



The Trash Free Schools Project's Eight Steps

Step	Action	Important Points to Remember	Documentation
1.	Sign the Trash Free School Pledge and Learn	Principal and Green Team Leader must sign Recommended to have entire school sign and put it on display	<input type="checkbox"/> Copy of signed Trash Free School Pledge
2.	Form a Green Team	Must have representation of: Teachers Students Administration Parents Janitorial/Cafeteria	<input type="checkbox"/> Completed Green Team Member List
3.	Complete a Baseline Assessment	Try to have as much participation from your Green Team as possible	<input type="checkbox"/> Completed Baseline Assessment
	Create an Action Plan	Make SMART goals: S pecific M easurable A ttainable R ecordable T imely	<input type="checkbox"/> Trash Free School Action Plan with future goals indicated
4.	Choose a Tracking or Monitoring System	Who will be responsible and how? Make sure the system makes sense for the action plan goals you develop	<input type="checkbox"/> Description* of method; may also include tracking data sheets, photos
5.	Organize a Kickoff Event	Make it fun and creative! Involve the whole school Can be combined with other events	<input type="checkbox"/> Description* of event; may include newsletter, flyers, photos <input type="checkbox"/> Submit Renewal Form online (not applicable to new schools)
6.	Take Action Educate and Inform Litter Prevention Campaign Rethink, Reduce, Reuse, Recycle	Review your action plan Start small Track and monitor Keep clear communication Connect with other Trash Free Schools and your community for support	<input type="checkbox"/> Green Team Meeting Notes <input type="checkbox"/> Description* of actions; may include posters, data sheets, flyers, photos <input type="checkbox"/> Action Plan with details on completed items
7.	Celebrate	Make it fun and creative! Involve the whole school or other events Include a reflection or evaluation piece	<input type="checkbox"/> Description* of event; may include flyers, photos, reflection details
8.	End-of-year Evaluation	Submit and review report card Review Action Plan Begin choosing actions for next year	<input type="checkbox"/> Completed Report Card (submit online)

Steps 1-4: Complete in 1st year **Steps 5-8: Complete every year** * See Report Card for description details