

Boy Scouts of America
TROOP 680
San Diego, California

Exhibit C: Newspaper and Can Recycling Procedures

[Reference Section III.C]

A. GENERAL POLICIES

1. All troop members must participate in the Troop's monthly newspaper and aluminum can recycling activities. These activities occur on the second Saturday of every month (rain or shine).
2. Each Scout is responsible for:
 - a. Collecting newspapers and aluminum cans on the route assigned.
OR
 - b. Collecting newspapers and aluminum cans from one of six T680 drop bins at various locations around Rancho Bernardo and Poway.
OR
 - c. Serving the bin duty time assigned by the Newspaper Chairperson on the second Saturday of each month (rain or shine).
2. If a Scout is unable to collect on his route or serve his bin duty time, it is his (and his family's) responsibility to arrange for another Scout (or another adult) to do it. The Scout who substitutes will be given full credit for collection or bin time served. Each Scout is responsible for advising the Newspaper Chairperson of any substitutions.
3. The Scout is to wear his Troop T-shirt while collecting or serving at the collection bins. This is so donors will know that the Scout represents the Troop and is authorized to complete collection/service in support of the Troop (the purpose for which the donors believe they are providing newspapers/aluminum cans).
4. Parents have the responsibility of driving the Scout on his route to collect newspapers and cans, and to sign-in after depositing all the newspapers and aluminum cans at the bin.
5. The collected newspapers and aluminum cans are to be taken to the collection bins located in the parking lot across the street from Painted Rock Elementary School on Martincoit Road, unless otherwise directed by the Newspaper Chairperson.
6. All collected aluminum cans are to be deposited at the collection bins for credit to the Scout and the Troop. (These are not for personal collection and deposit at recycling centers.)
7. Periodically, each Scout family will be assigned to complete an afternoon sweep of collection routes (i.e., driving 1 of 3 routes to pick up any newspapers/aluminum cans not previously collected earlier in the day). Scout families with more than 1 Scout will do only one sweep during the rotation period. It is the responsibility of the Scout family to make any necessary substitute/trade arrangements from the established schedule. Scheduling will be completed and provided to each family on a 6-month basis. Corrections and/or requests to substitute may be made if there are additions or deletions of Scouts and families to the Troop. There are 3 sweeps (North, West, and East). Any newspapers and aluminum cans collected during a sweep will be credited to the Scout whose family completes the sweep.

8. Periodically, a Parent will be assigned to provide bin adult supervisory duty. This will be a 2-hour shift at the collection bins on a collection day (e.g., 9:00am-11:00am, 11:00am-1:00pm). It is the assigned Parent's responsibility to make any substitution arrangements, if necessary.
9. All Scouts and families are required to unload not only their own vehicle but the one in front of them in line and the one following them, if necessary. Everyone should wait for his or her turn to be unloaded, following instructions given by the supervisor on duty. Do not park vehicles somewhere else and start unloading your own vehicle without assisting others.
10. In determining the number of bags of newspapers for credit, a full bag of newspaper is approximately 7-inches in height (a stack of 17"l x 12"w x 7"h is a bag). Be honest in reporting the total number of bags collected. For aluminum cans, only California Redemption cans are given credit. (Large plastic and glass California Redemption bottles may be collected and delivered to the collection bins; however, no individual Scout credit will be given by the Troop.)
11. All Scout bin workers are required to be present at bin areas to unload and clean the area during assigned times. If a Scout bin worker does not meet his commitment, points will be assessed equal to the amount of time missed.
12. If a Scout fails to participate in the monthly collection and does not make pre-arrangements for another Scout to fulfill his commitment AND notify the Newspaper Chairperson of such substitution by the Wednesday prior to the Saturday collection date, points will be assessed equal to the amount of time missed. There will be exceptions due to true family emergency situations -- notification to the Newspaper Chairperson is still required. Failure to take care of a route or bin time will be subject to point assessment. If a Scout family fails to complete an assigned sweep or complete bin supervision duty, without making adequate substitution arrangements and notifying the Newspaper Chairperson by the Wednesday prior to the Saturday collection date, the Newspaper Chairperson will report to the Troop Committee for such action as it deems necessary.
13. All new Scouts must discuss with the Newspaper Chairperson assignment of a newspaper collection route. If one is not immediately available, the Scout will be placed on a waiting list on a first-come-first serve basis. However, if necessary, a new Scout may establish personal collection from around his neighborhood, friends, relatives, or Parent's business, and be available on a substitute basis for other Scouts.

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B. NEWSPAPER and ALUMINUM CAN COLLECTION PROCEDURES

1. The hours of collection are from 9:00 am to 12:00 pm (noon) on the second Saturday of each month. A Scout may collect on his route before 9:00 am; however, there will be bin workers at the bins starting at 9:00 am. Each Scout should complete collection by 12:00 pm, at the latest Sweep begins at approximately 12:00 pm.
2. Drive assigned route. All bags of papers and aluminum cans are left at the curbside by the residents (in some instances, papers and cans may be in an external “closet”). Estimate or tally the number of bags as you collect (it is extremely difficult to count at the bins as vehicles are being unloaded). If residents leave non-recyclable items continuously, consider leaving them a reminder note -- **the Troop does not collect telephone books, old mail, magazines, or non-California redemption cans and glass.**
3. When your vehicle arrives at the bins, follow the directions of the senior Scout present or Bin Supervisor (parent).
4. Assist in unloading other vehicles ahead of your vehicle – this will speed the process. Bin workers and other adults will advise on safely unloading and depositing newspapers in the bins. Do not allow small children to assist or enter the bins. Cooperation makes the entire process go smoothly and quickly.
5. Untie and unbag all newspapers and remove any non-recyclable items (the vendor wants ONLY newsprint; try to eliminate other material and discard in plastic bags at the bins for this purpose). The amount paid to the Troop on a per-ton basis is greater the "cleaner" (i.e., newsprint only) our bin loads are.
6. All aluminum cans are to be weighed at the scale at the bins. Remove the cans from any small bags, and deposit the cans in the larger plastic bags at the bins for this purpose.
7. Move your vehicle from the unloading area as soon as it is unloaded. Help the unloading of the vehicle following yours, if necessary. Take at least two full discard plastic bags with you when you leave, and dispose with your personal trash. Help clean the general area around the collection bins – constant clean-up of loose papers is necessary, for safety purposes.
8. At the completion of collection, the Scout should record the number of bags of newspapers and the number of pounds of aluminum cans collected on the report forms at the bins. The Parent assisting with the Scout's collection should sign the report form. Signing-out assists the Newspaper Chairperson in ensuring you get credit for your collection and reduces follow-up phone calls and/or emails. Not signing out may result in the assessment of points, since it is interpreted that a Scout did not complete collection/bin time on that day.
9. On occasion, the bins at Painted Rock Elementary may become full during the day and a replacement bin not delivered. The overflow (newspapers only) will then be delivered to an alternate location. If this occurs, a notice will be posted at the Painted Rock Elementary collection area -- do not deliver to any other recycling center unless instructed by the Newspaper Chairperson (or designee). Bin workers are available to go to the alternate location with you to assist in unloading. If a bin worker accompanies you to the alternate location, please return him to Painted Rock Elementary when finished. Aluminum cans are to be unloaded at Painted

Rock Elementary only. Cans are recycled at the Mission Road facility in Escondido. Recyclers going to that facility should identify themselves as Scout recyclers to earn a premium paid to Scout units. Only cans and plastic products are purchased; no telephone books are accepted.

10. If you are going to be picking up your route late (due to other scheduled personal activities), notify the Newspaper Chairperson as early as possible (at least the Friday night before the Saturday collection) so that the sweep family can be informed not to pick up your route and report your route as not completed. If the reporting form has been removed at the end of the day, it is your responsibility to inform the Newspaper Chairperson of the amounts of collected newspapers and aluminum cans.

11. If your family has a sweep, you may pick up the sweep map of the corresponding region (North, West or East) at the sign-in table located at the collection point across the street from Painted Rock Elementary on Martincoit. Return the map and instructions to the sign-in table map binder when you arrive to drop your sweep papers. Please take a moment to note the addresses where newspapers have not been picked up and provide this information to the Newspaper Chairperson. The Newspaper Chairperson needs this information to determine corrective action.

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C. COLLECTION BIN WORKER PROCEDURES

1. If you are assigned to be a bin worker, you will serve a two-hour shift on each collection Saturday. You are required to wear the Troop T-shirt during his shift.
2. As a bin worker, you may switch shifts with another bin worker if there is a conflict with your or his scheduled time. You may also ask another bin worker to do an extra shift or ask another Scout to substitute. A bin worker making such change or substitution must advise the Newspaper Chairperson by the Wednesday before the collection Saturday they are changing or substituting. It is your responsibility to notify the Newspaper Chairperson of changes/substitutions by Wednesday; otherwise you may be assessed points. (Except in an emergency, please do not wait until the Friday night before collection Saturday to inform the Newspaper Chairperson that you will not be able to serve your bin time or have not found a substitute – points will be assessed.)
3. Arrive on-time and sign-in on the report sheet. If you bring newspapers and/or aluminum cans, report these on the report sheet at sign-in.
4. Help unload all vehicles and stack all newspapers in the bin neatly. Do not load the bin by throwing newspapers in the bin. Assist in placing all the California-redemption aluminum cans properly in large plastic bags along with placing full bags in the recycler's truck (or separate area for loading). Assist in placing all miscellaneous California-recyclable plastic bottles and glass bottles properly in separate large plastic bags respectively and loading full plastic bags in the recycler's truck (or separate area for loading). Assist in placing all paper/plastic bags removed from newspapers and any other discards into large plastic bags for this purpose.

LOADING THE NEWSPAPER COLLECTION BIN:

- a. When you recycle, there is a correct way to load an empty collection bin. Using this method is important because the large volume of paper we process, combined with the distance the paper must be transported, makes it imperative to load the bin as full as possible.
- b. Begin by using the newspapers to build a wall about every 1/3 to 1/4 the depth of the bin as you load from the back of the bin to the front door. The wall should be initially about 2 feet high and extend across the entire width of the bin. Once the wall is established, place newspapers behind the wall, filling towards the rear of the bin. As the level of papers reaches the top of the wall, add papers to the top of the wall to increase height. As the wall is raised, fill the area behind with newspapers. Another wall may be started as the bin is filled to the roof. This continues until the entire bin is filled, allowing for about 6" free space from the opening so the doors can be closed. (A two-row wall is twice as secure as a single-row wall, and will support the mass of papers behind it much better.)
- c. Please do not load the bin by throwing papers in from the door. Papers tend to accumulate in the center of the bin, and as the height of the pile increases, it becomes impossible to load the rear areas of the bin.
- d. All bags and binding materials from the bundled papers prior to loading must be removed.

e. Magazines, letters, and similar types of paper are not currently recyclable.

5. Direct traffic and other Scouts, if necessary – show your leadership skills! Keep bin areas clean and clear of loose papers/garbage. Remind and assist each family to take home at least two bags of discard for inclusion in their personal garbage collection/removal.

6. When on duty, work hard and do your best. It is not an easy assignment. You are on duty the full two hours assigned. There may be breaks in between arriving cars. Utilize these breaks to clean up the area and rehydrate! Bring water to drink, especially on a hot day. Make sure to eat a good breakfast before you start your bin service time.

7. Sign-out when you complete your bin time. (Sign in and out at the actual times you arrive and depart.) Inform the next shift if there are any important messages, changes to procedures for that day, adult supervisors for that day, etc.

8. The Newspaper Chairperson maintains a current listing of bin workers and scheduled times. Each bin worker is responsible for receiving and following the current schedule.