



School fundraising participation guide

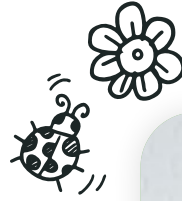


Fundraising is **trash!**

Fundraise for free alongside schools around the world by sending your hard-to-recycle trash to TerraCycle for recycling.



Recycle with TerraCycle



Finally—a way to fundraise for your school at no cost to you! By simply recycling some of the products you and your students use every day, you'll be supporting a 24/7 fundraising effort that helps the planet. Don't let this opportunity go to waste.



Why fundraise with TerraCycle?



It's 100% FREE!



It's a 24/7 fundraiser that doesn't interfere with other initiatives.



It's an opportunity to teach students about the importance of recycling!



It keeps hard-to-recycle trash out of landfills.





How does it work?

Step 1: Create an account for your school on terracycle.com

- Anyone can sign your school up on [terracycle.com](https://www.terracycle.com): teachers, administrators, coaches, parents, and more.
- Make sure to select your school type under “Organization Type” when creating your account. For example, public middle schools can choose “Public Middle School” as an organization type.

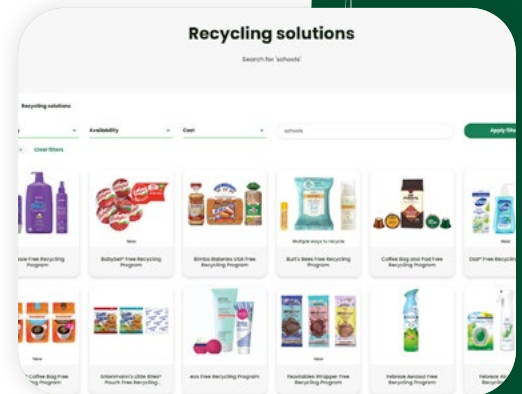
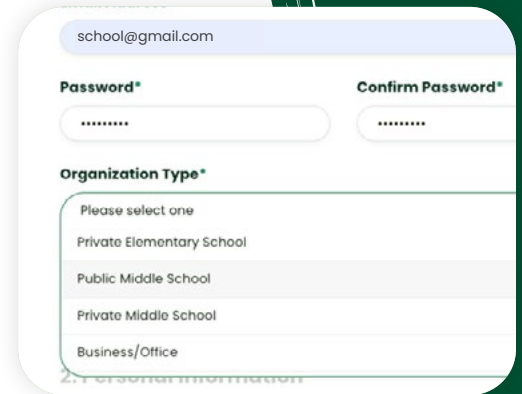
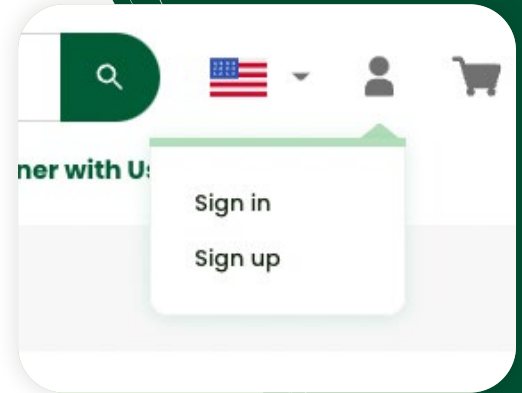
Please make sure you have permission to set up a recycling collection on school property.

Step 2: Sign up for the free recycling programs that are right for you

- See our list of programs recommended for schools by going to [terracycle.com/schools](https://www.terracycle.com/schools).
 - You can collect for nearly any TerraCycle free recycling program as a school. Visit our “All free recycling programs” page and join as many programs as you’d like.

Step 3: Set up your collection station

- Set up a box or bin for each program your school is collecting for.
- Label each box with the Program Flyer that’s available on each program web page.
- Make sure you or another staff member monitors your collection station so you can ship to TerraCycle when your bins get full.



How does it work? (continued)

Step 4: Collect accepted waste

Here are some best practices you can share to make the biggest impact:

- Tell students and parents to bring in their hard-to-recycle trash.
- Items don't have to be completely clean, but please remove as much product from your trash as possible.

Step 5: Ship in your accepted waste

- Be sure to ship trash from each program separately. You cannot ship waste from multiple programs in one box.
- Once a box or bin is full, log into your account, head to your profile, find your programs, and select "Get Shipping Label" for the program you're ready to send trash in for.
- Please note that some programs have a minimum weight requirement that your shipment must meet in order to receive points.
- Seal up your full box and affix the correct shipping label for that program, then drop off the box at your nearest UPS location.



Redeeming your TerraCycle Recycling Rewards points!

In three simple steps, your points can be redeemed for a donation of \$0.01 per point.

Step 1: Add your school as a charity

- Visit our [Rewards page](#).
- Scroll down to “Add new charity.”
- Please fill out our charity request form with your school’s Tax ID number (optional) and the address and contact information for the school you would like to add.
- Please note, the address and phone number must be for the school you are fundraising for, not your home address or personal phone number.
- Click “Submit” when you’re finished filling out your information.
- If your information is filled out incorrectly, your request may be rejected.

Step 2: Redeem your points

- Visit the [Rewards page](#) on our website.
- Under “Search for an existing charity,” search for your school’s name.
- You must redeem a minimum of 2,500 TerraCycle Recycling Rewards points (or \$25) at a time.

Step 3: Get cash for your school

- We will send you a check.
- We have two payment periods per year. If you redeem by the end of April, you will be paid in June. If you redeem by the end of October, you will be paid in January.
- That’s it! It’s really that simple. Use your funds for new classroom materials, uniforms, equipment, or whatever else your school needs!

Questions?



Visit our [Help Center](#) or email customercare@terracecycle.com, and our Customer Care team will get back to you as soon as possible.

