



King County

Department of
Natural Resources and Parks
Solid Waste Division

King County Green Schools Program

Sample “End of School Year” Email from Principal to Teachers and Other Staff

This email will remind staff to keep recycling bins at school over the summer.

It should be timed so that staff members receive it a few days prior to the end of the year.

If you want to fill in your school’s recycling rate increase in the email, and don’t know what it is, contact your Green Schools Program representative for assistance.

Email Sample:

Thanks to everyone for your hard work improving our recycling program and reducing waste this past year! Because of your participation in the program, our recycling rate has increased from ____% to ____%!

Without the recycling containers, we wouldn’t have a program. So please remember that the blue recycling bins belong at school over the summer.

As you clean out your classroom or office, remember to leave the recycling bins next to the garbage cans so that the recycling program can be ready to go when the new school year begins.

Thanks and have a great summer!

(Principal)

April 2008