**ASSEMBLY HOW-TO GUIDE**

Assemblies mean that something big, something official is happening. Host an assembly to highlight the recycling efforts in your school and share achievements. You can hold an assembly in the cafeteria and divide students by class, or host a bigger one in the auditorium and merge multiple classes together. Use this guide along with the accompanying Power Point presentation to host a great assembly.

**Time Required:** 30 minutes

**Materials:**
- Power point presentation
- Projector and screen
- Added pictures of your school’s recycling (optional)
- Prize/giveaway (optional)
- 3 bins labeled with NYC’s waste stream decals
- Recyclable materials commonly found in schools
  - **MGP (Metal, Glass, Plastics):** milk cartons, water bottles, soda cans, staplers, utensils, aluminum foil, etc
  - **Paper:** old note books, soft-covered books, old tests, old homework paper, post-its, etc
  - **Landfill:** zip lock bags, chip bags, plastic bags, juice pouches, etc

**Start with an Ice-Breaker:**

It is necessary to keep students engaged during the assembly. Start with an ice-breaker which motivates students to think. A quick question or game is helpful, pending on the time you have. Have some students raise their hands and answer:

**WHAT’S YOUR FAVORITE PART OF LIVING ON PLANET EARTH?**

*(slide 2)*

**Earth is our Home.** No matter what our favorite part of Earth is, it is our home and we must take care of it. Ask other students to raise their hands and answer the following:

**WHAT ARE WAYS WE TAKE CARE OF THE EARTH?**

*(slides 3-9)*

Answers may vary, and chances are that some students say “Reduce, Reuse and Recycle”.

Recycling is the easiest thing students can do to make a big, positive impact on our environment and take care of the Earth. It is important to make this part of our school day, which is why our school has started this recycling initiative.

For more resources and downloadable Green Team tools, check out the Recycling Champions webpage:  
WHERE IN SCHOOL CAN WE RECYCLE?

(slides 10-17)

Have students understand that recycling can and should take place in all classrooms, offices, cafeteria and common areas. We can recycle most of the waste in our school!

Sorting our Recycling. In order to make our school great at recycling, we must learn the rules. Briefly explain the 3-stream system of NYC recycling by providing specific examples, guided by the power point slides. As you do so, call on students to volunteer to get up and sort recyclables into the correct bin in front of the audience. Make sorting recyclables a game.

WHO Wants to be a Recycling Champion?

(slides 18-25)

After this has happened, call on a student who has been paying attention to volunteer and play the trivia game “Who wants to be a Recycling Champion”, which is embedded in the Power Point.

Have a small prize to give out to the student for their participation.

HOW CAN YOU BECOME A RECYCLING CHAMPION?

(slides 26-29)

There are many ways students can become a Recycling Champion. To name a few:

- Lead by Example
- Start or join a Green Team
- Spread the Word

THANK YOU FOR RECYCLING!

(slide 30)

Thank the students for their efforts in recycling, and let them know that by doing so, they are making a big difference in the well-being of their city.

Recruit. Assemblies are a good opportunity to recruit student volunteers and can who help with the school’s ongoing recycling initiatives (event recycling, bin distribution and labeling, tabling, poster-making etc). Create a sign-up sheet and invite students to sign up and volunteer.

For more resources and downloadable Green Team tools, check out the Recycling Champions webpage:

www.GrowNYC.org/RecyclingChampions