



Project Zero Waste Checklist



Step 1: First Visit from Zero Waste Mentor

Date: _____

Our Zero Waste Mentor

Name: _____ **Email** _____

Phone # _____

Review “Project Zero Waste Checklist”

Receive supplies

Grade-level team meeting with Zero Waste Mentor

- Project Zero Waste Overview
- Review “School Waste Audit” pages and how to use the scale
- Review “Service Learning: Connecting Service to Curriculum” page
- Review “Project Zero Waste Goals” page
- Decide on follow-up meeting date/time for grade-level team (fill-in on Step 2)
- Decide on “kick-off” date (fill-in on Step 3)

Register with providers (recycling projects only)

- Recycling Only: Contact Recycling Provider (see Recycling Provider Info Page)
- Recycling Provider: _____
- Contact Name: _____ Email _____ Ph # _____
- Additional notes about our contract with Recycling Provider:

Step 2: Follow-up Meeting w/ Grade-Level Team*

*(if possible include custodian and principal in meeting)

Date: _____ Time: _____

- Fill out “Connecting Service to Curriculum” page (to be sent in on Step 6)
- Fill out “Project Zero Waste Goals” page (to be sent in on Step 6)
- Discuss custodian role (Note: Project Zero Waste is intended to reduce waste and should therefore reduce custodian workload. Any additional “custodial” tasks related to project should be carried out by students as participation in this project.)
- Choose day of the week for conducting the “School Waste Audit:” _____
- Plan “kick-off”
 - Announcement of program (assembly, newsletter, morning announcements, email/ website, student reps class to class, flag deck, etc.): _____

 - Choose posting locations for signs around school: _____

 - Choose locations for bins to be placed (to collect recycling, or composting, from students/teachers/office): _____

 - Choose locations for long-term storage of collections, if needed: _____

Decide on student roles (Refer to first visit brainstorming session sheets for ideas.)

Announcers to school: _____

Poster Makers: _____

Lunch Monitors: _____

Material Collectors (students collecting recyclables or compost from daily bins and taking to long-term storage location or composer): _____

Data Collectors (students filling out “School Waste Audit” weekly): _____

Presenters (at conclusion of project): _____

Note: Not all jobs may be necessary. Some jobs may be combined.

Inform Principal of project specifics (if unable to attend meeting)

Inform Custodian of project specifics (if unable to attend meeting)

Step 3: Kick-off and Project Start

Date: _____

- Before project begins, fill out “School Waste Audit” for at least one week.**

- Hold a “kick-off” for the program start**
 - Post signs around school at designated locations (see step 2 plans)
 - Place bins in appropriate locations, if applicable (see step 2 plans)
 - Announce program (see step 2 plans)

- Students carry out roles** (see step 2 plans: lunch monitors, material collectors, data collectors, etc.)

- Continue filling out “School Waste Audit” once a week**

Day of week for Audit: _____ (see step 2 plans)

- Take pictures of project progress and send to Inside the Outdoors at insidetheoutdoors@ocde.us**

Step 4: Prepare for Second Visit from Zero Waste Mentor

Date: _____

Prepare project progress report below before second visit from Zero Waste Mentor:

Successes:

Challenges:

Possible Solutions:

Data from "School Waste Audit":

Questions for Zero Waste Mentor:

Second visit from Zero Waste Mentor

Step 5: Reporting

- Send in completed forms by February 1st:**
 - School Waste Audit pages
 - Connecting Service to Curriculum
 - Project Zero Waste Goals
 - Commitment and Plan for Next Year

IMPORTANT!!

NO LATER THAN FEBRUARY 1ST

SEND PROJECT ZERO WASTE FORMS THROUGH INTER-DISTRICT MAIL TO:

**INSIDE THE OUTDOORS #94
ORANGE COUNTY DEPARTMENT OF EDUCATION**

-OR MAIL TO-

**INSIDE THE OUTDOORS
ORANGE COUNTY DEPARTMENT OF EDUCATION
200 KALMUS DRIVE
COSTA MESA, CA 92626
ATTN: PROJECT ZERO WASTE**

Step 6: Continuing Our Project Throughout the School Year

Changes/Updates to our project:

Continue filling out “School Waste Audit” once a week

Continue project throughout school year

Presentation of Project

- Our Project Overview
- Final data (from “School Waste Audit” forms)
- Pictures
- Presentation Notes/Plan:

Meet with grade-level team to discuss continuation of project for next year

- Write up commitment and plan for next year

IMPORTANT!!
BY FEBRUARY 1st

SEND COMPLETED PROJECT ZERO WASTE FORMS
THROUGH INTER-DISTRICT MAIL ADDRESSED:

INSIDE THE OUTDOORS #94
Orange County Dept. of Education

-OR MAIL TO-

Inside the Outdoors
Orange County Department of Education
200 Kalmus Drive
Costa Mesa, CA 92626
ATTN: Project Zero Waste

INCLUDE:

- Completed “Project Zero Waste Checklist”
- Completed “Connecting Service to Curriculum” page
- Completed “Project Zero Waste Goals” page
- Completed “School Waste Audit” forms
- Completed “Commitment and Plan for Next Year” page

Thank you for your participation in Project Zero Waste! We hope your waste reduction project will continue to benefit your students, school, and community in the years to come.

Together we can make a difference!