed [e.g., plastic bags in the recycling bin, bins missing in certain areas, no labels]. That means materials might not actually get recycled."

Slide 2. What I Found

Share your research or what others are doing.

"I interviewed [name or role], who told me that [insert quote or insight]. I also found that other schools have [e.g., Green Teams, clear signs, student-led education programs] that have been proven to effectively increase recycling rates."

Slide 3. My Solution

Be clear and confident.

"I'm proposing [solution - e.g., color-coded signs, a short video reminder, better bin placement]. This would help students recycle at a higher rate and reduce contamination."

Slide 4. What's Next?

Ask for support.

"I'd love your help in making this plan a reality. With support from [administrator, custodial team, student council], we could make a real difference."

[Closing Slide or Final Words]

"Thank you for listening and for supporting a cleaner, more sustainable future at [Location]!"

PSA/Video Script Template

Example Length: 30 to 60 seconds

Opening Scene (Hook):

[Image: overflowing trash can or litter near bins]

Narrator/Voiceover: “Did you know that when we recycle the wrong way, it can cause everything in the bin to get thrown away?”

Middle Scene (Problem):

[Images: contaminated recycling bins, misplaced trash, confused people]

Voiceover: “At [Location Name], the recycling bins aren't always used correctly. Food waste, plastic bags, and other trash are ending up where they don't belong.”

Solution Scene:

[Images: labeled bins, people using bins correctly, clear signs]

Voiceover: “But there's an easy fix. With better signs and simple reminders, we can recycle smarter.”

Closing (Call to Action):

[Image: people working together, clean recycling bins]

Voiceover: “Let's make recycling work. Use the right bin, check the label, and make a difference at [Location Name].”

Tips for Filming:

- Use your phone camera horizontally.
- Keep each shot short and steady.
- Add subtitles or titles if possible.