

Bishop's Peak Elementary School
Ink Cartridge Recycle Chair
Job Description/Procedures

Bishop's Peak/Teach newsletters have ongoing reminders to bring in ink cartridges to recycle. The rebate money goes to the office (specifically Janet Crabb) who buys school supplies.

You will need a Staples reward card under your name, plus a PTA rewards card that is passed on from the previous recycle coordinator.

Once a month, go behind the copy room door and find a box with ink cartridges that people have dropped off. Take 10 cartridges for each card you have (i.e., 1 card=10 cartridges, 2 cards=20 cartridges). Janet Crabb has her own card and takes in 10 cartridges a month for us. Deliver them to Staples and ask them to put 10 cartridges on each card. You will be given two separate receipts. File the receipts for future reference, because errors have been made.

You will receive one rebate check on your home computer (make sure you give them your home email when you take over this job). Print out the rebate check you receive and deliver it to Janet Crabb. The second check, under our PTA card and Janet's rebate, go to our school computer.

As a courtesy, I offer anyone who wants to deliver used batteries to put them in the copy room. I take them in at the same time as the cartridges. We receive no money for the batteries.

This job is fast and easy. The only thing you have to remember is to do it once a month; that includes summer, if possible. School is open during most of the summer to pick up cartridges.

At this time, Staples gives us \$2.00 per cartridge. We hope this continues as it immensely helps with school supplies.