



The Green School Project

Recycle and raise funds for your school!

Participation Guide

Join TerraCycle to send us your hard-to-recycle rubbish and teach the importance of recycling, empower future generations to take action, do your bit for the planet... and raise funds!



Recycle with TerraCycle

Here at TerraCycle, we are inviting schools to take part in our Green School Project - a great way for you to raise funds for your school by recycling your rubbish with us.

Joining is free and you'll get TerraCycle points that you can redeem for a monetary donation to your school.



4 reasons why you should bring TerraCycle to your school



It's completely free.



You'll help raise funds for your school.



You'll teach your students the importance of recycling.



You'll help your community keep their hard-to-recycle rubbish from landfills.

How it works

Set up a recycling hub in your school and encourage your students, teachers, staff and their families to drop off products and empty packaging that can't typically be recycled kerbside. Then, download free shipping labels to send the rubbish to TerraCycle for recycling. You'll get TerraCycle points for each shipment.

Don't forget to share this new initiative! The more you ship, the more points you can earn and the more funds you can raise! Encourage your students, teachers, staff and their families to drop off their rubbish at your school!

Who can sign up?

Anyone can! Whether you're a teacher, a parent or part of the school's administration, you can create a TerraCycle account. But make sure you have permission to set up a recycling hub on school grounds.

You can set up multiple drop-off points at your school (e.g. reception, teacher's lounge or classrooms). But, we recommend you only use one account to manage them. It will make the shipping process easier, and all your points will be under the same account.



Public drop-off point or private collector?

You can join our programmes as either a private collector or by setting up a public drop-off point. Usually, if you join a programme as a public drop-off point, your location will appear on our map so your community knows where to drop off their rubbish. If a programme you wish to join is only available as a public drop-off point but you do not want your school's location to appear on our map, you can get in touch with our customer service team.

As the administrator of your recycling hub, you'll choose the location (e.g in classrooms, reception, etc), the recycling programmes you want to join as well as send the collected rubbish to TerraCycle using prepaid shipping labels.

It's easy! We'll walk you through our process in this guide.



Collect



Print Free Label



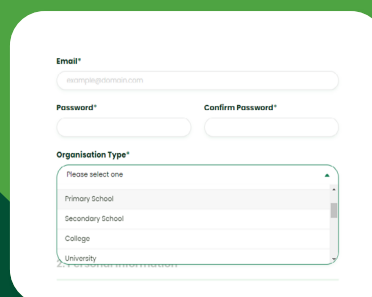
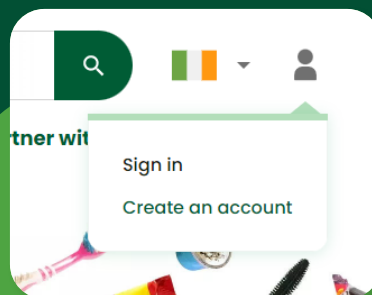
Ship



Earn Rewards

Step 1 create an account

- Visit [terracycle.com/en-IE/](https://www.terracycle.com/en-IE/).
- Find the profile icon in the upper right corner and click "Create an account."
- Create an account for your school.
- Make sure to select 'Primary school' or 'Secondary school' under "Organisation Type".



Step 2 join our free recycling programmes

- See our list of programmes recommended for schools by going to [terracycle.com/schools-IE](https://www.terracycle.com/schools-IE).
- Learn more about the programmes you think your community would be interested in.
- Click the “Join” button on the page of a programme you’d like to join*.

**Join as many participating programmes as you want!*



Step 3 set up your recycling hub

- Use any receptacle or box to collect the accepted items.
- Use a separate box for each programme.
- We recommend using ones you already have in the school (e.g. a cardboard box) - reduce and reuse!
- Label each one with the Accepted Waste Poster (available on each programme page).
- Plan to check your recycling hub regularly and ship your full boxes to TerraCycle (or someone within your school can volunteer to do this).

Step 4 get the word out

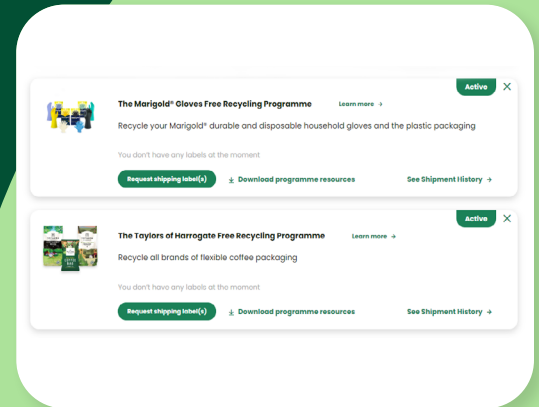
- Let your community know they can drop off the accepted rubbish.
- Share the following best practices:
 - ▶ Start collecting accepted items in a box at home and bring them in once it’s full.
 - ▶ Please make sure only to drop off accepted items.
 - ▶ Items don’t have to be thoroughly cleaned, but please remove as much product (e.g. crumbs from crisp packets) as possible.
 - ▶ Please sort your items into the correct boxes at our drop-off point.

Find emails and social media templates by downloading our resource guide [here](#).



Step 5 ship to recycle

- Keep an eye on your drop-off point to know when your boxes are ready to be shipped.
- Important: Be sure to send the rubbish of separate programmes in separate boxes and with shipping labels specific to each programme.
- When you have a full box, log in to your **TerraCycle account**.
- Click your profile icon to view your programmes, and then click “Request shipping label(s).”
- You will receive an email with your free label; just download it and print it.
- Seal up your full box and affix the shipping label, then organise a pick-up by calling **03457 877 877** or booking online via **this link**. Alternatively, you can also drop off your box at your closest **UPS drop-off point**.



Step 6 raise funds for your school

- We'll give you TerraCycle points for each shipment you send to us.
- Please note that some programmes must meet a minimum weight to earn points.
- You can check your accumulated points in your Profile.
- Please note that it may take a few weeks after you ship a box for your points to be updated.
- Exchange your earned TerraCycle points as a monetary donation to your school.



Participating programmes	Accepted rubbish	Min weight requirements
The RB® Hygiene Home Free Recycling Programme	All brands of dishwashing, cleaning and fragrance flexible packaging	Min 3 kg per shipment to get TerraCycle points.
The Babybel® Free Recycling Programme	Babybel® packaging	Min 500 g per shipment to earn TerraCycle points.
The pladis Biscuits and Snacks Free Recycling Programme	All brands of biscuit, cracker and cake wrappers	Min 5 kg per shipment to get TerraCycle points.
The Aqua Optima® Water Filter Free Recycling Programme	Aqua Optima® water filters	Min 1 kg per shipment to get TerraCycle points.

You can also find the different requirements on each of the programme pages.

The rewards

You can exchange your TerraCycle points as a monetary donation to your school. The more rubbish you send us, the more funds you raise!

Step 1 redeem your points for donations

- Visit our 'Rewards' page on the TerraCycle website and select your school
- Click 'Redeem'
- **Important: you must redeem a minimum of 2,000 TerraCycle points (or €20) at a time.**
- To add your school to our database, select 'Add new charity' and fill out the form.

Step 2 get paid

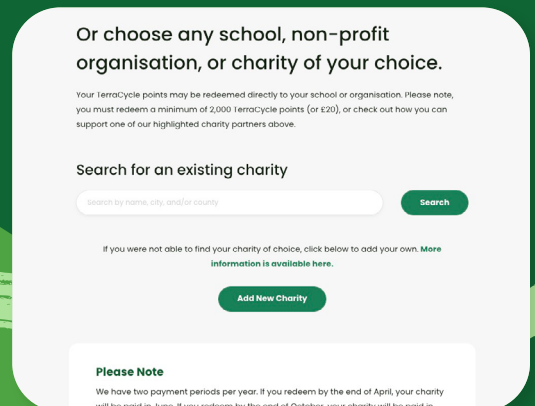
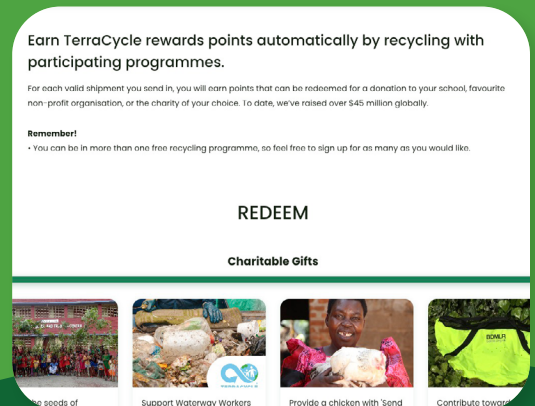
- We'll send your donation directly to your school's bank account.
- **Important: we have two payment periods per year. If you redeem by the end of April, you will be paid in June. If you redeem by the end of October, you will be paid in January.**

Incentives

On top of the usual TerraCycle points you'll get, there are other ways you can earn TerraCycle points:

- Create a TerraCycle account and we'll give you 500 TerraCycle points (€5). If you already have a TerraCycle account, join one of our participating programmes to get 500 TerraCycle points (€5).
- Refer another school or another branch of your school to get an extra 1,000 TerraCycle points (€10) when they send in their first valid shipment

Find all the resources you need [here](#).





About TerraCycle

At TerraCycle, we've partnered with brands, communities, and individuals for the past 20 years across 20 countries and are on a journey to move the world from a linear economy to a circular one.

TerraCycle isn't your typical recycler. We develop ways to collect and recycle rubbish not generally accepted by traditional kerbside recycling, including toys, coffee capsules, crisp packets, and much more.

We can recycle these hard-to-recycle items because we work with brands, retailers, and other stakeholders who fund the recycling process. They sponsor our free recycling programmes so that you can recycle for free.

Alongside our recycling services, we've created first-of-their-kind solutions in recycled content and reuse. We're focused on continued innovation as we work to fulfil our mission to keep rubbish from ending up in landfills.

To learn more and *get* involved,
visit [terraCycle.com/en-IE/](https://www.terraCycle.com/en-IE/)

Together, let's empower future generations to take action!

Get started today by visiting terracycle.com/schools



Questions?

Visit our help centre to see frequently asked questions and answers or to contact us directly:
help.ie.terracycle.com/hc/en-ie