

Recycling Project Proposal

Request for Recycling Teaching Partner Assistance

The City and County of Honolulu, Department of Environmental Services is offering recycling education resources to schools to assist in establishing sustainable recycling activities in your school and/or community.

The City has compiled a list of Recycling Teaching Partners (RTP) that are available to come to your school to assist in educating, motivating or coordinating recycling activities. Please see the attached/enclosed list of qualified RTPs and program descriptions offered by each.

If you would like to utilize one of these Recycling Teaching Partners, please submit a proposal to the City describing your recycling/ activity plan and requesting the assistance of the RTP of your choice. Contact the RTP before submitting the proposal to discuss their program, their availability and how they can integrate into your recycling activity plan. Then complete this proposal form and submit it to the City.

The Recycling Teaching Partner is paid directly by the City for their services or supported through private-sector sponsorships. Each school may request assistance for a maximum of \$500. Requests for greater support may be considered for school-wide or broad-scope projects, contingent upon the availability of funds.

Proposals must meet all of the following criteria:

- Students are engaged in active learning
- A minimum of 25 students involved
- Results in a sustainable recycling activity at your school and/or in your community

Please complete the proposal form and submit to:

City & County of Honolulu
Department of Environmental Services
Refuse Division
1000 Uluohia Street, Suite 212
Kapolei, HI 96707
Attention: Adam Bien, Recycling Specialist
Fax: 768-3434
Email: abien@honolulu.gov

Proposals may be submitted at any time.

Please limit your proposal to the three-page form. Keep your proposal brief within the space provided in each section. If you have questions or would like to discuss your proposal ideas, please contact Adam Bien at 768-3422 or abien@honolulu.gov.

A brief final evaluation must be submitted within four weeks of completing your recycling project. This is to confirm that the services of the RTP have been provided and to provide feedback on the quality and value of this program. See attached evaluation form.

NAME OF SCHOOL: _____

CONTACT PERSON: _____ **TITLE/POSITION:** _____

TELEPHONE: _____ (daytime) _____ (mobile) **EMAIL:** _____

Recycling Teaching Partner(s) requested:

Description of program(s) to be provided by the RTP(s) and the cost:

Preferred dates for Recycling Teaching Partner participation/presentation:

Have these dates been arranged and confirmed by the RTP? Yes / Not Yet

Briefly describe your recycling project/activity plan:

How will the students be engaged in active learning?

Recycling Teaching Partner Evaluation

NAME OF SCHOOL: _____

CONTACT PERSON: _____ **TITLE/POSITION:** _____

TELEPHONE: _____(daytime) _____(mobile) **EMAIL:** _____

Recycling Teaching Partner (RTP): _____

Date RTP provided assistance/program: _____

Date Project Completed: _____

Briefly describe outcomes of your recycling activity/project as related to students' learning, increased recycling, reduced waste, impact on community:

How would you rate the quality of the Recycling Teaching Partner:

	Excellent	Very Good	Good	Fair
Knowledge	_____	_____	_____	_____
Presentation	_____	_____	_____	_____
Organization	_____	_____	_____	_____
Classroom Management	_____	_____	_____	_____
Overall	_____	_____	_____	_____
Additional comments:				

How effective/beneficial was the Recycling Teaching Partner to the success of your recycling activity/project? Very much Moderate Fair

Do you have suggestions to improve the Recycling Teaching Partner assistance?

Submit completed form by fax at 768-3434 or email to abien@honolulu.gov