



## **How to be an awesome Community Collection Hub**

**Thank you for helping us  
eliminate the idea of waste.**

# BECOMING A COMMUNITY COLLECTION HUB IS EASY AND REWARDING

Congratulations for stepping up to become a Community Collection Hub and working with TerraCycle and our business partners to keep as much packaging as possible out of landfill.



The team at **TerraCycle** are cheering you on and are here to help. You will find a range of support materials on [terracycle.com.au](http://terracycle.com.au) such as a poster for your window/wall to let people know which items they can recycle at your hub, and icons to add to your social media posts so you can spread the word about the great work you are doing to help your community look after our environment.

This book contains heaps of helpful hints to get you started, but if you have any other questions please email: [customersupport@terracycle.co.nz](mailto:customersupport@terracycle.co.nz) or call us on **0800 474 016**.

## Four easy steps



### 1. Join

as many free recycling programmes as you wish. Go to [terracycle.co.nz](http://terracycle.co.nz) and choose to become a Community Collection Hub for that programme.



### 2. Create

your collection station using any box you have lying around (please reuse; don't buy something new for your collection).



### 3. Spread the word!

Let everyone know you're a Community Collection Hub by making use of the social media images we've prepared for you (or feel free to make your own), contact the editor of your community's newsletter or paper, and download our posters to highlight your collection location.



### 4. Ship

When you are ready to ship, **download a FREE shipping label**. Stick the shipping label to your box and **send the box** to TerraCycle for free via New Zealand Post.

#### Are you doing an amazing job?

Our marketing team would love to help you promote your Community Collection Hub. Simply complete the Tell us form on the Community Collection Hub page on the TerraCycle website.

#### Want to know more? Read on to learn about:

1. How to create an eye-catching collection zone
2. Storing items to be recycled
3. Shipping tips

# HOW TO CREATE AN EYE-CATCHING COLLECTION ZONE

A collection box is a great way to engage your customers and keep your collections clean, organised and engaging.



## Here are some great tips to maintain your collection area and box:

- Use upcycled materials. An empty storage bin and some leftover wrappers or scraps of paper can make an incredible collection bin.
- Clearly communicate what items can be recycled in each box. You'll find a range of support materials, such as the What can be recycled poster, on each free recycling programme page (accessed from your profile page on the TerraCycle website).
- Create a bin for each programme. Sorting at the point of collection makes organising and storing your recycling much easier.
- Put a lid on it. Having the option to close your bin will allow you to keep it nice and clean.
- Turn it into an activity. Your collectors may feel more involved if they work together to create the collection bin(s).
- Place your bin in a high-traffic area. You want people to notice your bin so that they remember where they can recycle their waste.
- Place your bin where recycled items are generated. Maybe it is the lunch room in your office, or near the door of your business.
- Do not permanently store waste in collection bins. Many programmes have minimum shipment size requirements, so you'll probably need to store your collection separately from your collection bins. The next section describes how to do this in more detail.





# STORING YOUR ITEMS TO BE RECYCLED

Some of our free recycling programmes have shipment size requirements for receiving TerraCycle point donations. You can send in any size shipment at any time, but only shipments over a certain size will earn points.



## Here are some suggestions to help you store your waste until you are ready to send it in.

- It's all about recycling. If you cannot store much waste at your location, just send it to TerraCycle. You may not earn TerraCycle points, but you will help the environment by diverting your waste from landfill.
- Weigh your items. Do not count it. We base our point system on average weights, not actual units (with the exception of some programmes), so counting is not recommended.
- Store your items out of the way. We've found that good storage spaces include garages, loading docks, utility closets, or outdoor sheds.
- Tell those who share your space. Whether it's an email, phone call, or even simple signage, let the people around you know about your good work. You don't want your items accidentally thrown out with the other rubbish!



# SHIPPING TIPS

Once you are ready to send in your waste collections, follow these simple steps to make the whole process easy.



- 1** Make sure the contents of your box are not dripping and are properly sealed. New Zealand Post will not accept dripping packages.
- 2** Seal your collection box securely with packing tape.
- 3** Request a New Zealand Post label from your account, which will be emailed to you. Print it out and stick it to your box. Remember, each shipment must have its own label so we know it's from you!
- 4** Drop the shipment off at your local New Zealand Post Office.
- 5** Don't forget to congratulate yourself on a job well done.



## Earning TerraCycle Points

TerraCycle collections typically take until the end of the month (30 days) to be credited to your account after it has been delivered to our facility. If more time has passed and your shipment has not been credited, contact TerraCycle Customer Support at [customersupport@terracycle.co.nz](mailto:customersupport@terracycle.co.nz) or 0800 474 016.