**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 |