ALL GREEN
More than recycling.

Thursday, February 07, 2013

Angelina Veal
Sacramento Regional Manager
15561 Del Amo Avenue
Tustin, CA 92780

Belen Magers
John Muir Middle School
41149 Boyce Road
Fremont, CA 94538

Dear Belen:

Thank you for your commitment to promote environmental awareness and responsible recycling by hosting an e-waste collection event. We are excited to partner with you in reducing your ecological footprint while raising funds for your organization. Your fundraising event has been scheduled for:

Date & Time: March 2 -3, 2013 from 10:00 am – 3:00pm

Location: John Muir Middle School
41149 Boyce Road
Fremont, CA 94538

Please check if this information is correct: ☐

The key to a successful event is ensuring that you and the student body are committed to getting the word out about his event.

Attached, you will find a guide to ensuring a successful event including a suggested timeline and some of the best practices we've learned over the years. Additionally, you will see a list of the services we will provide you at no cost on the day of the event including labor and logistics.

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All Green provides the following at no cost:

- Perform complete setup and breakdown of event.
- Accidental and Liability insurance during the event
- Provide labor for removal of material from vehicles.
- Package and remove all material from site
- Transport material to our facility for domestic recycling.

What you should do for a successful event:

Promote the event to the best of your abilities by fully activating your student body, utilizing your internal resources, tapping into the local community and parent/faculty networks.
Here are a few suggestions just to get you started:

Resources

- School announcement over intercom or at school assemblies
- Inform parents and faculty through the schools all call system
- Email a digital flyer to school sponsors, partners, and faculty members
- Post event information on the school website and social media outlets
- Place banners at the school's entrance and drop off circle (if applicable)
- Place posters at entrances and high traffic areas in the school
- Place a flyer with each book being checked out through the school library
- Place information in the school's newspaper
- Reach out to school vendors for possible recycling opportunities
- Place poster on the side or back window of school buses
- Flyer distribution to children and/or parents during pickup and drop-off
- Consult with the schools IT manager and recycle unwanted school equipment
- Parent PTA network
- Booster Clubs

Community

- Banner placement in high traffic areas within a 3 mile radius
- Placing posters in local businesses and libraries
- Email flyers to key partners and school sponsors
- Inform local businesses about the event and have them display a poster or flyers
- Make announcement at local events
- Encourage school sponsors to recycle their e-waste and unwanted electronics
- Contact city for support by placing the event on their website calendar
- Contact Local Print and News media for news coverage or press releases

15561 Del Amo Avenue, Tustin, CA 92780
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www.AllGreenRecycling.com

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Donation Information:

Your donations come from the fact that the State of California is one of the only states in the country with an e-waste recycling program. The state reimburses us for collecting Televisions and Monitors but only if a name, address and phone number is collected from each visitor. Computers, Laptops, Tablets and Smartphones with the potential of being reused are also valuable.

Donation Amount per Pound on TVs, Monitors, and Computers: **$.10 per pound**

Printers, copiers, small appliances, remote controls, and other electronics represent a net loss to our company and are not subsidized by the state. However, we will still collect them free of charge as a public service.

Please check if you understand the donation terms: ☐

Important Terms of Service:

1. Material collected prior to the event, must be accompanied by a log that includes the name, address and phone number for the last person or business that used it in the state of California. Please ask for a copy of these simple log forms if they are not provided for you.

Please check if you understand the policy on logs: ☐

I have read, understand and agree to the above.

Belen Magers — Date
John Muir Middle School

Angelina Veal — 2/06/13
Date
Sacramento Regional Manager
All Green Electronics Recycling