



Checklist for Secondary Schools

In order for the Paper4trees programme to work in secondary schools, it is essential that the programme is promoted school-wide and that all of the necessary stakeholders within the school have been consulted.

Please complete the following and send back to the Paper4trees team

Name of School_____

Address_____

Phone_____ Email_____

Contact Person_____

Position_____

School roll (approx)_____ Number of teachers/support staff_____

1. **Have you received classroom recycling bins from the Paper4trees programme before? If so, why do you require more? (We are happy to replace broken and lost bins, but we need to ensure that bins don't go missing in the future)**

2. **Please note the total number of classroom bins you require. Also note how many classrooms, office spaces and other rooms are in the school where the bins will be placed.**

Total bins required:

No of classrooms:

No of office spaces:

Type and number of other rooms:

3. **Do you currently have a recycling collection for paper and cardboard? If so, what sort of bin(s) do you have and who collects it? E.g 240 litre wheelie bin collected weekly by Waste Management.**

- 4. If you do not currently have a recycling collection, please provide details of your plan to get this up and running.**

- 5. How do you plan on getting students and teachers engaged in the Paper4trees programme? E.g assembly presentations, classroom presentations, classroom competitions, classroom Enviro Monitors, posters etc.**

- 6. Please ensure you have consulted with the following people. Please obtain their signatures below.**

Position	Name	Signature
Principal		
Caretaker		
Enviro Teacher (if applicable)		
Whoever collects the recycling from classrooms		

Declaration

I/We declare that all the details contained in this form are true and correct to best of our knowledge and belief; and that we have the authority of our school to sign this declaration and to provide this information; or that I have the authority to sign this declaration and to provide this information.

Name _____

Position _____

Signed _____

Date _____