



## Three-Phase Timeline

### **Initial Phase:**

- Form team of school administrators, district staff, teachers and parents
- Establish goals and finalize wanted end results
- Schedule and complete lunchroom waste audit
- Schedule and complete two week audit of trash dumpster(s)
- Collect pertinent information on Client Checklist, Start-Up Form

### **Middle Phase:**

- Review audits
- Launch one month pilot in lunchroom
- Review one month pilot
- Schedule broader rollout

### **Final Phase:**

- Set up permanent lunch line
- Compost Helpers are trained and in place
- A group of parents, volunteers, and school personnel are available to monitor the line as needed
- All volunteers are connected, such as PTA and parents, to Feed the Bin and other helpful departments
- Post Daily Lunchroom Procedures for volunteers' quick reference
- Engage everyone: peer influence for sorting; school sustainability "Champion" who can build collaborative, positive rapport with all stakeholders and has time as a resource; student ambassadors can visit classrooms to reiterate the procedures and model how to dispose of recyclable items appropriately