



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 _____