



# The Trash Free Schools Project's Eight Steps

Step	Action	Important Points to Remember	Documentation						
1.	<b>Sign the Trash Free School Pledge</b>	<ul style="list-style-type: none"> <li>Principal and Green Team Leader must sign</li> <li>Recommend having the entire school sign and put it on display</li> </ul>	<ul style="list-style-type: none"> <li>Copy of signed Trash Free School Pledge</li> </ul>						
2.	<b>Form a Green Team</b>	<ul style="list-style-type: none"> <li>Must have representation of:               <table border="0" style="margin-left: 20px;"> <tr> <td>Teachers</td> <td>Students</td> </tr> <tr> <td>Administration</td> <td>Parents</td> </tr> <tr> <td>Janitorial/Cafeteria</td> <td></td> </tr> </table> </li> </ul>	Teachers	Students	Administration	Parents	Janitorial/Cafeteria		<ul style="list-style-type: none"> <li>Completed Green Team Member List</li> </ul>
Teachers	Students								
Administration	Parents								
Janitorial/Cafeteria									
3.	<b>Complete a Baseline Assessment and Choose a Tracking System</b>	<ul style="list-style-type: none"> <li>Define who will be responsible for which steps</li> <li>Seek participation from the Green Team</li> <li>Make sure the tracking system is compatible with the goals you develop in the action plan</li> </ul>	<ul style="list-style-type: none"> <li>Completed Baseline Assessment</li> <li>Description* of method; may also include tracking data sheets, photos</li> </ul>						
4.	<b>Create an Action Plan</b>	Make SMART goals: <table border="0" style="margin-left: 20px;"> <tr> <td><b>Specific</b></td> </tr> <tr> <td><b>Measurable</b></td> </tr> <tr> <td><b>Attainable</b></td> </tr> <tr> <td><b>Recordable</b></td> </tr> <tr> <td><b>Timely</b></td> </tr> </table>	<b>Specific</b>	<b>Measurable</b>	<b>Attainable</b>	<b>Recordable</b>	<b>Timely</b>	<ul style="list-style-type: none"> <li>Trash Free School Action Plan with future goals indicated</li> </ul>	
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<b>Measurable</b>									
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<b>Timely</b>									
5.	<b>Organize a Kickoff Event</b>	<ul style="list-style-type: none"> <li>Make it fun and creative!</li> <li>Involve the whole school</li> <li>Can be combined with other events</li> </ul>	<ul style="list-style-type: none"> <li>Description* of event; may include newsletter, flyers, photos</li> </ul>						
6.	<b>Take Action</b> <ul style="list-style-type: none"> <li>Educate and Inform</li> <li>Litter Prevention Campaign</li> <li>Rethink, Reduce, Reuse, Recycle</li> </ul>	<ul style="list-style-type: none"> <li>Review your action plan</li> <li>Start small</li> <li>Track and monitor</li> <li>Keep clear communication</li> <li>Connect with other Trash Free Schools and your community for support</li> </ul>	<ul style="list-style-type: none"> <li>Green Team Meeting Notes</li> <li>Description* of actions; may include posters, data sheets, flyers, photos</li> <li>Action Plan with details on completed items</li> </ul>						
7.	<b>Celebrate</b>	<ul style="list-style-type: none"> <li>Make it fun and creative!</li> <li>Involve the whole school or other events</li> <li>Include a reflection or evaluation piece</li> </ul>	<ul style="list-style-type: none"> <li>Description* of event; may include flyers, photos, reflection details</li> </ul>						
8.	<b>End-of-year Evaluation</b>	<ul style="list-style-type: none"> <li>Submit and review report card</li> <li>Review Action Plan</li> <li>Begin choosing actions for next year</li> </ul>	<ul style="list-style-type: none"> <li>Completed Report Card (submit online)</li> </ul>						

Key: **Steps 1-4: Complete in 1<sup>st</sup> year**    **Steps 5-8: Complete every year**    \* See Report Card for description details