**Green Partners project work planning tool – EXAMPLE\***

* Hennepin County environmental education website: [www.hennepin.us/environmentaleducation](http://www.hennepin.us/environmentaleducation)
* Hennepin County environmental education literature order form: <https://environmentalresources.hennepin.us/items>

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| **Waste reduction project - EXAMPLE** | | | | |
| Date | Activity | Tasks | Resources & Tools | Notes |
| September | Decorate reusable bags, discuss and share stories | * Order reusable bags * Materials to decorate bags * Order window clings | * Environmental education activity guide * Remember the Bags window clings * Green Partners barriers discussion guide | Take notes |
| October | Children’s recycling activities | * Reserve learning kit * Order literature * Gather recycling books and games | * Hennepin County literature: Recycling Guide * Hennepin County youth recycling learning kit * Hennepin County recycling activity book |  |
| November | Barriers and benefits discussion | * Facilitate discussion of barriers to toxicity reduction with parents | * Green Partners barriers discussion guide | Submit barriers report, due Nov. 30 |
| December | Schedule field trip to a waste facility | * Schedule field trip for February * Arrange for bus * Send invitations | * BPTS tour [registration site](https://www.hennepin.us/residents/recycling-hazardous-waste/bpts-tour-request-form) * HERC tour [registration site](https://www.hennepin.us/your-government/facilities/herc-tour-request-form) |  |
| January | Practice using shopping bag | * Handout window clings * Ask parents to report out * Share parent quotes in newsletter | * Hennepin County Remember the Bags window clings | Get permission to use quotes |
| February | Field trip to Hennepin County Drop-off Facility | * Send reminder to participants * Pick up snacks for bus trip * Take photos during trip | * Hennepin County literature: Drop-off Facility & How to identify household hazardous waste brochures | Get permission to use photos |
| March | Make non-toxic cleaners | * Order spray bottles and supplies * Prepare cleaner making stations | * Hennepin County non-toxic spray bottles, vinegar, dish soap, measuring spoons, funnels | Buy reused materials  $1.15 per bottle |
| April | On-site waste sort | * Prepare waste sort stations * Request waste sort trunk * Take photos * Report out results | * Waste sort trunk (aprons, gloves, sorting tools, goggles, etc.) | Get permission to use photos |
| May | Waste prevention shopping trip | * Prepare workshop * Request county staff to review workshop materials | * Hennepin County packaging waste learning kit |  |
| June | Waste prevention video | * Create video plan and get props * Film and edit video |  |  |
| July | Event tabling | * Recruit volunteers * Prepare wheel of waste reduction |  |  |
| August | Submit final report | * Tally receipts and purchases * Tally project outcomes * Write report * Submit report | * Final report document * Budget report document * Outcomes report guide   [www.hennepin.us/greenpartners](http://www.hennepin.us/greenpartners) | Call or email with questions |

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| **PROJECT TITLE:** | | | | |
| Date | Activity | Tasks | Resources & Tools | Notes |
| September |  |  |  | Orientation, Sep. 11, 2019 |
| October |  |  |  |  |
| November |  |  |  | Barriers to action discussion, report due Nov. 30, 2019 |
| December |  |  |  |  |
| January |  |  |  |  |
| February |  |  |  |  |
| March |  |  |  |  |
| April |  |  |  |  |
| May |  |  |  |  |
| June |  |  |  |  |
| July |  |  |  |  |
| August |  |  |  | Final report due, Aug. 31, 2020 |