

## **Locker Clean-Out Time Table & Procedures**

### **Appeal to the students to 'Be Green'--Reuse & Recycle!**

**(Ask teachers & staff to encourage students to do this!)**

#### **April**

Have blurb put in newsletter asking parents to encourage their kids to bring home clothing from their lockers before school ends & other items not needed at the end of school

#### **Early May**

Contact Vice-Principal in charge or locker clean-out scheduling & have pass on to you the schedule as soon as it is finalized then keep you posted of any changes

Contact staff member in charge of ABITIBI bin & see if they can arrange to have the ABITIBI bin emptied just before locker clean-out dates. (In 2009 it was emptied close to that time, but by locker clean-out days, it was already full again!)

#### **Early to Mid-May**

##### **Solicitations:**

Have PTO Volunteer Coordinator forward email (prepared by you (see email 'Email solicitation for volunteers') to Clay parent volunteers

Have Media Center Coordinator send same email to Media Center volunteers (there is also a sign-up sheet from 2009 that can be updated & be available at Media Center spring luncheon as an additional sign-up reminder.

Ask Green Team Members & any Green Team Club to help with Clean-Out

Note that all volunteers should be looking especially for library books from lockers!

##### **Announcements:**

Contact teacher in charge of announcements & arrange to have announcements read (throughout May & last week(s) of school) reminding students to bring home items from their locker (see documents 'Announcements Request' & 'Announcements-Last Week')

Video announcements: Suggest to above teacher to have his students create video announcements for last 2 weeks of school reminding students to bring locker belongings home (see above emails)

##### **Paper Recycling:**

Contact Sean McVey, who expressed an interest last year in working this year toward getting the students to help with the paper recycling (don't know though if they are allowed to bring bins across the parking lot)

#### **Mid-May**

Arrange to have blue paper recycle roller bins (as many as possible) in hallways for clean-out.

Arrange who will empty bins into ABITIBI bin (custodians or parent volunteers or students)

Arrange with Media Center Specialist to allow use of Distance Learning Lab in which to arrange re-usable items for teachers to pick through

As volunteers respond & are scheduled, send out confirmation email to each (document: Volunteer Confirmation & Instruction email). Add them to (master) volunteer schedule

Ask custodians to save yearbook boxes & keep them in a safe place (to use for the reusable items)

### **Late May**

See if teachers can make announcement in their rooms before students depart for locker clean-out, telling specifics on what to do (Teachers Instructions for Students), and/or have these instructions read on morning announcements on days of clean-outs.

Arrange to get (many) empty boxes (from yearbooks-stored in closet by hallway behind lunchroom) to use for students to deposit re-usable items into

Send to volunteers copy of 'Volunteer Schedule' (pdf version) & reminder instructions (from confirmation email)

Arrange for volunteer (you?) to transport left-over re-usable items to charity (2009-Teacher's Treasure's)

Make copy of "'Teachers' Treasure's" to put in Distance Learning Labs so teachers know where left-over supplies are being donated

### **Day or Two before Locker Clean-Out**

Check with vice-principal to see if any schedule changes. Check with team leaders to see if teams/teachers will be sticking to schedule.

Arrange to get all available carts from custodians, office, media center & to get boxes

### **Morning of Locker Clean-Out**

Arrange in first halls to have clean-out: (side by side:) Paper recycling bins, trash bins, boxes for re-usable items. If not enough blue paper bins, put 'PAPER RECYCLE' sign on some trash bins (Recycling is most effective if recycle/reuse bins are next to trash bins!)

Get all available carts from janitors, office, media center... & place in hallways for reusable items. After each team's clean-out, use carts to transport reusable items to Distance Learning Lab.

Between clean-outs, arrange items for teachers to pick through after all clean-outs are finished.

### **After Locker Clean-Out**

After last clean-out, have staff member (Media Specialist or Vice Principal) send email to teachers letting them know they can come have their pick of the goodies. (Note: Media Center always needs white-out, highlighters, scotch tape, tissues, Sharpies & index cards)

Transport left over items to charity. Take used clothing to Goodwill.

Put in next newsletter, thank you to volunteers who helped with Locker Clean-Out