

## Recycle Paper with the Paper Retriever Program

### Program Overview

The Paper Retriever program, owned by Hanna Paper Recycling, Inc., is a thirty-five-year-old independently owned wastepaper group. The company's success has been built on the premise of service, integrity, and flexibility in the paper recycling and converting industry. We are proud of our knowledge of the recycling industry, and our ability to meet the widely varied needs of organizations like Prince George's County Public Schools (PGCPS). To further our ability to serve paper generating partners, Hanna Paper has strategically placed highly automated plants and brokerage facilities throughout the Eastern half of North America. As specific needs arise, we have the corporate commitment, as well as the financial ability, to place personnel and hard assets where they are required to meet future needs.

The Paper Retriever program is one of the business segments under Hanna Paper Recycling that is a donation-based service. Some key points of the program include:

1. Donation-based service under the Paper Retriever program; funds payable to the PTA of participating PGCPS locations.
2. No program fees; service is provided free of charge.
3. Paper collection containers are strategically placed for easy access.
4. Team based concept; Hanna Paper will provide expertise and direction.

### Program Expansion and Incentives

With a successful program already in place, **the Paper Retriever program, working closely with Prince George's County Public Schools, would like to expand and offer this donation-based paper recycling service to include additional PGCPS locations starting September 2016.** (Due to geographical location, the following zip codes are excluded\*: 20735, 20623, 20749, 20601, 20607, 20613 and 20762.)

Additionally, **the Paper Retriever program will host a Paper Recycling Contest with prize monies awarded to the PTA's of the schools that achieve the highest paper volumes generated for the 2016-17 school year.** Cash prizes are intended for schools to purchase recycling bins, additional single stream recycling dumpsters, and other supplies to support school recycling efforts. Paper material may also be collected from student homes and added to Paper Retriever to be included in the school totals.

*\*Hanna Paper Recycling, Inc. will look at adding remaining zip codes currently not in the program as we continue to expand the Paper Retriever Program.*

## PGCPS 2016-17 Paper Recycling Contest

Donations and prize money awards are intended for schools to purchase recycling bins, additional single stream recycling dumpsters, and other supplies to support school recycling efforts.

All newly enrolling schools will receive a \$125.00 donation to purchase recycling supplies at the start the program and will be eligible for the Incentive Contest as outlined below. **If ten or more new schools sign up for the Paper Retriever program this school year the donation prizes will increase by \$250!**

All previously enrolled schools will be automatically enrolled in the 2016-17 Paper Recycling Contest and will be eligible for additional prizes. Prizes will be awarded to schools based upon the following:

### **Schools > 500 Students. Three prize levels based on highest volume generated.**

School A with the Highest Volume generated would receive a donation prize of \$850.00.

School B with the 2<sup>nd</sup> Highest Volume generated would receive a donation prize of \$550.00.

School C with the 3<sup>rd</sup> Highest Volume generated would receive a donation prize of \$350.00.

### **Schools < 500 Students. Three prize levels based on highest volume generated.**

School A with the Highest Volume generated would receive a donation prize of \$850.00.

School B with the 2<sup>nd</sup> Highest Volume generated would receive a donation prize of \$550.00.

School C with the 3<sup>rd</sup> Highest Volume generated would receive a donation prize of \$350.00.

### **New schools: submit a completed Enrollment Form (pages 3-4)** **to be eligible for contest prizes.**

*Dumpsters will be serviced monthly; contact us if additional service is required.*

*Paper Recycling Contest will end May 1, 2017.*

*All Prize awards will be paid by May 30, 2017.*

**The most successful schools achieve higher volume levels by bringing acceptable paper items from home and adding it to the school's container.**

To enroll, the school's Recycling Coordinator will follow these steps:

1. Attain Principal approval to participate in the program.
2. Talk with your school's PTA. All funds from this program will be issued to the school's PTA.
3. Talk to your Building Supervisor to select a location for the Paper Retriever dumpster.
4. Complete, scan and email both pages of the Enrollment Form to:  
rmarshall@hannapaper.com AND tshifflett@hannapaper.com

Questions? Contact rmarshall@hannapaper.com



# Paper Retriever Enrollment Form for Prince George's County Public Schools

See pages 1-2 for information on the Paper Retriever recycling program.

To enroll in the Paper Retriever recycling program, the school's Recycling Coordinator will follow these steps:

1. Attain Principal approval to participate in the program.
2. Talk with your school's PTA. All funds from this program will be issued to the school's PTA.
3. Talk to your Building Supervisor to select a location for the Paper Retriever dumpster.
4. Complete, scan and email both pages of this Enrollment Form to:

rmarshall@hannapaper.com AND tshifflett@hannapaper.com

## School Primary Contact Information

Full Name: \_\_\_\_\_

Title/Role at School: \_\_\_\_\_

School's Recycling Coordinator? Yes / No

Email address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## School Information

Full School Name: \_\_\_\_\_

School Phone Number: \_\_\_\_\_

School Address (this is where your dumpster and any checks will be sent):

\_\_\_\_\_  
\_\_\_\_\_



## Paper Retriever Enrollment Form Continued

### Dumpster Delivery Instructions

We recommend placing Paper Retriever dumpsters near Single Stream Recycling dumpsters and trash dumpsters to ensure usage and convenient access. To decrease trash contamination, Paper Retriever dumpsters will be delivered with a locking mechanism.

Below, please describe the desired location to place the dumpster. If the delivery location is not accessible from the school's main entrance, describe below and note the nearest cross street.

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- I have spoken with my Building Supervisor to determine the location for the Paper Retriever dumpster.

### Donation and Award Checks to Schools

- I have spoken with our school's PTA about the Paper Retriever program.

Please address any checks sent to our PTA as follows:

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### Confirmation of School Participation

- My Principal supports participation in the Paper Retriever program.

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Primary Contact Name

Primary Contact Signature

Date

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Principal's Name

Principal's Signature

Date

