



TO: Groups using the Trinity Church Campus
FROM: EDEN, the environmental commission at Trinity
RE: Guidelines for Recycling on the Trinity Campus

Welcome to the Trinity Church campus! We are delighted to share our beautiful site with you, and hope that it will bring your group inspiration and progress toward your goals.

As members of a faith community committed to environmental stewardship, we invite you to share in our efforts to keep our campus “green” and reduce our footprint wherever possible.

- We recycle. We follow the Recology recycling and composting system established throughout San Mateo County. Throughout our campus, **GREEN** receptacles (must be lined with a biodegradable greenish bag) are for compostables: food scraps, flowers and plants from centerpieces, soiled paper and cardboard—anything that comes from a living thing. **BLUE** bins are for recycling: clean paper and cardboard, plastic, metal, and glass containers, aluminum foil and washed aluminum disposable pans (no plastic bags go into the recycle bin). The remainder, placed in a **BLACK** or **GRAY** container, goes to the landfill, and may stay in the black plastic bag provided. If you are unfamiliar with this system, please contact the office for more detailed instructions prior to your event here. There are reminder labels on most of the indoor receptacles.
- If you need to empty a receptacle during your event, our outdoor bins are in the parking lot to the left (north) of the double doors leading out of Trinity Hall. Their appropriate contents are clearly marked by signs. Please flatten cardboard containers (and take any plastic wrap off!) before placing in the blue recycling bin. There should be replacement plastic bags in the bottom of each indoor receptacle.
- All the disposable service items in use at Trinity, including clear glasses, are compostable—please treat them as such. If you bring your own service items, please take them with you when you leave.
- Please appoint a Recycling Monitor who will be responsible for ensuring that your group’s refuse is properly sorted. We would like that person’s name and contact information on the detachable acknowledgement slip below. If there are questions before or during your event, you may call Nancy Grove at (650)740-1996 or Sally Mancini at (650)326-9850 and we will try to help you.
- When you are done, please ensure lights are turned off and any litter is picked up.

Thank you for your help with this effort and have a wonderful event!

Acknowledgement (Please detach and leave in the church office or mail to Trinity Church, 330 Ravenswood Blvd., Menlo Park CA 94025 Attn: Alecia McDowell)

I have received a copy of the Trinity Church recycling procedures and understand where I may obtain additional help as necessary.

Group Name: _____

Group Representative: _____ Date: _____

Recycling Monitor: _____ Contact (phone # or email): _____