



## Zero Waste Schools Program Action Plan & Timeline

To ensure completion within one year, this schedule must be strictly adhered to throughout implementation.

<b>PHASE</b>	<b>TIMELINE</b>
<b>Phase 1: Initial Meeting</b> ZWSP overview & timeline Confirm Advisory leaders & custodians Identify existing environmental clubs Green Team creation & recruitment (if needed) Letter to parents mailer School site walk through to assess existing waste & recycling services, infrastructure, & procedures	Meeting Date:
<b>Phase 2: Waste Audit</b> Meeting with custodial staff to set up number/types of bins to audit Collect data from one 24 hour period or specific locations determined by walk through	Meeting Date:  Audit Date:
<b>Phase 3: Results Presentation</b> Present results & ZWSP overview to staff (during staff meeting) Q & A	Meeting Date:
<b>Phase 4: Classroom Education</b> Individual classroom presentations (15-20 minutes) and/or school-wide assembly	Meeting Date:
<b>Phase 5: Training (concurrent with Phase 4)</b> Staff & parent (if applicable) advisor training Green Team training Custodial training	Staff Date:  Green Team Date:  Custodial Date:
<b>Phase 6: Infrastructure Roll-out</b> School-wide waste station implementation Lunch monitoring with ZW Goalies ZWM to observe student flow & troubleshoot Observe materials collection to ensure recommended service changes are accurate	Dates:
<b>Phase 7: Follow-up &amp; School Waste Audit</b> Audit and data collection Identify contamination & recovery rate Implement changes (if needed) Celebrate success with awards/banner presentation!	Audit Date: (8-10 weeks after completion of Phase 6)  Banner Presentation Date: