**Sample kick-off email to faculty and staff**

**As of [DATE], [SCHOOL NAME] recycles food scraps!**

Hello Faculty and Staff:

Beginning on *(date)* our school will begin a food scraps recycling program, which will help us divert food scraps from landfills and do our part to reduce our impact on the environment.

**What is the program?**

At breakfast, lunch, and dinner, there will be waste stations set up in the [cafeteria/lunchroom] that are made up of three color-coded cans that students will use to sort waste:

* **GRAY** can for landfill waste
* **BLUE** can for recycling
* **GREEN** can for food scraps

**Day of Program Launch**

On the day of the program launch, we will have a [morning assembly/training in the classrooms] to teach students about the benefits of recycling food scraps and how the program works. We want to make this program a part of our school’s culture and ensure student participation. We need help from our teachers and staff by:

* Before excusing students for lunch, review the new [**waste sorting steps here**](https://drive.google.com/file/d/1POXY7C0OtXNImiX6pQdlk9hYkncMNwUs/view?usp=sharing)
* Give monthly reminders to students on how to sort waste
* Let students know how they make a big difference for the environment by keeping as much of their lunch waste out of the landfill as possible
* Visit [**these resources**](https://drive.google.com/drive/folders/1in7qB5_3t_1MQH5sy2AeGk4xmMGY8l45?usp=sharing) for more tools and tips

**Thank you!**

With a little effort up front, I know this will become an easy part of every school day. I’m confident that this program will have a positive impact on students’ behaviors and our school’s culture.

Thank you in advance for your support. I welcome your feedback and suggestions to improve the program as we move forward.

Regards,

*Name*

Principal