

Getting Started

The consolidated *Certification Toolkit* is a great place to start when planning for a successful EcoSchools year. Schools new and returning to the program will find the following sections useful for information, tools, and ideas that will guide your EcoTeam throughout the year:

 **Introduction**—This section outlines the **Five-Step Process**, an organized and systematic way for schools to implement their program over the course of a year, the **certification process and deadlines**, instructions for accessing the online application and e-portfolio, and an overview of EcoSchools guides and resources.

 **Leadership and Teamwork**—This section provides useful information that can help you **establish and organize your team**, set roles and responsibilities, and **plan for the year**. Overall, it will help get your whole school mobilized to tackle challenges and reach your goals.

 **EcoReviews**—All six sections of the EcoSchools program have an EcoReview. They are a set of guiding questions to help assess your school's environmental practices. **Use these questions to identify strengths, gaps, and next steps**. You can find the EcoReviews on p. 2 of each section of the *Certification Toolkit*.

 **Take Action and Assess your Progress**—Sections two through six of the Certification Toolkit offer ideas, tools, and tips to help change waste and energy practices, green your school grounds, teach environmental education and connect to your community. Additionally, these sections will offer **ideas on ways to improve your program and help to move it forward**.



E-portfolio and Google Drive



All schools are now automatically enrolled in the EcoSchools e-portfolio upon registration. Use the e-portfolio feature to showcase your school's best work, keep a legacy from year-to-year, and reduce paper usage. Alternatively, **schools may use Google Drive to create an e-portfolio and share the link to the EcoSchools online application.** For more details, see the Online Application pages in the Introduction section of the *Certification Toolkit* (ecoschools.ca>Resources and Guides). For help with uploading documents to your e-portfolio, check out our instructional videos at ecoschools.ca>Instructional Videos>Online Application.

Printer Cartridge and Toner Bottle Recycling Tools

Schools and centres can recycle empty ink cartridges and toner bottles to minimize their waste!

 **Printer Cartridge Recycling:** PRINTERPLUS collects, refurbishes, and recycles empty inkjet and laser toner cartridges used in schools.

 **Photocopier Toner Bottle Recycling:** Ricoh Canada collects and recycles the toner bottles used in their photocopiers.

 **Duplicator Ink Cartridge Recycling:** Bryte Com collects and recycles RISO ink cartridges.

For detailed information, view these tools online at ecoschools.ca>Resources and Guides>Certification Guides>Certification Toolkit>Section 3.

Marker Recycling Program Tool



As one of their green initiatives, **Crayola has created a free marker recycling program called Crayola ColorCycle.** The best part? Crayola will recycle markers from any brand, not just Crayola! This includes highlighters and white board markers. Register your school by visiting <http://www.crayola.com/colorcycle/sign-in.aspx>. Alternatively, **Staples has partnered with Terracycle to create a marker recycling program!** For more information and to find drop-off locations, visit: <https://www.terracycle.ca/en-CA/brigades/writing-instrument-retail-based-brigade>.

Recycling and Green Bin Rebate Program Tools

To help support schools' efforts to sort and manage their waste and recycling, EcoSchools offers a rebate program for green bins, and recycling bins. Schools can receive a **rebate of up to \$150.00 per school year**, based on their student population. For more information, review the *Recycling and Green Bin Rebate Program* tool in Section 3 of the *Certification Toolkit*.

Waste Sorting Posters

These posters have been specially designed to help improve waste sorting practices within your school.

They are available in both English and French!

To order colour print copies, visit ecoschools.ca>Forms>Section 3.



Recycle Right! "Bad Things Happen" Posters

The City of Toronto has created humorous, educational videos and posters to teach Torontonians that bad things happen when the wrong items are mixed with recycling.

To order a maximum of 10 colour print copies for your school, visit ecoschools.ca>Forms>Section 3.

To view promotional videos, visit <http://toronto.ca/recyclerright>.



Waste Wizard

Although the City of Toronto's online waste search engine is not new, promoting it to your school community **will help students, staff, and parents sort waste correctly!** Not sure what goes where? Use the Waste Wizard tool to type in an item and learn where it belongs, visit toronto.ca/wastewizard.

Bag2School

Looking for a TDSB approved fundraising opportunity? Bag2School is a textile recycling company that takes back **unwanted, wearable and unwearable textiles** to be reused or refurbished into new textiles and materials and pays your school money. For more information on how to participate in this program, email info@bag2school.ca or phone: 1-855-260-3863. They will provide you with support materials and personalized information for your campaign. **Upon pick-up of textiles, a cheque will be issued to the school based on the weight collected!**

