



DCPS Recycles! Leadership Action Plan Worksheet

SCHOOL NAME: _____

1) Establish roles and responsibilities.

Roles	Name(s)
Leadership – set targets; delegates responsibilities; establishes responsibility of all staff to participate; holds staff accountable	Principal’s administrative delegate: _____
Operations – Checks pick up services and notifies DGS of issues; orders and sets up supplies (bins, lids, labels, liners); organizes system for collection into dumpsters	DSL / MSL: _____ Maintenance lead: _____
Education – Communicate how/why to properly sort; Connect with learning opportunities for students	
Evaluation – Gather and analyze data; track progress and performance; provide suggestions for improvement	

2) Establish goals: This year our school will recycle

Y/N	Materials	Target Start Date
	Cardboard and paper (kitchen, classrooms, offices) - REQUIRED	
	Mixed recyclables (kitchen) - REQUIRED	
	Mixed recyclables (common areas/cafeteria)	
	Organics (kitchen & cafeteria)	
	Organics (classrooms)	
	Whole uneaten foods (cafeteria or classrooms)	

3) Make a Plan: An effective plan should cover the following. A great plan can involve students at every step!

- Preparation** – build a team; check services and supplies/request supplies; make a plan for collection and communication. Could include a pre-roll out waste audit by students.
- Communication** – ensure all relevant staff are trained/informed of the coming program.
- Implementation**- set up supplies; announcements/kick off; inform all students.
- Evaluation/Innovation** – check the [DCPS Recycles! Honor Roll cheat sheet](#); check for proper set up; collection; sorting. Involve students in assessing program (for example by conducting [bin surveys](#)).

Action	Responsible	Involved	Target Date

4) Request Help from DGS! Need help? Contact: Beth Gingold, beth.gingold@dc.gov 202-727-3587