

How to Communicate Internally to Your Organization



Forming a Green Team

Creating a Green Team is not as simple as finding people interested in positively impacting the environment. Caring is only a start, you need Do-ers. Action leads to the true benefits, whether it is environmental or for your fund raiser.

Your Green Team should have two focuses

- 1) How to maximize internal collections of recyclable paper.
- 2) How to create greater community awareness and participation in your Paper Retriever program.

When you create your Green Team send us a picture at **SuccessStories@PaperRetriever.com** and let us know what you are up to. Your Green Team can be 3 people or 33 people. Be sure to keep your Green Team involved and active.

How to Hold a Recycling Assembly

Assemblies are a great way to kick-off a special contest or incorporate recycling messages into your meetings, rally the school to support your recycling programs, or celebrate America Recycles Day (November 15) and Earth Day (April 22) and fundraising programs.

To make your assembly a success you should contact your Retriever rep in advance of the assembly for posters, DVDs, brochures, fact sheets, and other promotional items.

- 1) Place a notice in your internal communications.
- 2) Meeting agenda, newsletter, website, facebook, etc.
- 3) Show recycling DVD.
- 4) Hand out All or Not lists.
- 5) Show location of Paper Retriever bin.

Letter to Members/Parents

Organizations should use a letter to their members/parents to explain what the Paper Retriever Program is and how the funds raised through the program help to fund certain annual projects the organization may be working on.

The Letter to Members/Parents explains the following:

- What are acceptable items that can go into the Paper Retriever bins.
- Where the bin is located on the property.
- How the money is being spent.
- Go to PaperRetriever.com for more information.



Click the bin to visit paperretriever.com