

**Sample letter to Coordinators' Committee summarizing key points of application for Premier Level Recognition: includes brief narrative and bulleted key points.**

Coordinator Committee Members:

West Gresham Grade School is applying for Premier re-certification. It was first recognized as a Premier school in 1997, one of the first in the State to reach this level.

West Gresham has been able to hold its own in the waste reduction field over the past five years, since its initial Premier recognition, in spite of a change in principal as well as the retirement of its head custodian. West's "new" principal and head custodian (each has been there for three years now) have continued the tradition of dedication to waste reduction.

Because West's initial certification has expired, I required the school to document its current achievements at all levels (basic, merit, and premier). I have reviewed the first two levels and found the documentation meets the requirements. I feel that the Premier level requirements have been met as well and outline them below.

I would be happy to send you copies of the complete application if you would like. I have asked that the re-certification request be reviewed by the Board at the February 27<sup>th</sup> meeting, so I would appreciate your feedback prior to that time to allow me to respond to any questions you may have. (I'll bring the entire application to the meeting.)

The ways in which the school met the criteria for the Premier level are summarized below:

**INVOLVEMENT**

- At West's school carnival last fall, they employed a "Used Crayon Toss" booth to draw attention to recycling opportunities both at school and at home. City of Gresham recycling brochures were distributed to families, and a community used crayon collection campaign was launched. Over the next two weeks, 65 pounds of crayons were collected for recycling.

**EVALUATION**

- West currently has an impressively low garbage generation volume of 3 cubic yards per week, the lowest in the Gresham-Barlow School District, which is home to several waste reduction "champions."
- Its garbage volume has actually continued to decrease since its initial recognition as a Premier school.
- Its recycling volumes have correspondingly remained steady.
- Its successful efforts at reducing and reusing (i.e., food waste project described above) can take credit for the reduction in garbage.

## **PERMANENCE**

ALL of the goals set forth in the original entry level OGS application of 1997 continue to be met:

1. Curbies in each classroom and office for recycling all fibers
2. Curbies in cafeteria for recycling paper, glass, tin/steel cans and cardboard.
3. Use permanentware rather than disposal utensils and bowl/plates.
4. Organize & utilize lunchtime collection stations for milk cartons and permanentware from student lunches.
5. Decrease trash pick-up from 3 to 2 containers per week.

Goal #5 was exceeded. Rather than reducing trash pick up from 3 to 2 containers, it is actually down to one container!

## **REDUCTION**

Purchase of post-consumer recycled content products include:

<u>Item</u>	<u>% of post-consumer content</u>
• Index cards	10
• Report covers	30
• Legal pads	20
• Sticky notes	100
• Colored office paper	10

• In the true spirit of waste reduction, for the past three years, West has produced and distributed information to go home with “Family Couriers” (one student per family) rather than one for every student to reduce paper consumption -sure makes sense!

## **REPORTING**

- Principal                      Actively involved in all recycling efforts, heads recycling committee
- Custodial Staff              Actively involved in all recycling efforts, member recycling committee
- Teaching Staff                Weekly assemblies, classroom presentations
- Food Service Provider      District waste management committee reports & inventory of reusable lunchware
- Parent Organization        Monthly meetings; weekly school newsletter
- Student Government        Student Council members are the recycling monitors & educators

Thank you for your consideration of this application on behalf of the West Gresham Grade School family.

Jan Rankin  
Schools Recycling Coordinator, City of Gresham