



Green Team Volunteer Information Letter

Dear Green Team Volunteer,

With the help of vendors, staff, volunteers and patrons the **[Insert: event name]** strives to **[insert: green event goals**, e.g. become a low-zero waste or carbon neutral event]. Last year, **[insert: success reaching green goals**, e.g. “we diverted x # of waste material from the Smith Landfill or reduced greenhouse gas emissions by x # of CO₂e tonnes”]. We accomplished these goals through **[insert method(s) of reaching green goals]**. Our aim is to do even better this year at hosting a clean, green event.

***The following can be adapted to reflect other green event goals like aiming to be carbon neutral through interventions such as promoting active and public transportation, using renewable energy, and minimizing waste.*

Waste Diversion Plan

Our plan to minimize waste begins with us working with food vendors to reduce excessive packaging and requesting that only reusable, compostable or recyclable packaging be distributed at the event.

A number of Sorting Stations for accepting recycling, waste and compost **[if applicable]** will be set up throughout the event site. These sorting stations will be staffed by volunteers while other volunteers may be asked to act as a “Floater” and periodically check all the unstaffed stations as well as picking up material from vendor booths. Extra recycling bins will be located by **[Insert: location description]**.

Please see enclosed material(s) on the location of Sorting Station, e.g. map of event site with locations identified.

Your Role

Your role is to be a representative of **[Insert: event name]** zero waste efforts by providing guidance and information to patrons, vendors and other volunteers on how to identify and sort recyclable material from their waste.



Responsibilities may include, but not limited to:

- Oversee the disposal of recyclables, waste and compost **[if applicable]** at Sorting Stations
- Become familiar with what materials are to be placed in what bins – see enclosed *Township of Selwyn Let's Be Clear Sorting Guide*.
- Provide education to patrons, vendors and volunteers on how to properly sort material
- Ensure that the event site is clear of any litter
- Monitor bins for cross-contamination; if necessary, re-sort material using appropriate barrier devices (e.g. gloves, mask, trash picker)
- Monitor the "refundable or donatable" recyclable bins at the event
- Return refundable or donatable materials to the diversion depots at the Smith Landfill
- Roam the event site and pick up any litter and sort materials appropriately
- Remove and replace bins as required
- Collect recycling and waste from food vendor booths
- Assist the volunteer coordinator as required, which may include assisting in another volunteer capacity
- Direct any questions, concerns or difficult public, vendor or staff requests to the volunteer coordinator

What else do I need to do?

- Attend one Volunteer Orientation Session prior to the event
- Review and become familiar with the *Sorting Station Guide*
- If you are no longer able to complete your volunteer shift, please notify staff immediately
- Show up at the Volunteer Booth 15 minutes prior to the beginning of your shift

Further Information

For further information on our waste diversion efforts and the role of volunteers, please contact **[Insert: name, title]**, Tel: XXX-XXX-XXXX or Email: **[Insert: email address]**.

Please Note: Vendors are not permitted to distribute polystyrene (i.e. Styrofoam), nonrecyclable and single-use plastics (e.g. plastic bags, plastic water bottles, and single use packaging for condiments at this event.

THANK YOU for your assistance in making our event GREEN!