



Dear Principal,

Subject: 2016 Clean Communities Grant for Public Schools in Morris County
Slam Dunk the Junk - **Keep Morris County Litter Free!**

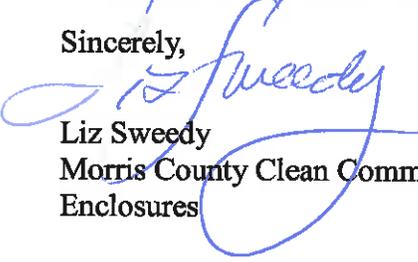
I am delighted to offer your school an opportunity to participate in a program being sponsored by the Morris County Municipal Utilities Authority (MCMUA) through the Morris County Clean Communities program to all public schools in Morris County, grades 6 through 12. As you may know, the New Jersey Clean Communities (NJCC) program is a state-wide litter abatement program that focuses on the cleanup of litter, enforcement and changing the attitudes of those who litter through education. The NJCC program has a state-wide educational campaign called "Slam Dunk the Junk."

In order to promote this initiative, the MCMUA has developed a grant program for public schools. The grant for schools requires that a minimum of 20 students in addition to their adult supervisors participate in a litter cleanup of at least 2 acres of the outdoor school grounds (school property, ball fields, and any wooded areas on the school property) between April 15 and June 6, 2016. Once the project is complete and the designated paperwork has been submitted, **the school will receive a \$500.00 grant** to be used to purchase outdoor receptacles for trash and recyclables or for indoor receptacles for recyclables (indoor receptacles for trash are excluded).

We suggest that you pass this letter along with the enclosed application packet to the advisor of your environmental club, Key Club, Green Team or other school organization that would be interested in this "green" project. Applications will be accepted on a first-come, first-served basis, as our funds are limited. A second project, the poster contest, is described in the second letter.

Please see enclosed application forms for the litter cleanup. If you have any questions, please call me at 973-285-8393. We look forward to hearing from you soon!

Sincerely,


Liz Sweedy
Morris County Clean Communities coordinator
Enclosures

**Certification Form
Clean Communities Grant for Public Schools**

The School Business Administrator/Board Secretary is to complete and sign this form.

I certify that the \$500.00 grant money that will be given to

_____ **School**
Print name of school

will be used to purchase outdoor trash or recycling receptacles, or indoor recycling receptacles.

I will provide a copy of the receipt for the purchase of these receptacles by October 30, 2016, to Liz Sweedy, Morris County Clean Communities Coordinator, Morris County MUA, PO Box 370, Mendham NJ 07945-0370.

Signature of School Business Administrator/Board Secretary

Print Name

Date

Telephone number

**Complete this form and mail original with application forms for the litter cleanup.
If you have any questions, please call Liz Sweedy at 973-285-8393 or email questions,
lsweedy@co.morris.nj.us.**

Thank you.

Litter Cleanup Form A - Application

2016 Clean Communities Grant for Public Schools in Morris County Keep Morris County Litter Free!

In order to be considered for this program, you must provide all of the requested information. Please print or type all information pertaining to your school. Only completed applications will be considered. The grants will be designated on a first-come, first-served basis. If you have any questions, call Liz Sweedy at 973-285-8393.

Please provide the following information (print or type):

School District: _____

School Name: _____

School Address: _____

Contact Person Name (faculty member): _____

Title: _____

Email address: _____

Contact phone number: _____

Contact cell phone number: _____

Municipality: _____

(Name of town which school is located)

Names of 3 adult supervisors: _____, _____, _____

See Form D – be sure to follow student to adult ratio (1 adult for every 5 students)

How many students have signed up to participate: _____

Proposed date of cleanup: _____

Rain date: _____

Time of cleanup: _____

(Clean during day-light hours only and the ground must be free of snow to insure visibility of litter.)

Area to be cleaned (description):

Is the outdoor area to be cleaned two acres or more in size? _____

Will you pick up gloves and trash bags from the MCMUA for use at your cleanup? _____

If so, please call Liz Sweedy at 973-285-8393 (or lsweedy@co.morris.nj.us) to make arrangements.

Will you provide your own gloves and trash bags? _____

Will you pick up the banner from the MCMUA? _____

Please complete and return this form by mail, or email, by April 8, 2016.

lsweedy@co.morris.nj.us

Litter Cleanup Form B - Agreement/signature page

I _____ agree to do the following:
Please Print Name

As soon as possible:

Submit completed application forms A through E (completed by faculty member in charge of cleanup) and certification form (that must be signed by your school Business Administrator/Board Secretary) by **April 8, 2016**.

The week of the cleanup:

- Display the "Slam Dunk the Junk" banner (provided by MCMUA) in front of the school for one full week. Afterwards, be sure to return the banner to the MCMUA in a timely manner.
- Take a picture of the banner in front of the school (mail photo with summary form after cleanup).
- If participating in the poster contest (see second letter), display all posters for one week at the school.
- The participating faculty member and three adults must be sure that all recyclables from the cleanup are collected separately from trash in order to be recycled, and that all trash be properly disposed. Remember to take a picture of the bags of trash and count everything in order to properly complete the summary form.
- Please note: **At the time of your cleanup, there must be NO SNOW on the ground.**

After the cleanup:

- The completed summary form (a list of bags of trash and recyclables as well as other details of the cleanup) must be received by the MCMUA by June 13, 2016.
- Three pictures must be provided from the litter cleanup with the summary form (in addition to the photo of the banner). **One of the three pictures/photos must show the bags of collected litter.**
- The school must submit one paragraph about the cleanup to a local newspaper along with one picture (this is a great project for a student).
- The MCMUA plans to issue a check (payment) to the school for \$500.00, by August 30, 2016 to be used specifically for outdoor recycling or trash receptacles or indoor recycling receptacles. Please visit www.MCMUA.com for a list of vendors who sell recycling and trash receptacles.
- The school will purchase the recycling/trash receptacles by September 30, 2016.
- A copy of the invoice for receptacles purchased by the school will be provided to the MCMUA by October 30, 2016.

Signature of Responsible Party listed above

Date

Complete and return this form by mail, or email, by April 8, 2016.

lsweedy@co.morris.nj.us

FORM D

MORRIS COUNTY CLEAN COMMUNITIES MINI-GRANT PROGRAM

The undersigned, being a duly authorized representative of _____, (hereafter applicant), hereby affirms that APPLICANT is a bona fide non-profit group and has no affiliation, either directly or indirectly, with any political party. Further, if awarded a Clean Communities Mini-Grant, APPLICANT agrees to:

1. Utilize no less than 20 students, exclusive of adult supervisors (1 faculty member and three other adults), to actively participate in a program of litter pickup and removal at your school.
2. Provide adult supervision for this project (one faculty member plus three more adults for a group of 20 students) or a ratio of no less than one adult supervisor for each 5 participants under the age of 18 is assured.
3. **Schedule the PROJECT for no less than a two hour duration.**
4. Provide the Morris County MUA with completed forms.
5. Provide the Morris County MUA with completed Summary Form not later than June 13, 2016. Use conversion chart to help with estimating weights.
6. Assume responsibility for any costs associated with the collection, recycling and disposal of all collected litter. **RECYCLING IS MANDATORY IN MORRIS COUNTY.**
7. Indemnify and hold harmless the MCMUA and County of Morris and its employees from and against any and all liability, loss, accident or injury to persons or property resulting either directly or indirectly from participation in the litter cleanup.

I certify that I have read the Clean Communities guidelines and that this organization will comply with these guidelines in the performance of the agreed upon cleanup at the school.

Signature

Date

Complete and return this form by mail, or email, by April 8, 2016.

lsweedy@co.morris.nj.us

FORM E

RECYCLABLE LITTER

I understand that recycling is the law in the State of New Jersey. To participate in the Clean Communities Program in Morris County we are required to separate from the collected litter and recycle the following items:

- Aluminum beverage cans
- Steel cans
- Clear, brown and green glass
- Plastic bottles (with a neck) coded #1 and #2.
- Dry corrugated cardboard
- Clean newsprint and mixed paper (magazines, junk mail, etc.)
- Any scrap wood or metals may be recycled whenever possible
- Tires

My group will be sure to **keep all recyclables separate from trash** during the cleanup and take the recyclables to the municipal recycling depot/center or put them into the recycling dumpsters/containers at our school (if available).

We recycled at (**circle one**) Our School Municipal recycling depot/center

If you circled one of the two options above, please skip the next section.

Complete this section ONLY if your school or municipal recycling depot is not available to handle the recyclables from this cleanup.

Furthermore, I understand that the unlawful disposal of litter that has been collected is a violation pursuant to NJSA 13:1E-9.3(a) (b), carrying heavy penalties; therefore, our group has chosen the following option(s) to properly dispose of the litter which we collect on our cleanup and we have made arrangements with

Who transported recyclables: _____
(name of person or hauler)

Where recyclables were taken: _____
(name of facility)

All collected litter will be properly disposed of the day of the cleanup.

Signature

Date

Complete and return this form by mail, or email, by April 8, 2016.

lsweedy@co.morris.nj.us

Litter Cleanup Form F - SUMMARY REPORT (please complete AFTER the cleanup)

This form must be completed following your cleanup and submitted in order to receive your grant money.

School name: _____

Project location (address):

Project date: _____

Name of project leader & phone number:

Number of student participants: _____ Hours spent: _____

Number of adult participants: _____

Please ESTIMATE to the best of your ability: acres covered _____

Number of bags of garbage _____ X weight in lbs. = _____ total lbs. collected

Number of bags of recyclables _____ X weight in lbs. = _____ total lbs. collected

<u>Items</u>	<u>Estimated weight in lbs.</u>
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Commingled plastic/steel/glass/aluminum	_____
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Scrap metal	_____
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Wood	_____
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Corrugated cardboard/chipboard	_____
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Newspaper	_____
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Other (please specify) _____	_____
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TOTAL WEIGHT OF RECYCLABLES _____

(please review the enclosed conversion chart before you start, or feel free to weigh the collected litter)

Signature of faculty member

Date

**Complete this form AFTER the cleanup and submit with 3 photos of the cleanup.
One photo of the bags of litter collected.**

lsweedy@co.morris.nj.us

GUIDELINES FOR A SUCCESSFUL PROJECT

1. Before starting your cleanup, instruct all participants that they should not pick up anything they believe to be hazardous (i.e. medical waste, unknown liquid/chemical substances, animal carcasses, etc.) If you encounter such items you should notify the Public Works Department or Police Department in the town where you are doing the cleanup.
2. Schedule your cleanup to take place during day light hours.
3. Suggestions for cleanup team:
 - wear long pants; blue jeans recommended, and a long sleeve shirt/jacket.
 - wear work boots or heavy shoes. Minimum ankle high suggested.
 - wear work gloves supplied by Morris County Clean Communities.
 - dress warmly during cold weather.
 - use the bathroom before reporting to the cleanup area.
4. Refreshments: provide plenty of cold drinks in summer; hot drinks in winter.
5. Designate someone to serve as photographer for the cleanup (you will need to submit 3 photos from your cleanup to meet the requirements). **One of the three photos must picture the bags of litter you collected during the litter cleanup.** Contact the local newspaper for media coverage.
6. Be sure all recyclables are kept separate from trash in order to be recycled. Properly dispose of all collected trash. **Be sure to count the bags of litter collected in order to complete the summary form.**
7. Learn to identify **poison ivy**. Avoid any contact with noxious weeds or thorny plants. The recommended attire will usually prevent irritations from most plants.
8. Be alert for bees, wasps, hornets, snakes and **ticks**. **Tuck pants into socks.**
9. Pay special attention to the handling of **broken glass and sharp pieces of metal**. **This should be done by the adult advisor.** Do not step or kneel on broken glass or metal.
10. **Avoid unsafe behavior:** All unsafe behavior such as standing or jumping on guardrails, drainage pipes, bridges or concrete walls, horseplay and demonstrations must be avoided.
Be sure to review all guidelines with participants prior to the cleanup.

Please feel free to weigh all trash and recyclables you've collected during you cleanup to get accurate weights.

If not, please use the following conversion chart:

Conversion Chart

To be used for the Summary Report

Conversion of volume to weight for recyclable materials

Newspaper

One 12" stack = 35 lbs.

Corrugated Cardboard

1 cubic yard = 285 lbs.

Garbage

One 33 gallon bag = 20 lbs.

Mixed paper

1 cubic yard = 500 lbs.

Vehicle tires

1 car tire = 20 lbs.

1 truck tire = 60lbs.

Commingled recyclables

(includes aluminum, steel, glass and plastic)

One 33 gallon plastic bag = 25 lbs.

Batteries

One auto battery = 33 lbs.

Used motor oil

One gallon = 7lbs.

The cardboard and mixed paper will be hard to gauge. If you have the means to weigh it, you would have more of an accurate number.



Dear Principal,

Subject: 2016 Morris County Clean Communities Grant - Poster Contest

Keep Morris County Litter Free!

The first letter provides information about the litter cleanup project. The other component, which is **optional**, is the **poster contest**. Your school may participate in the poster contest exclusively or in conjunction with the cleanup, however, you must participate in the litter cleanup in order to earn the \$500.00 grant. This grant program is part of a state-wide litter abatement campaign. Our focus is to **Keep Morris County Litter Free!**"

Each school will run the poster contest individually for students in grades 6 through 12. We urge you to provide this information to the art teacher or any other faculty member who would be interested. This is a great way to incorporate core curriculum requirements. Details about the poster contest are listed on the attached pages. The county-wide winners will not only each receive a \$200.00 gift certificate, but their artwork will be replicated on a recycling container for their school! This is a great way to showcase the artwork and encourage recycling.

Please see the enclosed application forms for the poster contest. If you have any questions, please call me at 973-285-8393.

Sincerely,

A handwritten signature in blue ink that reads "Liz Sweedy".

Liz Sweedy
Morris County Clean Communities coordinator

cc: Art Teacher

Enclosures



Poster Contest Form A - Application "Keep Morris County Litter Free!"

Poster Contest for Morris County Public Schools (grades 6-12)

2016 Clean Communities Grant for Public Schools in Morris County Slam Dunk the Junk, Keep Morris County Litter Free!

In order to participate in the poster contest, complete this page and the agreement/signature page (forms A & B) and mail both by April 8, 2016. Be sure to provide all of the requested information.

Please provide the following information (print or type):

School District: _____

Municipality: _____

School Name: _____

School Address: _____

Contact Person Name: _____

Contact Person, title: _____

Contact phone number: _____

Contact Person's email: _____

Students from which Grades will participate: _____
(Students from grades 6 through 12 are eligible to participate)

How many students will participate? _____
(No minimum or maximum of participants)

ONLY SUBMIT TWO POSTERS. The teacher or coordinator from each school should choose two posters from their respective school and submit the two posters to the Morris County MUA in order to be judged in the county-wide contest by May 6, 2016. In the event that you only have one participant, please submit one poster.

Please complete and return with Form B by mail, or email, by April 8, 2016.

lsweedy@co.morris.nj.us

Poster Contest Form B
Agreement/signature page

Keep Morris County Litter Free!

I _____ agree to do the following:
Please Print Name

Complete Forms A & B to participate in the poster contest and mail completed forms by April 8, 2016.

Poster Contest:

- Each interested school will run the contest for students in grades 6 through 12.
- The school will complete the enclosed form and this agreement/signature page and return by mail, or email (lsweedy@co.morris.nj.us) by 4/8/16 to confirm participation.
- Posters will be created on **standard poster board, 22" X 28." Portrait style** (not landscape).
- Each poster is to be designed and created by **one student** only (this is not a group project).
- **Original artwork only** please. Computer generated pieces will **not be accepted**.
- The school will display the posters for at least one week in April.
- **Two posters** chosen by the teacher or coordinator at the school will be submitted to the Morris County MUA for further judging (county-wide) by May 6, 2016.
- The posters submitted will become the property of the Morris County MUA.
- The Morris County MUA will choose four overall winners from grades 6 through 12 (contingent on significant participation). **The artwork from the four posters will be replicated on a recycling container that will be donated to each of the four schools who submitted the winning posters.** Delivery date of containers will be determined by May 2017.
- Each winning artist (student) will receive a \$200.00 gift certificate for their own personal use.

Posters should focus on one of the themes listed below and must include the text, "Keep Morris County Litter Free!"

Litter abatement themes:

- **Keeping our communities clean and litter-free**
- **Changing attitudes of those who litter**
- **Protecting our environment**
- **Recycling**
- **The proper use of trash and recycling receptacles in public places (like school grounds, school sports fields, parks and other public places)**

Signature of Responsible Party (teacher/advisor)

Date

Please complete and return with form A by mail, or email, by April 8, 2016.

lsweedy@co.morris.nj.us