

Guidelines for Student Teams:

1. Identify **Recycling Team Leader** and **recruit other students** to participate. (Of course, the more students participate, the better the finished product will be.)
2. **Send contact info** (name, email address, phone number) for all team members, identifying group leader, to jessicalshook@hotmail.com .
3. Decide as a group when a good **time would be for first meeting**.
4. **Send meeting date confirmation** email to the above email address.
5. Jessica, representing ScSEED, will attend the meeting for facilitation. At the meeting we will:
 - a. Discuss the project overview (5 minutes)
 - b. Brainstorm needed signage for the collection facility (15 minutes)
 - such as what materials can be recycled, directional signs, accreditation for sponsoring organization (schools and ScSEED), others?
 - c. Agree upon First Draft Document of needed Signage (10 minutes)
 - d. Brainstorm reward structure for students (10 minutes)
 - e. Agree upon First Draft Document for a Reward Structure (5 minutes)
 - think of '*budget-appropriate*' and *creative* ways to reward students for their hard work- **think Countywide!**

ScSEED Recycling Project
Jessica DuBoe, Coordinator

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***If more time is needed to complete the above tasks, a second meeting will be scheduled.**

After the first 2 draft documents are complete, the **6 school teams will meet as one group to finalize the Signage and Reward Structure Documents**. Students will be deciding together on a single plan to be implemented Countywide. Once the first drafts are complete, **a meeting date to finalize the plan** will be decided by the 6 student teams. Later in the process, the 6 teams will reconvene within their own schools to develop a Public Relations Campaign (i.e. advertising to the community about the program).

Thank You for your participation in this project and with ScSEED. I encourage you to think about the above agenda and what you would like to see for the signage and rewards of this project. Your involvement is critical to our success and I am excited to have young people taking the lead in our communities. Your quick formation of your team and return of your contact information will help our project proceed in a timely manner.

Chat Soon!!

Jessica DuBoe

ScSEED Recycling Project Coordinator

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