Recycle Week 2024 Toolkit

DON'T LET IT GO TO WASTE

Precycle for Scotland

All templates mentioned in this toolkit are available for download: www.zerowastescotland.org.uk/recycle-week-2024

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INTRODUCTION

Zero Waste Scotland created these materials following our recently published 'The Composition of Household Waste at the Kerbside in 2021-23 report'¹, which uncovered a worrying fact – that over half of waste disposed of at the kerbside (52%) in Scotland could have been recycled.

This toolkit has been designed to help local authorities educate householders to recycle better and why it's important, to ensure they fully make the most of their kerbside recycling services.

Important - all Recycle for Scotland materials must be printed on recycled stock. Please include the stock's environmental accreditation(s) on the back cover of leaflets or inside the margin on single sided communications, ie. a poster, in a minimum 7pt font size.

For further guidance, please contact the Zero Waste Scotland Communications Team:



localauthorities@zerowastescotland.org.uk

1 Zero Waste Scotland (2023). Household Waste Composition Analysis. [online] Zero Waste Scotland. Available at: <u>https://www.zerowastescotland.org.uk/resources/household-waste-compositionanalysis</u> [Accessed 15 Aug. 2024].

THE RESEARCH

During last year's Recycle Week, Zero Waste Scotland published the Household Waste Composition Analysis, a significant piece of work exploring the composition of household waste collected at the kerbsides of Scotland.

The study uncovered some interesting but worrying findings – that more than half of waste disposed at the kerbside (52%) could have been recycled. Clearly, kerbside services in Scotland are not being used as effectively as they could be.

Further research at the start of this year (conducted through qualitative focus groups across Scotland) showed that there are several reasons why householders aren't always correctly recycling the waste that is currently going into their general waste bins, such as:

- Confusion about what items can (or can't) be recycled in each local authority area, due to a lack of clear and simple information on specific items or about new recycling services
- Contradictory information from manufacturers and on packaging about what can be recycled

 A lack of feedback and updates on how their individual efforts on recycling (and avoiding contamination by recycling correctly) positively contributes towards their local area, the environment and on local authority finances and other services.

Our Recycle Week campaign 'Don't let it go to waste' champions all the efforts we make to recycle in Scotland, whilst also making the point that we very often fall at the final hurdle – in terms of putting the right things in the right bins. It talks to both not letting our effort go to waste, including the items we recycle too.

These campaign materials have been developed to help local authorities deliver communication and behavioural interventions to overcome these issues, with the end goal of increasing participation in kerbside recycling collection services.

The assets available are flexible and should be used with statistics from your local authority area, to provide the most relevant reasons for people to recycle better where they live.

COMMUNICATIONS

To reach our audience in as many ways as possible, we have developed a range of campaign assets that can be adapted and used across in-home, outdoor and online communication channels.

SUGGESTED IN-HOME CHANNELS

- Leaflets
- Residual bin stickers
- Local press ads
- Local authority website and social channels

SUGGESTED EXTERNAL CHANNELS

 Event/roadshow engagement, with banners, posters and flyers

SUGGESTED INTERNAL COMMUNICATIONS

- Posters within local authority buildings
- Digital adverts for display screens in council contact centres
- Newsletters and colleague reminders
- Email footers for local authority staff

HERO FILM

Our hero film – 'Don't let it go to waste' – acknowledges the current efforts that households make to recycle, whilst also showing the fact that over half of what we put in general waste could have been recycled.

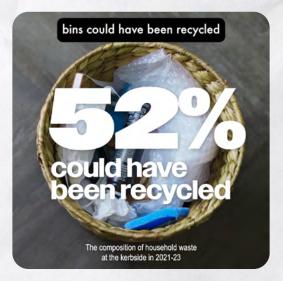
These videos are all accompanied with subtitles, so they can be used when sound isn't available such use on digital screens.

The hero film is 47 seconds long with cutdown available in 30 second, 15 second and 10 second versions.

It can be used on your website or social media channels.

HERO FILM 1:1

Supplied as MP4s with subtitles embedded, 47 seconds length.



HERO FILM 16:9

Supplied as MP4s with subtitles embedded, in the following lengths: 47 seconds, 30 seconds, 15 seconds, 10 seconds.



POSTERS

Poster templates can be tailored to include statistics that are relevant to individual local authorities. The 'Recycle for Scotland' logo can also be substituted with the appropriate local variant.

Posters supplied as 2 x 8 page InDesign files packaged, a print-ready PDF and individual posters exported as JPEGs.



MATERIAL STREAMS POSTERS 2 Plastic



MATERIAL STREAMS POSTERS 3

上 Download the asset suite here

MATERIAL STREAMS POSTERS 4 Metals



2



We make every effort to recycle right, yet 52% of the items in our general waste bins could have been recycled instead. DON'T LET IT GO TO WASTE.

Q Recycling sorter to find out what you can recycle where.

Same Grecycle for Scotland



Recycle Week 2024

We make every effort to recycle right, yet 52% of the items in our general waste bins could have been recycled instead. DON'T LET IT GO TO WASTE.

Q Recycling sorter **Orecycle for Scotland** to find out what you can recycle where



Q Recycling sorter **Precycle for Scotland** to find out what you can recycle where.



We make every effort to recycle right, yet 52% of the items in our general waste bins could have been recycled instead.

DON'T LET IT GO TO WASTE.



Orecycle for Scotland

Search

SOCIAL MEDIA ASSETS

These digital recycling assets are available across a range of sizes for different platforms such as X, LinkedIn and Facebook. These assets have been designed to remind people to recycle correctly, by focusing on material streams such as paper and card, plastics, food, and metals.

It includes a selection of collateral that explain why contaminates can be problematic for recycling. This includes key contaminates such as glass, packaged food items and recycling in the wrong bin.

MATERIAL STREAMS ASSETS 1 Paper and Cardboard

1:1 ratio, supplied as a set of 4 x PNGs for Instagram and Facebook; and 1 x 4 page PDF for LinkedIn.



2:1 ratio, supplied as a set of 4 x PNGs for X/Twitter.



Social media assets

MATERIAL STREAMS ASSETS 2 Plastics

1:1 ratio, supplied as a set of 4 x PNGs for Instagram and Facebook; and 1 x 4 page PDF for LinkedIn.



MATERIAL STREAMS ASSETS 3 Metals

1:1 ratio, supplied as a set of 4 x PNGs for Instagram and Facebook; and 1 x 4 page PDF for LinkedIn.



2:1 ratio, supplied as a set of 4 x PNGs for X/Twitter.

2:1 ratio, supplied as a set of 4 x PNGs for X/Twitter.

Download the asset suite here

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Social media assets

MATERIAL STREAMS ASSETS 4 Food waste

1:1 ratio, supplied as a set of 4 x PNGs for Instagram and Facebook; and 1 x 4 page PDF for LinkedIn.



CONTAMINATION ASSETS 1 Bin types

1:1 ratio, supplied as a set of 4 x PNGs for Instagram and Facebook; and 1 x 4 page PDF for LinkedIn.



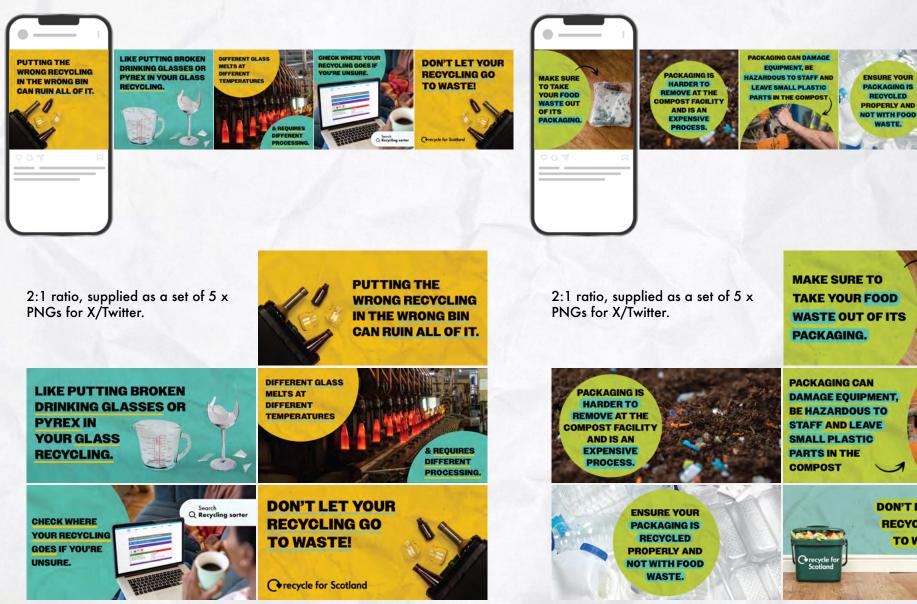
2:1 ratio, supplied as a set of 4 x PNGs for X/Twitter.

2:1 ratio, supplied as a set of 4 x PNGs for X/Twitter.



CONTAMINATION ASSETS 2 Glass types

1:1 ratio, supplied as a set of 5 x PNGs for Instagram and Facebook; and 1 x 5 page PDF for LinkedIn.



page PDF for LinkedIn.

1:1 ratio, supplied as a set of 5 x PNGs for Instagram and Facebook; and 1 x 5

CONTAMINATION ASSETS 3

Food waste packaging



Download the asset suite here

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Social media assets

DON'T LET

YOUR

RECYCLING GO

TO WASTE!

Q Recycling sorte

WASTE.

ANIMATIONS

Our animations spotlight key contaminates that can often ruin our recycling, this includes greasy pizza boxes, food covered items and putting the wrong items in the wrong bins. They are short (under 30 seconds), to the point and offer solutions to common contamination issues.

All supplied as MP4 files.

CONTAMINATION VIDEO 1 Pizza boxes

1:1 ratio, 29 second animation



CONTAMINATION VIDEO 2 Types of plastic

1:1 ratio, 26 second animation



CONTAMINATION VIDEO 3 Clean recycling 1:1 ratio, 22 second animation



SOCIAL COPY

Hero films, animations and social media assets can be shared across different platforms – with associated post copy.

The posts can be edited and localised to include details or highlights of your activity during Recycle Week. It is an opportunity to encourage your audience to get behind Recycle Week and remind them of their local recycling provision.



SCHOOL RESOURCES

School resources have been developed to raise awareness of the importance of recycling to primary aged pupils during Recycle Week. The lessons are suitable for use by waste awareness and education staff, teachers and leaders of youth groups such as Girl Guiding and Scouts. Our pack includes two lessons, an assembly, lesson plan and activity sheets.

LOWER PRIMARY (P1-P3)

Supplied as a 28 page PDF slideshow, 16:9 ratio





What do you do if you don't know

how to recycle something?

UPPER PRIMARY (P4 - P7)

Supplied as a 30 page PDF slideshow, 16:9 ratio

Download the asset suite here

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ASSEMBLY

Supplied as a 16 page PDF slideshow, 16:9 ratio







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WHAT IS RECYCLE WEEK?

Recycle Week is all about encouraging everyone to recycle well. Recycling is the process of turning waste materials, that would usually be thrown away, into new materials and objects.

> HR SGO Eding to be the costible. we things that we recycling.

School resources

Check out the

Recycling Sorter

RECYCLE WEEK ACTIVITIES

Supplied as a 4 page A4 PDF

Recycle Week 2024 | Activity 1 **Orecycle for Scotland** Model Release Form This Isem MUSE be completed by paople who opposer in a photograph/video content w that face a ridentity is exceptisable cod thay are that focus of the material. If must have percent/loca approximation for the paople known of a high the experiment by all the paople who are instanced. If the paople known do not the form should be completed in this aligned by altern a power of guardian. ZERO **STYLE OUT YOUR** If the model release is not completed the photograph/video will not be allable for use in publicity and us **RECYCLING SORT** Office Use: Location and date of photo/film shaat or event Name of person featured (please A fun activity to challenge children to sort out a pile of recycling in the most creative way . Zero Waste Scotland will crown the most creative recycling sort in Scotland. Signed permission slips will be required. Street address: City, county, postcode With respect to the photograph/vides content (hereinofter the "photograph") in which I am featured, I hereity grant to Zero Waste Scotland the following, interacable rights: 5 pieces of paper/cardboard . To use and publish the photograph in printed or dipitul form, as Zero Waste Soutland sees In Hereby varies my right to impact or oppose any cary that is used in connection with the photograph and rainees and dedrenge Zere Wents Statistical and the photographic frame my and all claims arring and all Zere Wents Endings? In an of the photograph for the photographic frame my and all claims arring and all zere when Section 2 and the photograph for the photographic framework and all claims arring and all claims claims for the and meson of privacy. The hars the right to access your information (personal door) and the right to answer information (personal door) and the right to answer information and the right to access your information (personal door) and the right to access your information (personal door) and the right to access your information (personal door) and the right to access in the right to access in the right to access your information (personal door) are right to access are real to access your information (personal door) are right to access your inform 5 ninces of plastic (pasts, tubs and travs) 5 pieces of metals (tins and cans). Please make sure recycling is clean and no hazards for the sort i.e. sharp parts Can be done singularly, in pairs or as teams. Ether: I am an adult and have read the foregoing and I fully understand its contents . Mix the recycling in a bag so it's all unsorted. Done Signature Have three plastic containers ready for the sort, one for the paper/cardboard, one for the plastics and one for the metal (optional: can label the containers) Or: As a parent/putrilian of the minar leasured, I have read the foregoing and July understand in corrents Ask pupils either by themselves, in pairs or as teams to creatively sort the recycling into the correct container. Some examples include, fancy dress, dancing while sorting, not using their hands or acting like a dinoscour - the more creative the better! Signature Date Using the number of our grant of unnoted - and more observed extent extent I. Fin your receipting sort and if all the term howe been noted correctly, the video can be posted on fixedbook or enabled to us at <u>uppertiting soften controls or soften</u>. Hence use RecycliveRec2. If you are sending the video content to Zere Watte Softending, Alesse RecycliveRec2. If you can send the content on our social media channels (Fracebook/Instagram and X). Name (please print) Description of coptured participant - Please write recognitable characteristics such as clothing, physical oppearance, description of posed media, etc. 5. Zero Waste Scotland will compile all the submissions and draw a winner that is The winner will be crowned as Zero Waste Scotland's most stylish recycling sorter and will be presented with a crown and certificate. A minor is anyone under the age of 18 years (of the time of signing this form). For an example of a recycling sort, you can watch one here: https://www.youtube.com/ TO MAINTAIN YOUR DATA PRIVACY PLEASE PASS THIS FORM ON TO A ZERO WASTE SCOTLAND MEMBER TO DISPOSE OF THIS FORM RESPONSIBLY. Recycle Week 2024 | Activity 2 **Orecycle for Scotland** Recycle Week 2024 | Activity 3 **Precycle for Scotland** TRANSFORMING YOUR RECYCLING: TRANSFORMING YOUR RECYCLING: PLASTIC BIRD DESK TIDIES MADE FEEDER FROM TISSUE BOXES



SUPPLIES

INSTRUCTIONS

SLIDDI IES Multiple empty tissue boxes of your choi Decorative paper such as comics wrapping paper, scrap paper Pencil Glue Scissors (for adult use only) Transparent tope Stickers/pompoms (optional) Image source: www.kleenex.com

INSTRUCTIONS

- 1. Cut your tissue box in half. Keep the bottom part for your desk tidy and recycle the part with the hole. Adult supervision for scissor use. 2. Use your choice of paper to decorate your box. You can wrap the box
- with wrapping paper or stick segments on. You can also papier måché your desk tidy with paper scraps and glue. 3. You can use a range of different tissue box sizes to create your own
- dividers 4. Add any decorative elements such as pompoms, stickers or drawings

5. Let the box dry 6. Use in class to organise art supplies or use in students desk trays





INSTRUCTIONS:

- 1. With an adults help, cut a rectangular hole on two sides of the container using scissors. Make sure to leave the bottom intact as this is where your seeds will go.
- Pierce two holes near the top. Thread the string or craft wire and tie it together. This allows your feeder to hang. 3. Add some colour and decorate your container with some paint. Go crazy
- 4. Let the paint dry.
- 5. Fill the bottom of your new bird feeder with bird seed. Hong it somewhere sheltered outside, this could be from a tree, a roof overhang, or a dedicated bird feeder hook

LESSON PLAN

Supplied as a 23 page PDF

DON'T LET IT GO TO WASTE Lesson plan

Precycle for Scotland

AIM

The aim of these lessons and shortened Zero Waste Scotland want to encourage The late of these reasons due shortness assembly its decide primary school pupits aged 4.12 in Scotland about recycling during Recycle Week. These lesson phons are olise suitable to be used as activities at groups such anonomicrately 60 minutes. The instan has been designed to take everyone to give their best effort in recycling so we have a high quality of recycling. approximately 50 minutes, the assembly around 25 minutes and activities around an hour each to be delivered by a class teacher, waste officer or session leader. as Girl Guiding and Scout Groups It intends to inform children of Zero Waste Scotland's relevant key messages which include:

1. Why we should recycle 2. The transformation of recycling 3. How to get the best quality of recycling including the impact of contamination

"Dan'i let it go to waste' lesson plan | Aim

RESOURCES Provided in this pack: Lesson guide Don't let it go to waste recycling lesson (P1-P3) Don't let it go to waste recycling lesson (P4-P7) Don't let it go to waste assembly

"Dan't let it go to waste' lesson plan | Resources

Guinness World Record attempt activity - Transform your recycling activities

These lessons are designed for a specific duration. If your time is limited, you can shorten the lesson by removing pages of the PDF files using Adobe Acrobat or a free intervention. online tool such as iLovePDF

Required in classroom:

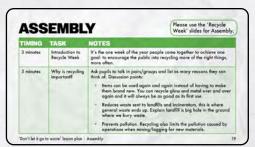
sheets

Whiteboards (optional)

Whiteboard pens (optional)

Activity specific materials (detailed in

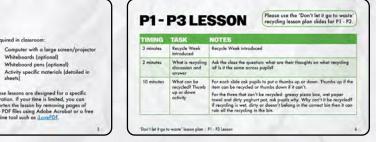
Please use the 'Don't let it go to waste recycling lesson plan slides for P4 - P7. P4 - P7 LESSON TIMING TASK NOTES 3 minutes Recycle Week Recycle Week is important to highlight why we recycle, the impact it has and how we can do better. introduced. Learning Intentions & Success Criterio read out What is recycling discussion and is? Is it the same across pupils? 2 minutes Ask if the pupils can think of other items that can be recycled. Think of the different items at home and in school. What are the most common? What can be 2 minutes "Don't let it go to waste' lesson plan | P4 - P7 Lesson



CONTENTS Aim Resources P1 - P3 Lesson P4 - P7 Lessor Assembly

These lessons have been created alongside Recycle Week campaign assets to encourage individuals to not let their recycling go to waste.

LEARNING OBJECTIVES	SUCCESS CRITERIA	
P1-P3: To understand what recycling is with two examples of recyclable items	Complete thumbs up activity and end of lesson quiz	
P4-P7: To understand what recycling is and why it's important	Explain three benefits of recycling and participate in lesson quiz	
P1-P3: Identify items that can ruin recycling P4-P7: Understand what contamination is and how it can impact recycling quality	Identify two things that can be done to reduce contamination (wrong item in the wrong bin). Take part in the Guinness world record activity to sort recycling in action.	
P4-P7: To learn how recycling can transform into new items	Participate in the match activity in the lesson and take part in one of the additional activities.	



School resources

(生) Download the asset suite here

EMAIL BANNER

An email banner is an easy addition to your email signature. It highlights the campaign and promotes Recycle Week.

Supplied as a 650 x 189 px PNG file

New Message	- 2 ×	New Message	_ Z ×
То	Cc Bcc	То	Cc Bcc
Subject		Subject	
Kind regards,			
Your name	1.1		
DON'T LET IT GO			
TO WASTE.	RECYCLE	Kind regards, Your name	
Q Recycling sorter	WEEK 2024	DON'T LET IT GO TO WASTE.	RECYCLE WEEK
Find out what can be recycled where.	17 - 20 October	Q Recycling sorter Find out what can be recycled where.	2024 4-20 octobre
Send 👻 🌺 🌡 🖙 😂 🖾 💌 🌮	: =	Send 🗸 🖉	/ :=

BIN STICKERS

This simple A5 sticker is designed to prompt people at the point of disposal. It offers a clear, simple solution by encouraging people to search for the Recycling Sorter. QR codes can be used to allow residents to easily access up-todate recycling information.

Supplied as a 2 page InDesign file package

STOP! CAN YOU RECYCLE IT?

52% of the items in our general waste bins could have been recycled. Are you recycling all you can?



to find out what you can recycle where.

STOP! CAN YOU RECYCLE IT?

52% of the items in our general waste bins could have been recycled. Are you recycling all you can?

Search



[Insert QR code here]

to find out what you can recycle where.

FURTHER SUPPORT

Please contact us, requesting 'Recycle Week support', if you have any questions about these materials or need further support.



localauthorities@zerowastescotland.org.uk

