

# MILK COORDINATOR START UP GUIDE



## Steps for coordinating a successful program in your school:

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### ENSURE MILK IS AVAILABLE EVERY DAY AT LUNCH

- Designate a milk fridge
- Establish milk delivery or pick up
- Determine how milk will be handed out

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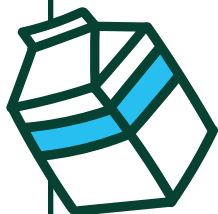
### DETERMINE HOW STUDENTS WILL PARTICIPATE IN RECYCLING

- **Classroom collection** –each classroom will require a designated collection bin for recyclable beverage containers.
- **Individual responsibility** – all students are responsible for recycling right.

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### COMMUNICATE PROGRAM INFO AND ENGAGE THE SUPPORT OF:

- **School administration** – If needed, request support for engaging a Moo Crew to assist with making milk available, and recycling right.
- **Custodial staff** – Discuss your school's recycling process, equipment (existing and provided), and program supports.
- **Teachers and educational assistants** – Share how they can teach and encourage students to participate (share the Student/Classroom Participation Guide).
- **Parents** – Announce your school's commitment to nutrition, leadership and recycling by sharing the Parent Info page. Download and share electronically through school communications.



→ **Start Collecting!** ←

## INTRODUCE THE PROGRAM TO YOUR SCHOOL

- Determine how you will introduce the program to the school:
  - Assembly
  - Over the PA system
  - Brief presentation to each classroom
  - Classroom teachers

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## ORGANIZE A MOO CREW

- Determine who the Moo Crew will be:
  - Existing or new leadership group
  - A particular grade or classroom(s)

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## SHARE AND CELEBRATE SUCCESS

*(Optional, but highly recommended!)*

- Track recycling twice a year
- Use the **Measure Meter** (poster) to display results
- Use the **Recycling Impact Calculator** to determine the benefits of your school's efforts
- Share your recycling results and success!
  - With the school
  - With Recycle Right with Milk
- Nominate your school and Moo Crew for Recycle Right with Milk experiences – visit [recyclerightwithmilk.ca](http://recyclerightwithmilk.ca)

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## RECEIVE IMPORTANT PROGRAM EMAILS REGARDING:

- Program experiences, resources, submitting recycling results, and opportunities for feedback.

