



Coalition LWML Districts to host the 2013 LWML Convention share this information with you –

Steps to Recycling and Helping the Environment

1. Notify students, club members, parents, adults, local businesses to save cartridges.
2. Use Public Relations (PR) opportunities to promote with Newsletters, Newspaper articles, fliers, etc. to raise money for your organization and to help the environment.
3. Have members save ink jet and laser jet cartridges only, by doing the following:
 - a. Put old cartridge in box the new cartridge came in.
 - b. If new cartridge doesn't come in a box, place old cartridge in a zip-lock bag to prevent ink from leaking.
 - c. Bring cartridges to central location/collection site.
4. Save cartridges until you have collected at least 12 to be shipped by FedEx. When packaging the boxes, place as many cartridges as possible in a large box. Be sure to protect the cartridges using bubble wrap, air pouches, newspaper or other packing materials. (Do NOT use Styrofoam peanuts.)
5. Zone Facilitators contact M. L. C. Enterprises to receive pre-paid labels and packing list for shipping.
6. Pre-paid FedEx shipping labels will be sent via U.S. mail.
7. Cell phones, pagers, and PDAs, DVD Players, I-pods, MP3 Players, Digital Cameras, Laptop Computers, and GPS Systems are also accepted for recycling. Place individually in plastic bags to protect in shipping. Include any peripherals, cords, etc.
8. Remuneration check will be sent to your organization approximately 45 days after cartridges are processed.



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