**Maintenance Committee Checklist**

|  |  |
| --- | --- |
|  | Check all containers for any broken or missing parts |
|  | Work together to repair or replace any broken parts |
|  | Consult the students who made the container if necessary |
|  | Notify the teacher if any additional supplies are needed |
|  | Keep repair tools in order |

**Advertising Committee Checklist**

|  |  |
| --- | --- |
|  | Make official posters about plastic pollution and/or recycling:   * Use pencil first * Get spelling approved by teacher * Then add color with crayons, markers, or colored pencils |
|  | Hang posters in various locations around the school |
|  | Check old posters to make sure they are still in good condition |
|  | Take down any old and worn posters |
|  | Make new posters and replace old ones as necessary |

**Collection Committee Checklist**

|  |  |
| --- | --- |
|  | Create a collection book—add weekly recycling logs as necessary |
|  | Collect bottles from all of the recycling containers |
|  | Count and record the number of bottles collected from each container |
|  | Collect any stray bottles found around the campus |
|  | Place the bottles into a large plastic bag and give to Sorting Committee |

**Sorting Committee Checklist**

|  |  |
| --- | --- |
|  | Get bottles from the Collection Committee |
|  | Pour out any water inside the bottles onto nearby plants |
|  | Sort and deliver the bottles as needed to other teachers |
|  | Remove the caps from the sparkling water bottles |
|  | Give remaining bottles to the Recycling Committee |

**Recycling Committee Checklist**

|  |  |
| --- | --- |
|  | Exchange the bottles at a local recycling center for cash |
|  | Give the receipt and cash to the Treasury Committee |
|  | Clean out the recycling containers |
|  | Contact the makerspace, art, and science teachers to see if they need any plastic bottles for upcoming projects |
|  | Notify the Sorting Committee to deliver bottles to teachers as necessary |

**Treasury Committee Checklist**

|  |  |
| --- | --- |
|  | Create a treasury book—add weekly recycling logs as necessary |
|  | Count the money and verify that it matches the amount on the receipt |
|  | Record the date and total profits collected |
|  | Keep the receipts organized in the log book |
|  | Calculate the total money earned at the end of the school year |

Weekly Recycling Log – Collection Committee

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Container  Name | Date: | Date: | Date: | Date: |
| *For Example…*  *Hungry Cat* | # Bottles: | # Bottles: | # Bottles: | # Bottles: |
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Weekly Recycling Log – Treasury Committee

|  |  |
| --- | --- |
| Date | Profits |
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Goal = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total Money Earned = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_