



OPERATIONS

GUIDE FOR SCHOOLS

Developed in consultation with P&Cs Qld Association.

October 2023

Table of contents

Introduction.....	3
What is Containers for Change?.....	3
Getting started.....	4
What is the difference?.....	4
P&C involvement and volunteers.....	5
Environmental and Recycling Representatives.....	5
Position description: Container Champion.....	5
Creating your volunteer team.....	6
Student volunteers.....	6
Your Containers for Change account.....	7
Ways to encourage donations.....	8
Launch checklist.....	9
Container eligibility.....	10
Equipment checklist for container collection events.....	11
Useful links & contacts.....	12



Introduction

Congratulations and thank you for volunteering to make a difference by assisting your school community through Containers for Change. Over \$10.2 million has been raised for Queensland schools, charities and community groups from November 2018 to July 2023. This operational guide is designed to give P&Cs an introduction to how Containers for Change can operate in schools and provide practical advice for how to successfully manage container collection on campus.

What is Containers for Change?

Containers for Change is a Queensland Government recycling scheme that aims to divert drink containers from landfill by providing a 10-cent refund for each returned container.

The scheme provides fundraising opportunities as an easy way for charity and community groups to raise money for their cause. Wave of Change is the school-based program designed to encourage Queensland schools to raise money through Containers for Change and help educate the next generation on the importance of recycling.

Containers for Change has partnered with P&C QLDs to ensure all Queensland schools are provided with the opportunity, resources and infrastructure to implement a container collection program.



Getting started

The first step to fundraising with Containers for Change is to register your school's interest in their school recycling program, Wave of Change.

This is different to the initial team account registration with Containers for Change as this is a specific program designed for schools so requires more information. If you already have a school team account with Containers for Change you will need to provide this information when registering for the program. If you do not have an account but would like to get started before the program is launched, you can do so by creating an account and then registering.

Please note that for all schools the bank account nominated to receive the refunds **must be owned by the P&C**. It is then up to you to decide on how you'd like to use the container refunds in your school.

What is the difference?

Please see the below table to help outline the key differences between a standard Containers for Change group account and the Wave of Change program.

	Containers for Change group account	Wave of Change school program
Team member number	✓	✓
Fundraising toolkit	✓	✓
Free bins for school campus	X	✓
Free collection service	X	✓
Free bag for every school student upon launch	X	✓
Complimentary education resources	X	✓



P&C involvement and volunteers

Environmental and Recycling Representatives

Nominate an Environmental and Recycling Representative within the P&C with the key roles being recruitment of volunteers, troubleshooting issues, communicating to community members, and recognising volunteers. This will help ensure that your program becomes a permanent and viable fundraising activity. We like to call this person the 'Container Champion'.

Position description: Container Champion

To help find the right person to lead your schools Containers for Change program, please see the below position description for a 'Container Champion' to be put forward in your next P&C meeting:

- liaise with Containers for Change employees for roll out of program
- establish and co-ordinate a working group of volunteers who provide support for this activity
- create communication material that the P&C can use to engage and educate the school community (such as Facebook posts, newsletter articles, letters home or emails to families)
- co-ordinate on-site implementation of program
- communicate with refund point operator on collection days
- be responsible for the payment information of the Containers for Change account – track donations and expenses, and report back to the P&C
- co-ordinate the educational aspects – work with school staff to integrate container recycling into the school curriculum and have a presence at assembly/parade



Creating your volunteer team

There are several other tasks involved in implementing a successful school collection program. You may benefit from finding some core volunteers to help support the 'Container Champion' to ensure the long-term success of this activity. See the below examples:

- **Marketing support:** create marketing material to promote the program, including social media posts, newsletter articles, posters and flyers. Containers for Change do have some available assets to use in addition to this on their Fundraising Toolkit.
- **Collection volunteers:** support bag drop collection times by setting and packing up the area, sort containers and remove ineligible items, take photographs of the activities, help educate the families and students about the program.

Student volunteers

Some schools have encouraged environmentally conscious students to take charge of the program. This could be the student leaders, classroom champions or just any student who puts their hand up to help.



Your Containers for Change account

Once your school has registered for a Containers for Change account you will be given a member number. This how you will be paid, track donations, set a fundraising goal and add team members to your account. We've outlined some key things to consider to ensure you're making the most of your new account:



Set a container collection goal

Making change is easier once you've got something to work towards. Use the goal-setting function in your account to help encourage container donations and help celebrate the milestones all the more satisfying.



Share your cause with Containers for Change

Containers for Change have a charity and community group listing on website to help people find causes they can donate their refunds too. After you have registered your group, click the 'share your cause' in the menu bar in your account and follow the prompts to complete this.



Invite team mates to join your team

Collecting containers is more fun when you're part of a team – so make sure you invite people in your community to join yours!

The person who creates the account will automatically be nominated as team captain, but you can have up to three of these to help share the load. Team captains will be responsible for managing the team's profile and payment information. They will also be the people who can invite teammates to join, appoint additional captains, remove team mates, set a container collection goal, and troubleshooting any issues that may arise.

Team mates will need to create their own individual account with Containers for Change. Once added, they will be able track the progress towards the collection goal, access the team member number and view the account's information.



Ways to encourage donations



Virtual donations

Every time your member number is used towards a container refund, your school will receive the donation. That means it doesn't just need to be the school bins that generate donations, your community can do their part from anywhere in Queensland. This is called a virtual donation, and there are a few ways they can make one:

- 1. Quote/input the member number at the refund point they are visiting**
If some team members already have a local container refund point, they just need to give the school's member number to the refund point employee and the donation will go straight to the school's account.
- 2. Add the member number to their bags of containers**
If someone prefers to use a bag drop or the home collection service, encourage them to label their bags with the school's member number instead of their own.
- 3. Make the member number their preferred payment method**
Dedicated team members select donation as their preferred payment method and add the school account.



Container drive

Host an event at your school with the specific purpose to get your community to drop off their eligible containers as donations. This could be something simple where you put on a BBQ or facepainting for example.



Collecting at all school events

Put your new green Containers for Change bins to use by ensuring all school events (sports days, discos, fundraisers) have the bins displayed and collecting empty containers.



Set up a donation location

Establish a donation point at your school where people can safely drop off containers at anytime.



School drop-off collection mornings

Some schools have had great success in creating morning programs to collect containers while the usual school drop-off is happening. This works well if your school has a well-managed morning drop off zone that could easily have a volunteer collecting containers at the same time.

Launch checklist

To help you hit the ground running with your program, we have outlined the key activities from this document you will need to complete before/when the program launches:

	Complete the safety and risk assessment provided here
	Establish your Environment and Recycling working group
	Nominate a Container Champion
	Develop volunteer team including school students, parents, and/or staff members
	Create a Containers for Change account
	Set a container collection goal and communicate through graphics
	Check out the Fundraising Toolkit and guide
	Print and display marketing signage around school found on the Fundraising toolkit or self-made
	Identify key dates and events you can collect at
	Gather the necessary equipment outlined in the Event Equipment checklist
	Download the Container Collection Event run sheet
	Announce the program to your school community via social media, website, or newsletters
	Set a time with school students to hold education sessions on what the program is and container eligibility



Container eligibility

The easiest way to recognise an eligible is by locating the 10-cent mark on the side of a container. However, in some cases these are not registered in Queensland's scheme and therefore not actually eligible. See below a breakdown of eligible and non-eligible containers.

Eligible drink containers

Most aluminium, glass, plastic, steel and liquid paperboard beverage containers between 150mL and 3L.

We strongly encourage schools to exclude glass bottles from the school on-site collection. The risk of student injuries from broken glass is not worth it! Please refer to the full list of inclusions and exclusions using the eligibility scanner on the Containers for Change website.



Non-eligible drink containers

A number of drink containers are not eligible for a refund under the scheme. These include:

- all containers smaller than 150mL and bigger than 3L
- plain milk containers
- large containers (1L or more) which have contained flavoured milk, pure juice, cask wine or cask water
- cordial or vegetable juice containers
- sachets above 250ml which have contained wine
- registered health tonics.



Equipment checklist for container collection events

Equipment	Need	Quantity	Comments
Volunteer sign-on sheet	Essential	1	Ensure every volunteer signs on so they are covered by the P&C's Public Liability insurance
Collection bags or bins provided by your scheme provider	Essential	Varies according to school size	Students will bring their containers to school in carry bags etc. Volunteers then check containers for contamination before transferring them into the bags or bins from your scheme provider.
Eligible and ineligible drink container list and images	Essential	1 copy	Information about what containers are eligible and ineligible is essential for both volunteers and the students. To reduce the contamination over time, it is important to educate the community about what items can receive the 10c refund.
Enclosed shoes	Essential	Everyone	To sort containers you must be wearing enclosed shoes to protect your feet against rubbish that may be in the bags. Sneakers or old shoes will be fine – just be prepared as they may get wet and dirty
Gloves	Essential	1 pair per volunteer	Protect your hands by wearing gloves while sorting the containers.
Sunhat	Essential	Everyone	
Yellow-top (recycling) wheelie bin	Essential	1-2 bins	Request use of the school's yellow-top (recycling) wheelie bins to dispose of ineligible items.
Camera or phone	Essential	1	Take photos of the collection for promotional material and to have a record of the total number of bags collected.
Small bucket or container	Optional	1	Collect the lids and either place them in the yellow-top recycling bin or wash and give them to your OSHC to use as craft supplies
Water bottle	Optional	Everyone	

Useful links & contacts



Register your school

Visit the Wave of Change website to register
cfcqld.com/wave-of-change



Wave of Change support team

Support for the school recycling program
waveofchange@containerexchange.com.au



Fundraising Toolkit

Containers for Change assets and templates
cfcqld.com/fundraising-toolkit



P&Cs Qld Association

Industry peak body supporting Queensland state schools
pandcsqld.com.au

