



## Recycle Right! Competition

### Welcome

About the Competition: To celebrate Growing Healthy Schools Month, the Department of General Services' DC Recycle Right! Competition encourages correct recycling behavior in school classrooms. Students across DC will conduct 3 weekly bin surveys during the month of October and submit results to compete for "Highest Performance" and "Most Improved."

**This is a template for a spreadsheet you can use to collect and calculate your data for the Recycle Right! Competition.**

IMPORTANT: Completing these worksheets will NOT submit your data to the DGS DCPS Recycles! team. To submit your final numbers each week, use the submission form here:

<http://goo.gl/forms/o43snRw3zP>

### How to Use this Spreadsheet

Navigate to the different worksheets within this spreadsheet by using the tabs at the bottom of the window.

There are tabs for instructions, each of the 3 bin surveys, a Summary which compares the results in graph form, and a Take Action tab which provides ideas for how to share and improve your results.

**While you cannot make any changes in this template, here are a few ways you can use this spreadsheet:**

1. Print it - You can print out the worksheets to use as paper copies.
2. Download it - You can download a copy of this spreadsheet to save it in another format (menu -> file -> download as...).
3. Request a Copy - You can request an editable copy of this spreadsheet by emailing [cara.blumenthal@dc.gov](mailto:cara.blumenthal@dc.gov).





## Recycle Right! Competition

### Instructions - Five Steps to Success

#### 1. REVIEW. Review correct classroom recycling procedures and set-up.

DCPS Schools: Correct sorting means following DCPS Recycles! guidance to use classroom recycling bins for paper only. Proper classroom recycling set-up includes a BLUE bin labeled for PAPER ONLY and a BLACK bin for trash. Review the "Classrooms and Offices" section of the DCPS Recycles! Honor Roll Checklist for more details. Also, review the Classroom Recycling Acceptable Materials list.

Charter Schools: Correct sorting procedures and set-up depends on your school's recycling program in place. If you are unsure about your school's program, ask your school's business manager and custodial staff for support.

#### 2. SET UP. Pick the classrooms and bins to be surveyed. You do not need to survey all the bins in your school, but pick a representative sample. A minimum of 10 bins, aiming for an equal # of recycling and trash bins, is required for the competition. Put labeled recycling and trash bins in place as well as any additional posters or signage.

#### 3. CONDUCT SURVEYS. Use this spreadsheet as a template to conduct 3 weekly bin surveys during the competition. A sample survey is provided below.

- a) Enter the locations for the bins in your survey. There will often be more than one bin per location. Add or delete lines in this worksheet as needed.
- b) In the "Correct" column, enter the # of bins that contained ONLY items that belong in those bins.
- c) In the "Incorrect" column, enter the # of bins that contained ANY items that didn't belong in those bins.

#### 4. SUBMIT RESULTS. Calculate your results using the tabs in this spreadsheet or by having students perform the calculations. Then, submit the results to DGS using the link below.

Submit your data on Friday Oct 2, Oct 9, & Oct 16 by 5:00 PM at:

<http://goo.gl/forms/o43snRw3zP>

#### 5. TAKE ACTION. Share the results with your school and create an action plan to improve your recycling "correctness" throughout the three-week period. Review the "Take Action" tab for ideas!

### Sample Survey

Date of Survey:				
Location of Bins	# of Correct Trash Bins	# of Incorrect Trash Bins	# of Correct Recycling Bins	# of Incorrect Recycling Bins
Classroom 100	2	0	1	1
Classroom 101	2	0	1	0
Classroom 102	1	1	0	1
Classroom 103	1	0	1	0
Total Scores	6	1	3	2
Percent Correct	86%		60%	
% CORRECT ALL BINS	75%			

Submit the 7 numbers in the pink boxes by 5:00 PM each Friday (October 2, October 9, and October 16) at:

<http://goo.gl/forms/o43snRw3zP>

#### What is "Correct?"

**DCPS Schools:** Correct sorting means following DCPS Recycles! guidance to use classroom recycling bins for paper only. Proper classroom recycling set-up includes a BLUE bin labeled for PAPER ONLY and a BLACK bin for trash. Review the "Classrooms and Offices" section of the DCPS Recycles! Honor Roll Checklist for more details. Also, review the Classroom Recycling Acceptable Materials list. See the [Quick Links](#) tab for direct links to these materials.

**Charter Schools:** Correct sorting procedures and set-up depends on your school's recycling program. If you are unsure about your school's program, ask your school's business manager and custodial staff for support. Also, review the Department of Public Works (DPW)'s Commercial Recycling Guide (see the [Quick Links](#) tab for a direct link).

#### Missing Supplies?

**DCPS Schools:** If you do not have the right recycling supplies (bins, labels, etc.) in your classrooms, please notify the DCPS Recycles! team of what you are missing by emailing [cara.blumenthal@dc.gov](mailto:cara.blumenthal@dc.gov). We cannot ensure that we will get the supplies to you in time for the competition, but we will order your supplies during our next supply order.

**Charter Schools:** If you do not have a recycling program or supplies, you will not be able to fully participate in the competition. Contact [cara.blumenthal@dc.gov](mailto:cara.blumenthal@dc.gov) for an alternative activity students can do.

#### Expert's Tip!

In order to get an accurate "baseline" for the percent correct, you should do the 1st bin survey before announcing the competition. Announcing the competition would change people's behavior! Alternatively, you can create a small team of students to conduct a baseline survey before conducting the 1st bin survey.

## Recycle Right! Competition

1st Bin Survey - Submit by Friday, October 2

<http://goo.gl/forms/o43snRw3zP>

Date of Survey:				
Location of Bins	# of Correct Trash Bins	# of Incorrect Trash Bins	# of Correct Recycling Bins	# of Incorrect Recycling Bins
Total Scores				
Percent Correct				
PERCENT CORRECT ALL BINS				

## Recycle Right! Competition

2nd Bin Survey - Submit by Friday, October 9

<http://goo.gl/forms/o43snRw3zP>

Date of Survey:				
Location of Bins	# of Correct Trash Bins	# of Incorrect Trash Bins	# of Correct Recycling Bins	# of Incorrect Recycling Bins
Total Scores				
Percent Correct				
PERCENT CORRECT ALL BINS				

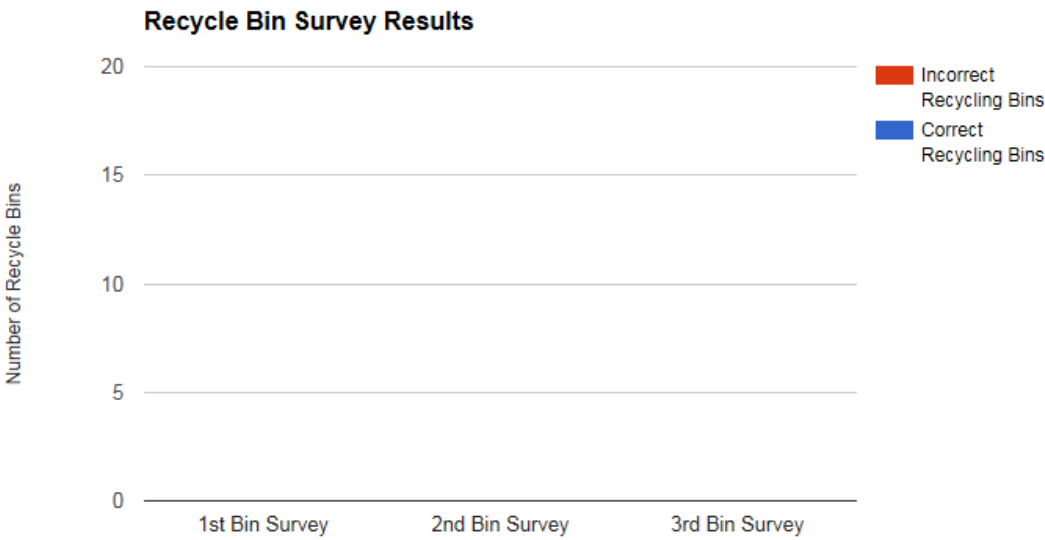
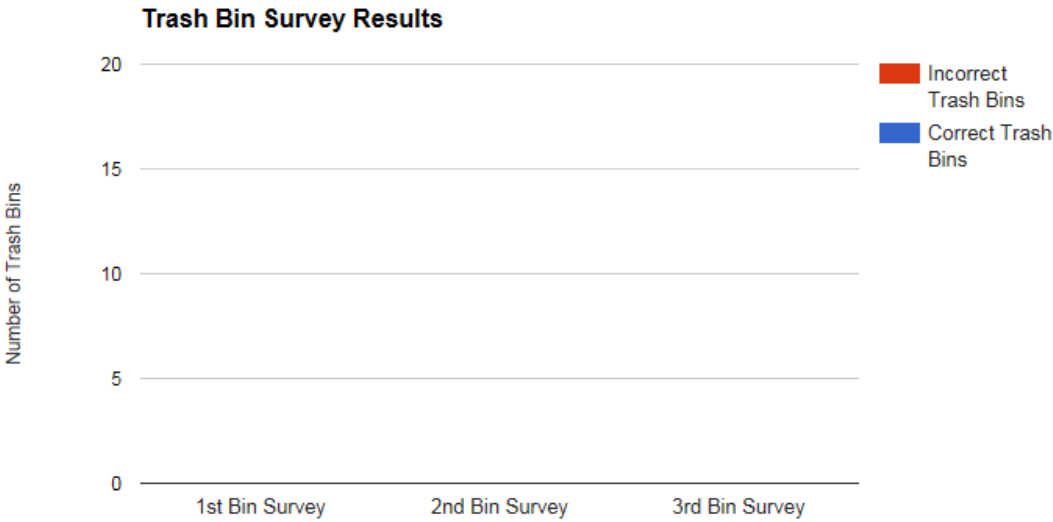
## Recycle Right! Competition

3rd Bin Survey - Submit by Friday, October 16

<http://goo.gl/forms/o43snRw3zP>

Date of Survey:				
Location of Bins	# of Correct Trash Bins	# of Incorrect Trash Bins	# of Correct Recycling Bins	# of Incorrect Recycling Bins
Total Scores				
Percent Correct				
PERCENT CORRECT ALL BINS				

Summary	Incorrect Trash Bins	Correct Trash Bins	Incorrect Recycling Bins	Correct Recycling Bins
1st Bin Survey				
2nd Bin Survey				
3rd Bin Survey				
Total				



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### Take Action Ideas

**Share your weekly results with your school and use them to improve your recycling "correctness" throughout the three-week period.**

Use the Morning Announcements to share survey results and encourage correct recycling procedures in classrooms.

Have students make Posters and Signs to label classroom recycling bins.

Give out "Good Behavior Tickets" to reward classrooms and students that recycle right! See sample "Good Behavior Tickets" here:

<https://drive.google.com/file/d/0B4sX8F36ZxLFLWN4R3llc25fV2s/view>

Brainstorm your own ideas!

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### Quick Links

More info about DCPS Recycles!

<http://dgs.dc.gov/page/dgs-healthy-schools>

The DCPS Recycles! Honor Roll Checklist

<http://dgs.dc.gov/node/1106337>

DCPS Classroom Recycling Acceptable Materials

<http://dgs.dc.gov/node/1106332>

Department of Public Works (DPW)'s Commercial Recycling Guide

<http://dpw.dc.gov/node/462422>

"Make Your Own Recycling Signs" with StopWaste's Sign Maker:

<http://www.stopwaste.org/signmaker>

"Good Behavior Tickets"

<https://drive.google.com/file/d/0B4sX8F36ZxLFLWN4R3llc25fV2s/view>