

Dear Principal,

Subject: 2010 Clean Communities **Grant** for Public Schools in Morris County
Slam Dunk the Junk; Put Litter In Its Place!

I am delighted to offer your school an opportunity to participate in a pilot 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 just kicked off a new state-wide educational campaign called "Slam Dunk the Junk."

In order to promote this initiative, the MCMUA has developed a new pilot grant program for 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 school grounds (school property, ball fields, and any wooded areas on the school property) between April 15 and June 5, 2010. Once the project is complete, the school will receive a \$500.00 grant to be used to purchase outdoor containers for trash and recyclables or for indoor containers for recyclables (indoor containers for trash are excluded).

An application packet is included, as well as a list of vendors and purchasing information for containers. We suggest that you pass this letter on to the advisor of your environmental club, Key Club 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, 2010, 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.

Thank you.

Litter Cleanup Form A - Application

2010 Clean Communities Grant for Public Schools in Morris County Slam Dunk the Junk, Put Litter in its Place!

In order to be considered for this program, you must provide all of the requested information. Please print or type information and provide all information for 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 973-285-8397.

Please provide the following information (print or type):

School District: _____

School Name: _____

School Address: _____

Contact Person Name (faculty member): _____

Title: _____

Contact phone number: _____

Contact cell phone number: _____

Municipality: _____
(in 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: _____
(must take place during day-light hours)

Area to be cleaned (description):

Is the 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 to make arrangements.

Will you provide your own gloves and trash bags? _____

Please complete and return this form by mail by March 10, 2010.

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 March 10, 2010.

The week of the cleanup:

- Display the “Slam Dunk the Junk” banner (provided by MUA) in front of the school for one full week.
- Take a picture of banner in front of school (mail 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.

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 MUA by June 15, 2010
- 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 MUA will issue a check (payment) to the school for \$500.00, by August 30, 2010 to be used specifically for outdoor recycling or trash containers or indoor recycling containers. Please visit www.MCMUA.com for vendors who sell recycling and trash containers.
- The school will purchase the recycling/trash containers by September 30, 2010.
- A copy of the invoice for containers purchased by the school will be provided to the MCMUA by October 30, 2010.

Signature of Responsible Party listed above

Date

Complete and return this form by mail by March 10, 2010.

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 MCMUA with completed forms.
5. Provide the Morris County MCMUA with completed Summary Form not later than June 15, 2010. 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 by March 10, 2010.

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 center or put them into the recycling containers at the school (if available).

Recycling center, street address _____

School containers for recyclables: _____

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: _____

where: _____

how transported: _____

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

Signature

Date

Complete and return this form by mail by March 10, 2010.

Litter Cleanup Form F - SUMMARY REPORT

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 conversion chart on the reverse side of the guidelines sheet before you start)

Signature of faculty member

Date

Complete this form after the cleanup and submit with 3 photos of the cleanup (one of the bags of litter collected) plus 1 photo of the banner at the school.

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**. 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.

See conversion chart on the other side of this sheet →

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: 2010 Morris County Clean Communities Grant - Poster Contest

Slam Dunk the Junk, Put Litter in its Place!

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 campaign, "Slam dunk the junk, put litter in its place!"

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 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,

Liz Sweedy
Morris County Clean Communities coordinator

cc: Art Teacher

Enclosures

Poster Contest Form A - Application

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

2010 Clean Communities Grant for Public Schools in Morris County Slam Dunk the Junk, Put Litter in its Place!

In order to participate in the poster contest, complete this page and the agreement/signature page(forms A & B) and mail both by March 10, 2010. 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: _____

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

How many students will participate? _____

Two posters chosen by the teacher or coordinator from each school must be submitted to the Morris County MUA in order to be judged in the county-wide contest by May 5, 2010.

Please complete and return with Form B by mail, by March 10, 2010.

Poster Contest Form B - Agreement/signature

I _____ agree to do the following:
Please Print Name

Complete Forms A & B to participate in the poster contest and mail completed forms by March 10, 2010.

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 by 3/10/10 to confirm participation.
- Posters will be created on standard poster board, 22" X 28."
- 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 5, 2010.
- The posters submitted will become the property of the Morris County MUA.
- We plan to display all submitted posters at the Morris County Library, or another public building during the month of May or June.
- The Morris County MUA will choose two overall winners from grades 6 through 8 and two overall winners from grades 9 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 September 2010.
- Each winning artist (two from grades 6-8 and two from grades 9-12) will receive a \$200.00 gift certificate for their own personal use.

Posters should focus on a litter abatement theme (see themes below) and include the text, "Slam Dunk the Junk; Put Litter in its Place!"

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

Signature of Responsible Party

Date

Please complete and return with form A by mail by March 10, 2010.

