Essential Steps for Planning and Executing a WasteCap Nebraska Grant-funded *e-scrap Collection Event*

WasteCap Nebraska has developed an e-Scrap recycling program, funded by the Nebraska Environmental Trust, that provides communities or organizations funding and guidance for hosting a collection event to recycle used electronic equipment. The program is designed to be a turn-key operation that includes planning tools, pre-approved recyclers, marketing materials and reporting documents. To that end, this planning guide has been developed. These grants are intended for communities with little or no experience holding collection events, and require adherence to certain procedures based on lessons learned by WasteCap Nebraska from several years' experience at holding e-scrap events. General guidelines are as follows:

1. Grants will be awarded to communities in underserved areas of Nebraska. Meaning, in general, that smaller communities (outside the major metropolitan areas of Lincoln and Omaha) with little or no history of holding e-scrap collection events will be favored.
2. Grant allotments are limited to $8,065 per event, and this amount must be matched at approximately 100% with a combination of cash and in-kind matches.
3. Collection Events are for one day only, not to exceed 6 hours maximum.
4. Certain designated items will be collected for free from participants, and there will be a per-pound or per-item price on all other items. This price formula is a requirement.
5. Only approved electronic recycling service providers will be allowed to participate in these grant-funded events. A list of approved recyclers is provided.

It is recommended that planning for an e-scrap event begin no later than a minimum of six weeks before the date of the event.

This guide will cover the following steps for holding a one-day e-scrap collection event.

1. Identify and write clear goals for your program
2. Get buy-in from all stakeholders
3. Develop a work plan
4. Apply for a grant
5. Select a recycler and Take Care of Details
6. Hold the Collection Event
7. Complete the Collection Event Reports
8. Report results to the Public

Note: This Guide and all attachments referenced in this document are downloadable from www.wastecapne.org.

1. Identify and Write Clear Goals for Your Program

Written program goals are great tools to inform stakeholders about the reasons and necessity of offering an e-scrap event in your community. Reasons for conducting an e-scrap collection event may include the following:

- To meet regulatory requirements
- To reduce the quantity of waste going to the landfill or to increase recycling rates
- To keep heavy metals out of the waste stream
- To conserve natural resources
- To provide recycling options for local consumers, households and businesses

2. Get Buy-in from all Stakeholders

A collection event can involve a number of agencies, groups and individuals. These potential stakeholders should be involved early in the planning stages for an event. Stakeholders can offer valuable input that will be important in detailing your program. Some potential stakeholders might include (but not be limited to):

- City manager or county executive
- City attorney or county counsel
- Finance department
- Police
- Fire department
- Hazardous waste compliance program
- Local solid waste agency
- Solid waste management staff
- Public works staff
- Household hazardous waste staff
- Citizen committees
- Local e-scrap recyclers
- Local businesses or chambers

3. Develop a Work Plan and Timeline

Your plan should include the required actions, responsible staff, and timelines for your collection event. These activities should begin at least 6 weeks before the event, but 3 months is not too early to begin planning, particularly if your event represents a partnership among a group of cities, a city-county combination, or between business, nonprofit and government offices. Considerations include:

a) Selecting a collection site
b) Designing the collection site layout
c) Determining staff and training needs
d) Determining equipment needs
e) Determining marketing plans
f) Estimating costs and participation

g) Data collection and reporting
h) Program evaluation

a) Select a Collection Site

An ideal site would be one that:

- Is well-known by people in the community
- Is highly visible
- Is centrally located and easily accessible
- Is near major streets and has simple map instructions
- Provides space to queue traffic without disrupting regular traffic
- Has an impermeable surface (concrete or asphalt) to minimize environmental risks and facilitate the use of a pallet jack or forklift
- Has on-site utilities (running water, fire hydrants, electrical hookups)

Tip: Make sure to check on any insurance requirements when you get permission to hold the event. Depending on the site location, you may have to secure general liability insurance to provide coverage in the event of any accidents that lead to injury.

b) Design the collection site layout

The site layout should allow participants to move through the collection area quickly and efficiently. The site design should be detailed on a map showing all the pertinent information. This map will be used for staff and volunteer training, for setting up the site, and for post-event evaluation. (*See Attachment A for a sample layout.) Points to consider when designing the layout of your collection site include:

- *Queuing of traffic:* the site plan must accommodate lines of traffic entering and leaving the site. These waiting lines should not interfere with the normal street traffic patterns around the site. In designing the site plan, anticipate the maximum number of participants and traffic flow. This way your site is prepared to handle the worst case scenario.
- *Sensible and well-marked traffic flow patterns:* If possible, plan for one-way traffic flow through the site. Ample room should be available to accommodate the turning radius of large vehicles. The site should allow for contractor's trucks and the possibility of needing to bring in extra supplies or equipment. Also, the site map should include specifications for how traffic flow will be marked and where the markers will be placed. Markers may be traffic cones, sawhorses with attached signage, people directing traffic, or any other method that is clear and leaves no possibility for misunderstanding by the public.
- *Multiple unloading areas:* The site plan should identify the number and location of unloading areas. Several traffic lanes with separate unloading stations may be preferred for large events. Plan on setting up a separate unloading area for participants with special needs, such as large loads of e-scrap that would delay traffic flow.
- *Unloading participants' vehicles:* Depending on the anticipated participation, residents could be asked to unload their own electronic waste; however having event workers unload cars will facilitate traffic flow and limit possibilities of participants being injured or involved in an accident.
- *Minimal distance from vehicle unloading to sorting and packaging areas:* In planning the distance between unloading and sorting stations, you need to provide adequate space for staging the materials before they are packaged. The optimum distance is dependent upon

the anticipated volume of materials and the number of staff available to move materials through the collection site. Using carts to transport materials between the unloading and sorting areas can decrease the level of effort needed to move materials and the chance of worker injuries.

- *Area for collecting fees and collecting surveys:* Surveys and/or educational materials can be given to participants as they enter the event. Participant surveys will provide you with valuable information to evaluate the event outcome and provide input for improvements for your next event. This is a great opportunity to educate participants about the problems associated with e-scrap, including the toxicity and potential health risks, and other products that will become e-scrap when discarded. This would be a good time to introduce the concept of product stewardship and the need for take-back programs to avoid creating e-scrap in the future.

c) Determine Staffing Needs

Adequate staff is essential to a successful event. A rough estimate is six to ten staff each shift for an electronics event where you expect to collect about 15,000 pounds of electronics, or about 150 to 200 cars. Event times and days can affect how you staff an event. An event open only a few hours on a Saturday may need more workers for a short time than one that is open all day Friday, for example.

Begin recruiting volunteer staff at least one month before the event, and provide guidance on what to wear, job descriptions, hours, etc. Below are some ideas for staffing an e-scrap collection event:

- City or county staff
- Volunteers from service organizations, local colleges, high schools
- Recycling contractor's staff
- Nonprofit staff

The first step is to determine the types of jobs that need to be performed before, during and after the event. Examples are:

- Project coordination
- Ordering supplies
- Setup and breakdown of staging area
- Screening incoming materials
- Unloading cars
- Quantifying material collected by type and weight and charging participants
- Segregating materials and keeping track of what goes into containers
- Training on health and safety issues
- Directing traffic

Next, Develop Staff Training Materials.
Staff/volunteer Selection and Training Tips:

- Individual training sheets for each job function are good tools. They should contain details about job expectations as well as potential hazards or possible injuries and how to avoid them. Training sheets should not replace on-site walkthroughs and explanations of the work. Think

through the information each job function will require. (e.g., Staff checking participants in will need to know the type of materials accepted and what to tell participants if they bring products that will not be accepted. These events generally will not accept appliances, for example.) (See Attachment B for a sample of general job descriptions)

- Most training will be done the day of the event, though providing training sheets in advance would be helpful.
- Your organization may wish to have each volunteer sign a release of liability form. Check with your legal advisor. (See Attachment C for a sample)
- Once you have determined the staff needs for your event, you can begin selecting staff. This may involve advertising for volunteers, requesting help from staff within and outside of your department, and talking with the selected recycler to find out what staff they will have on hand. Try to match staff with tasks that match their skills and abilities. (e.g., Staff unloading materials should be physically fit and trained in proper lifting techniques.)
- Staff should be notified well in advance of the date and time of the event so they can schedule to be there.
- Allow up to two hours for set up and one hour after the collection event for clean-up of the site, including loading material into trucks, sweeping up trash, taking down signs and traffic controls, and ensuring the site is left in the same condition as it was before the event.

d) Determine equipment needs

Equipment needs will vary depending on your agreement with the materials recycler. Under the terms of the Contractor Agreement, the Contractor is responsible for supplying:

- Scale for weighing equipment
- Gaylord boxes
- Pallets
- Stretch wrap
- Trucks for transport as needed by estimated volume
- Staffing as needed by estimated volume

The event organizer can sometimes save money by using their organization's equipment. Well in advance of the event, you will want to determine where you will purchase or borrow equipment. A good planning tool would be a simple equipment checklist to make sure all equipment will be there on the day of the event. (See Attachment E for Equipment Schedule) Knowing actual costs and how they compare to estimates will help in refining the budget for future events. The following equipment should be among that considered for the event:

- Cell phones for external communication with emergency personnel.
- Two-way radios or cell phones for internal communications.
- Emergency contact information (local fire/police/ambulance; site owner; contractor)
- Fire extinguishers
- Folding tables (number depends on staging)
- Forklifts and pallet jacks to move pallets or Gaylord boxes
- Labeling supplies- pens, pencils, markers
- Tents or canopies
- Chairs, benches, stools for event staff
- Garbage and recycling containers, particularly cardboard, Styrofoam, plastic bags and office paper (contract for these services)

- Rechargeable battery, cell phone, and toner cartridge recycling containers
- Signage
- Saw horses/barricades to direct traffic
- Duct tape
- Traffic cones, tapes, flags for containing traffic
- Clipboards with attached pens
- Receipt book (purchased by the sponsoring organization); or business invoices (supplied by WasteCap) and Tally Sheets- (See Attachment D, which may be photocopied)
- Money box with cash to make change
- Food and water for site workers
- Camera (and someone assigned to take photos)
- Name tags for event staff
- Portable toilets
- Shovels, brooms, dustpans
- Extension cords
- Educational brochures and/or questionnaires
- Personal protective equipment (PPE) for event staff includes safety glasses, apron or coveralls, gloves, steel-toed boots, back-brace, safety vests, first aid kits, and an eye wash station.

Tip: Keep all receipts for your files. If equipment is scheduled for delivery on the event day, make sure to bring the vendor's paperwork with the date and time of delivery, costs and other pertinent details. Have the equipment provider's contact information on hand in case the equipment doesn't show up.

e) Develop a Marketing Plan

A successful recycling event requires an extensive effort to inform consumers about the need to recycle and the specifics of your collection event. Provide enough information for participants to understand what they need to do.

- Event location
- Dates and times for the event - (The most popular event times seem to be 9:00 a.m. to 2:00 p.m. on a Saturday, or 3:00 p.m. to 7:00 p.m. on a weekday. This may vary depending on the number of participants expected, the size of the site and the number of event staff available.)
- Products accepted and products NOT accepted
- Fees
- Contact information
- Acknowledgement of funders: WasteCap Nebraska and the Nebraska Environmental Trust

WasteCap Nebraska provides writeable pdf flyers, a sample press release and radio scripts to advertise your event, containing the same essential branding as the TV and radio ads that WasteCap has run statewide. (See Attachments F, G & H) However; there are additional considerations to be made for a successful event outcome, such as types of media to utilize, a timeline for distribution, and event follow-up. Types of media you may consider in your marketing plan include:

- Web site (your jurisdiction's Web site, and WasteCap Nebraska's Web site)

- TV/radio (local public service announcements, news stations, council meetings)
- Newspaper stories, ads, and inserts
- Bulk direct mail
- Door hangers
- Utility bill inserts
- Handouts provided by a garbage company or landfill
- Community/neighborhood newsletters
- Signs and posters at recycling center, grocery stores, libraries, and other public areas
- Billboards
- Banners at city hall, libraries and other public areas
- Handouts to students
- Retailer displays (especially retailers that sell electronics)
- Local business marquees
- One-on-one personal contact
- Speaking opportunities at local clubs, schools or organizations
- Payroll inserts

Make sure to consider costs and ensure that your chosen media is reaching only your target audience.

You will also want to create on-site signs for the day of the event, and consider what if any handouts you might wish to distribute to participants at the event, such as an exit survey or recycling information.

Be sure to track all in-kind advertising for your grant "match" reporting.

Tip: The best way to develop a timeline is to start from the end and work backwards. For example, if you want to send a direct mail advertisement, you will need to work backwards to account for the following: time of mailing; time of production (at the printer's); time for design; time for purchase approval. Allow more than sufficient time for each step to allow for unexpected delays.

f) Estimate Participation and Costs

The first step in estimating costs is to estimate levels of participation. Experience has shown that well-marketed e-scrap collection events with a price structure similar to WasteCap Nebraska's will generate a participation rate of 2% of the population.

For example, if your event is for residents only and the population of your jurisdiction is 50,000 people, you would estimate that there would be 1,000 people participating in the event. Similar events elsewhere in the country have drawn an average of 2.5 people per car. Therefore, in our hypothetical event of 1,000 people, you could expect 400 cars. Recent experience in Nebraska shows that each car on average brings 84 - 100 pounds to a collection event, producing 33,600 to 40,000 pounds of e-scrap for our hypothetical model.

On a purely "per capita" basis, experience has shown that an estimated 0.4 pounds of equipment will be collected at Nebraska events.

In addition to contractor costs for recycling and mobilization, you will want to consider staffing costs for planning, volunteer training, contractor selection, advertising and outreach activities, working at the event site, data collection and reporting. Other costs may include equipment, supplies, insurance and associated site costs. (See Cost and Participation Worksheet, Attachment I.)

If the total cost exceeds your funding allocation, you will need to reconsider the program plan. There are a number of ways to control program costs, such as:

- Smaller target audience
- More business participation
- Limit the collection hours
- Do less outreach and advertising
- Solicit more volunteers to augment paid staff
- Find sponsors or partners
- Spend less in other categories for match

g) Data Collecting and Reporting

While planning an e-scrap collection event, you should determine the information you will want to and/or be required to collect. By planning in advance, you will be able to develop the tools necessary to capture the appropriate data during the event.

The "Collection Event Organizer", also referred to as "Sponsor" in grant contracts is required to provide the following information with their final report:

- Number of cars/participants and whether they are households or businesses.
- Total number of volunteers; total hours spent planning; and total hours spent at the event.
- Sources of advertising- name, type of advertising, approximate value if donated.
- Photos of the event.
- Invoices or receipts containing the name and address of vendor, an itemized list of services and/or goods, costs of services and/or goods, and the date(s) of service or delivery.

(An "Escrap Event Summary" form, Attachment J, has been created for this purpose.)

The Contractor Agreement stipulates the accounting and reporting requirements under Section H. It states that the Contractor "shall record the quantity of Electronic Equipment collected and any associated fees…and report these amounts to the Collection Event Organizers and WasteCap Nebraska within two (2) days immediately following the Collection Event." The items should be itemized by type of electronic equipment and expressed in pounds collected.

Grant reporting forms, "Summary of Invoices" and Summary of Match/In-Kind Match" will have to be remitted to WasteCap Nebraska before funds are released. (See Attachments K & L)

h) Program Evaluation

Evaluations generally provide information about the program and confirm beliefs about the program performance. Potential uses for evaluation information include program improvement, policy development, accountability, public relations, and justification for program continuation. Considerations for evaluation may include:

- Did the event accomplish the goals identified for the program?
- Were the costs of the event equal to or less than estimated?
- Was the site adequate for the event?
- Was there enough lead time for planning the event?
- Was setup of the event completed in time?
- Was participation at the event as anticipated?
- What was the percent of the local population that participated or the per capita participation?
- Were there any special events or circumstances that affected overall participation (e.g. local event, Husker football game, etc.)?
- Were participants satisfied with the service provided at the event?
- What outreach method was most effective? (Ask this question in your exit survey)
- Did the recycling contractor provide the expected service?
- Were event workers properly trained?
- Was the event injury- and accident-free?
- What quantity of materials and programs costs should you expect at future events?
- What did you learn, and what advice would you give to someone else running an e-scrap program or event?
- Would you support statewide legislation that would place more of the burden of product life cycle on the manufacturer and retailer, and less on municipalities and consumers?

Evaluation should include information (quantitative, qualitative or both) gathered from a variety of sources with varying perspectives. One of the most useful mechanisms for information gathering is the on-site participant survey. The survey would be given to participants as they enter the event site and collected as they leave the site. The survey should be brief and concise for best participation. Yes or no answers or multiple choice questions are best so the data is easy to compile. (See Attachment M for sample participant survey)

A separate questionnaire could be developed for event staff and other stakeholders to evaluate what worked and what didn't work, with suggestions for changes next time.

4. Apply for an e-Scrap Grant through WasteCap Nebraska

Once you have gathered all the information and gone through the planning steps, it will be easy to complete the online grant application at www.escrapnebraska.com. If you need assistance call 888-ewaste9, or 402-434-7376. Grant periods will be open on a quarterly basis. Grant submission due dates are March 1 for second quarter awards, May 15 for third quarter awards, August 15 for fourth quarter awards and November 15 for first quarter awards. The applications will be processed promptly and awarded until the fund is exhausted.

5. Select a Recycler and Take Care of Details

Once your grant request has been approved, you will need to complete a grant contract with WasteCap Nebraska. (See Attachment X) Next, you may select a recycler from the list of pre-qualified vendors. (See Attachment N for a list of approved vendors.) Tell your contractor about your marketing plan and anticipated participation based on population and target audiences. This will help them decide what resources they will need for your event. You will need to confirm dates, times and services with the Contractor. A Contractor Agreement is provided by WasteCap Nebraska with rates and responsibilities already negotiated. (See Attachment XX)The Contractor and Collection Event Organizer will sign and keep one of three copies.

Other Important Details

About six weeks to one month before the event,

- Arrange for all necessary equipment not provided by the recycler
- Confirm insurance coverage is in place
- Contact local police and traffic control authorities, as necessary
- Implement Marketing plan and distribute notices and other materials

About one week before the event,

- Reconfirm all staffing, equipment, recycling service arrangements
- Ensure event staff have access to water and restrooms
- Make arrangements for collecting fees (staffing, petty cash, security)
- Gather supplies – traffic cones, tape, signage, tools, refreshments
- Send out another press release and contact local reporters

The day before the event,

- Schedule a walk-through of the collection site for the event manager, recycling supervisor and property owner. Review plans for traffic flows, sorting/loading, safety, emergency contacts, equipment and supplies
- Create printed copies of contact names and phone numbers for all people who may need to be reached during the day of the event (get cell phone numbers!)
- Check the weather forecast and bring clothing or other items as needed.

6. Hold the Collection Event

Congratulations- the big day is here! The following steps will need to be implemented during the course of the day.

a. Set up the site
b. Train event staff
c. Collect materials and fees
d. Take down the event

a. Setting up the Site

The site will be set up using the site map developed during the project planning stages. Several event staff will be necessary to set up the site, but one person (most likely the program coordinator) should be designated to walk through the site and ensure that everything is set up properly.

The site setup should be completed well in advance of the time participants are expected to arrive. Therefore, you will want to set your event start time late enough to allow for site setup, but early

enough to be convenient for participants. The most popular event times seem to be 9:00 a.m. to 2:00 p.m. on a Saturday, or 3:00 p.m. to 7:00 p.m. on a weekday. This may vary depending on the number of participants expected, the size of the site and the number of event staff available.

Set up should begin approximately 2 hours before the event is scheduled to begin. Allow more time than you expect to need. Expect participants to arrive early. Some programs start the event up to 30 minutes before the advertised starting time to accommodate early birds.

b. Training Event Staff

The experience level of your event staff may vary. For this reason, written training materials specific to each position are helpful. Training materials should include all tasks of that position and the hazards or potential dangers inherent in that position. Each staff person (including volunteer staff) should be asked to sign the training form after reviewing it and understanding all the information. This job responsibility sheet could be distributed in advance to save time. (See sample of general job responsibilities, Attachment B)

The main focus of the staff training on the day of the event should be about on-site specific details and safety. All staff should attend the training. If you are using a volunteer release form (Attachment C) this would be a good time to get signatures not already collected.

> Tip: A large blowup of the site map is a valuable tool for this training. Use the map to point out various areas on the site (check-in, unloading, sorting, packaging); amenities (restroom, water, food); and necessary emergency information (first aid kit, emergency exits).

This is a good time to go over rotation or shift changes. Rotation, when possible helps prevent injuries. Other things to review are:

- Proper lifting techniques (Attachment O)
- Two-person lifting for large electronics
- Proper packaging
- Lead staff through simple stretching techniques
- A reminder to drink plenty of liquids
- Distribute personal protective equipment
- Clean-up procedures for broken glass

Training should not take more than 30 minutes. Be sure to have training completed by at least 15 minutes before the event is scheduled to begin. Training will need to be repeated for new volunteers at a shift change.

Walkie-talkies are useful. If the budget does not allow, make sure at least 2 or 3 event staff are assigned to roving positions and can use their cell phones to report difficulties and problem-solve.

c. Checking in Participants

Have at least one person stationed inside the entrance (before the unloading area) to greet participants. One of the primary functions of this person is to verify eligibility of participant. This may as simple as checking the license plate on the car. The greeter can also take a quick look at the

items being brought in to identify any that are not accepted at this event and notify the participant that they will have to keep those items.

Another responsibility for the greeter is to hand out informational brochures and a participant survey. The surveys can be collected by other staff after the electronics are unloaded. Providing pencils make this process easier for participants. A third responsibility is to control traffic flow into the unloading area as space opens up. If the site allows, a special unloading area for large loads will keep the traffic flow from stalling.

d. Unloading Materials

The flow of materials, from unloading to weighing and packaging is an important element of site design. (For example, a separate line may be created for just collecting CRTs.) The stations need to be as close together as possible to save time and exertion, yet far enough apart to allow for accumulation of products in any one area. The product flow will depend on the size of your site and the number of event staff you have. Whether you have one or more unloading stations, participants must stay in line and not pass vehicles in front of them to proceed to another station or to the exit.

> Tip: Because unloading cars is a strenuous job, particular care should be taken to avoid injuries. Precautions include special emphasis on proper lifting techniques, encouraging warm-up stretches and frequent rotation to less strenuous jobs.

In many situations, only one unloading area is necessary. Un-loaders would take all e-waste at one time and use carts to deliver waste to the appropriate sorting area. Depending on the rate of traffic flow and staffing level, un-loaders may also be involved in preliminary sorting functions. If traffic flow increases, they would return to strictly unloading vehicles. Consult with your chosen recycler on this before the day of the event as they will have very definite requirements for the separation of the products.

e. Collecting Fees

You will need to decide in advance how to collect fees. A “checks only” policy keeps it simple, but events often collect cash or check and utilize the option of billing business participants. If you collect cash, you will need a lockable cash box that is emptied periodically throughout the event by the event coordinator. Paid staff is usually assigned to collect cash. Generally, access should be limited to one or two people.

A tally of materials can be taken by a recorder working at each unloading station. The tally slip is given to the cashier to be totaled and paid by the participant. WasteCap Nebraska provides pre-printed duplicate receipts to event organizers (based on estimated participation) for business customers. Tally slips can be photocopied for household participants to facilitate fee collection. (See attachment D)

f. Directing Exit Traffic and Collecting Questionnaires

Exit traffic staff will direct traffic off-site. This person will also collect questionnaires.

g. Breaking Down the Site

Be certain to assign staff to assist with breaking down and cleaning up the site. Though this seems like an obvious task, event staff will not stick around to do this unless specifically designated to do so in advance. Since most collection events are long and the employees are tired by the end of the event, your breakdown staff should be people who arrive later in the event.

7. Complete the Collection Event Reports

The Collection Event Organizer must provide WasteCap Nebraska with a final report, due 30 days after the collection date. A report form is included for your convenience (See Attachment J). This report must include:

a. Number of cars/participants and whether they are households or businesses;
b. Total number of volunteers, total hours spent planning and total hours spent at event;
c. Sources of Advertising- name, type of advertising, approximate value if donated;
d. Photos of event;
e. Any additional in-kind or cash matches/donations

The Collection Event Organizer must submit properly documented statements of costs for which grant funds are sought. Proper documentation shall be considered to be invoices and/or receipts containing the name and address of the vendor, an itemized list of services and/or goods, costs of the services and/or goods, and the date(s) of service or delivery. Costs should be listed on the Summary of Invoices form and In-kind expenses should be recorded on the In-kind Expenses Form. Any expense listed on the Summary of Invoices form must be accompanied by an invoice.

After the statements and reports specified in this section are received, WasteCap Nebraska will reimburse the Sponsor for the submitted costs in an amount not to exceed the amount of the Grant shown on the Grant Contract.

The recycling Contractor is responsible for listing the items and number of pounds for each type of component collected and listing them on the invoice within 2 days following the event.

8. Report Results to the Public

It is important to send a simple press release following the event outlining the event sponsors, funders, participant numbers, pounds collected and number of volunteers. Be sure to acknowledge the funding agency and program that made your event possible: A program of WasteCap Nebraska, funded by the Nebraska Environmental Trust. (See a sample post-event press release in Attachment P.)