

Boy Scouts of America
T R O O P 6 8 0
Rancho Bernardo, California

Exhibit C: Newspaper and Can Recycling Procedures

[Reference Section III.C. and Exhibit A(J)]

A. NEWSPAPER RECYCLING POLICIES.

1. Each Scout is responsible for collecting newspapers and aluminum cans on the route assigned or serving the bin 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 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 for the purpose they believe they are providing newspapers/aluminum cans for.)
4. Parents have the responsibility of driving the Scout on his route to collect 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 a late 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). Two-Scout families 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, 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 supervisory duty. This will be a 2-hour shift at the collection bins on a collection day (e.g., 9:30-11:30, 11:30-1:30). It is the assigned Parent's responsibility to make any substitution arrangements if necessary.
9. Approximately once a year, each Scout family will donate one large box of plastic bags (50-60 bags, 33 gallon or larger) to collect and discard garbage on newspaper collection day. The family will put its name on the box when bringing it in order for the Newspaper Chairperson to record the family's contribution.

10. Each newspaper collection route should provide a minimum of 75 bags of newspapers. If a Scout's route is collecting less than 75 bags, consider alternative collection (e.g., in your neighborhood, from friends, from relatives) or discuss with the Newspaper Chairperson for expansion of the route. If a Scout's route is "too much," discuss with the Newspaper Chairperson to change the route by reassignment of a portion to another Scout's route.
11. The newspaper collection bins are to be staffed by senior Scouts (seniority based on time with the Troop as maintained by the Membership Chairperson), who will assist in unloading vehicles and placing newspapers in the bins.
12. 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.
13. 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 will be 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.)
14. 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, his privilege to work at the bin will be reassigned to another Scout.
15. Each Scout is assessed four hours penalty time if he 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. 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 loss of privileges as defined in Section III.C.4. 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.
16. 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.

B. NEWSPAPER/ALUMINUM CAN RECYCLING PROCEDURES.

1. The hours of collection are from 9:00 a.m. to 3:00 p.m. on the second Saturday of each month. A Scout may collect on his route before 9:00 a.m.; however, there will be bin workers at the bins starting at 9:00 a.m. Each Scout should complete collection by 1:00 p.m. at the latest. Sweep begins at approximately 1:00 p.m.
2. Drive assigned route. All bags of papers and aluminum cans are left at the curbside by the residents. Estimate 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 instructions on the procedure board and the supervisor on duty. Usually, two vehicles can be efficiently unloaded at one time.
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 with you at least two full discard plastic bags, 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.
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 so you get credit for your collection and avoids having to follow-up.) Not signing out may result in the assessment of penalty service time, 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 will 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 will be given the sweep map corresponding with either the North, West or East sweep on the Monday before collection Saturday. If you are not planning to attend the Monday Troop meeting before collection Saturday, or if there is no meeting on that day, please make arrangements with the Newspaper Chairperson to get your sweep map. Return the map and instructions to the Newspaper Chairperson at the next Troop meeting or as arranged by you and the Newspaper Chairperson. You should note the addresses where newspapers have not been picked up and provide this information to the Newspaper Chairperson in order to determine which routes have not been picked up.

C. COLLECTION BIN WORKER PROCEDURES.

1. Each Scout bin worker is assigned to a two-hour shift on each collection Saturday. A bin worker is required to wear the Troop T-shirt during his shift.
2. A bin worker may switch shifts with other bin workers if there is a conflict with his scheduled time. A bin worker 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 you are changing/substituting. It is your responsibility to notify the Newspaper Chairperson of changes/substitutions by Wednesday, otherwise you may be assessed penalty time. (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 – penalty time 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 properly. 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 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 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 A NEWSPAPER COLLECTION BIN:

- a. When you recycle, there is a correct way to load an empty collection bin. Using this method is important because of 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 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 2-row wall is twice as secure as a single 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. No breaks! Bring water/soda to drink, especially on a hot day. Eat breakfast/lunch and snacks 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.