August 31, 2004

Dear Recycling/Waste Reduction Coordinator,

Just about everyone I know is crunched for time, none more so than teachers and school staff. So this year, as coordinator for Oregon Green Schools and the Clackamas County Recycling Partnership, I plan to do my best to fit into your schedule and meet your needs. The optimal way to do this is to simply ask you how I might accomplish this goal.

Communication is the key to achieving desired results. With efficiency and effectiveness in mind, I hope you can “invest” five minutes right now to answer a few basic questions directly in this letter, and mail it back today in the enclosed self addressed stamped envelope. Or contact me by e-mail: eileens@co.clackamas.or.us

- The best person to contact about Oregon Green Schools, and establishing or enhancing a waste reduction program, at our school, is:_____________
- My e-mail address is: (We will never share or sell your address.)

(Please check any that apply)
- I check my e-mail regularly and it is a reliable way to contact me.
- I’d prefer to have a message left with the receptionist.
- E-mail is evil.
- other _________________________________________________________________

The Clackamas County Oregon Green Schools program at (www.oregongreenschools.org):
- sounds interesting, but I have no idea what the program involves. Send me info.
- contact me ASAP about becoming an OGS and/or plan classroom presentations.
- needs to be more flexible to fit my needs. I need ____________________________
- send me information on ____________________________
- other: ____________________________

Please keep in mind that our structure is adaptable. We will do all we can to make your program successful and sustainable within your school and community culture. We can assist with education, securing grants, obtaining containers, signage, coordinating with collectors, etc.

OGS goals can engage students in this huge societal issue while providing both hands-on and academic applications. Please take a moment to indicate your interest, pass this letter along, or post a copy of it.

Resourcefully yours,

Eileen Stapp,
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