2017 Move Out Waste Diversion Report:

In the spring of 2017 OESS and ERs attempted to create a campus wide collection program for unwanted items that typically end up in dumpsters. Below is a brief report:

**By the numbers:**

 **Number of volunteers:**

* **15**

 **Number of trucks/cars used:**

* **Two 10ft U-Haul trucks - three days**
* **One 15 U-Haul truck - three days**
* **One Minivan - 2 days**

**What was collected:**

* 35, 50-gallon bags of clothing
* 10, 50-gallon bags of bedding and linens
* 4 large U-Haul boxes of shoes
* 7 coffee makers
* 4 fridges
* 6 lamps
* 8 book shelves
* 4 boxes of toys
* 3 boxes of school supplies
* 5 ironing boards
* 1 TV
* 1 Dresser
* 8 mirrors
* 6 boxes of miscellaneous items

Totaled two and a half 15’ U-Haul trucks full of items

 **Advertising/communication:**

**How it was done:** Emails were sent to all residential staff informing them of the process about two weeks before move out began. This email (1) can be seen below in the appended email and poster section. A second email (2) was sent to sustainability@sewanee.edu on the day donation centers were put in dorms. An email to custodial staff was also sent informing them of the drive. It was imperative that we let custodial staff know that they could take whatever they wanted from the donation centers. I found that this message was not passed along to many of the staff. In person conversations with custodial staff, reaffirming that they could take what they wanted, was necessary throughout the whole process. Finally ER’s tried to staff a table in McClurg during the week leading up to move out. This was done at the last minute and staffing and materials at the table were spotty.

**What worked:** The emails to residential staff seemed to work well. Ideally the advertising email gets passed along from the Reslife staff in charge of each dorm to every student living in that dorm. Students are much more likely to open an email coming from their proctor or area coordinator regarding move out than they are from the sustainability office.

**What needs improving:** Better advertising all around. We received very few donations of fridges and small appliances and only one person signed up to have something moved out of the dorm. Having a well-staffed table in McClurg with fliers and very energetic people who will call people over is key. Despite not collecting the volume of appliances and furniture that we had hoped I’m not sure that much went into dumpsters. I have no data to back this up but judging from the high number of fridges I saw in the back of PPS trucks I think most appliances left were diverted from dumpsters in an informal manner at least initially.

**Operations:**

 **How it was done:** Three organizations were reached out to help the Environmental Residents with the collection of donations: Theta Pi, The Green House, and Gamma Sigma Phi. Although through initial contact these groups were on board, as time grew closer to the project two of the organizations lost interest and stopped responding. A volunteer sign-up sheet (3) was composed and shared with all three organizations, however only Gamma ended up signing up for slots. We incentivized underclassmen to volunteer by getting approval from Kate Reed for them to stay thru grad week if they signed up for at least 6 shifts. To prepare for the set-up of collection centers the ERs scoped out the best placement in each dorm and decorated banners to be placed above each donation center. On the first day of collection (reading day) volunteers set out 1 blue bin and 2 boxes at each of the predetermined donation centers and put up signage (4) to denote what goes in each bin/box. We began collecting the donations the following Tuesday, Wednesday, Thursday, Sunday and Monday after graduation. We found that donations picked up drastically throughout the week (Thursday, Sunday, Monday) and also our volunteers steadily dwindled as the project progressed. To collect donations we had two 10-ft U-Haul trucks driving around on Thursday and Friday and one 15-ft U-Haul truck on the last day using a schedule (5) that was loosely followed. All collected donations were stored in the Ayres bike room. Donations were taken by: The Hospitality Shop, Folks at Home, Goodwill, and Good Samaritan

**What worked:**

* Most of the volunteers were super into it and enthusiastic
* Custodial staff were really helpful (especially the Ayres staff)
* Help from the Environmental Stewardship and Sustainability Office is imperative and was much appreciated!

**What needs improving:**

* We need to reach out for volunteers way more in advance and then hold an info session for volunteers to that everyone is more or less on the same page
* We received feedback that the excel sheet was hard to follow and it was hard to get people to sign up for shifts.
* Inclement weather can really make putting the donation centers in the dorms
	+ Having volunteers with cars who are willing to help will make the process go much more smoothly and efficiently.
* Many dorms had multiple donation center set up (not maintained by ERs)
	+ We need to reach out to groups who want to collect donations and try to consolidate efforts in the future (more manpower/less confusion)
* We need to make sure we have more volunteers on the Monday after graduation.
* Donation centers need to be placed in more visible locations. In some dorms they were very visible...in others not so much
* Two 10ft U-hauls would be more useful on Sunday and Monday. We ended up using a personal minivan as our second vehicle on those days. One 15 U-haul may be sufficient on Wednesday to deliver all of the donations.
* Housing/food should be arranged for a core group of volunteers who stay till Monday or Tuesday.
* We should partner with Res Life Proctors to help maintain the donation centers and to help improve communication to students
* The bins and boxes had a lot of miscellaneous things as well as things that should’ve just been trashed. This was mostly concentrated on Monday in dorms where predominantly upperclassmen live. I think I might be a good use of time to have volunteers at these donation centers from Monday morning until around 1:00. This would reduce the amount of sorting and disposal of trash that had to go on after donations were collected.
* We should leave funding for food for the volunteers once McClurg is closed because it is hard work moving all those bags and boxes!

**Budget:**

 (2) 10ft Uhaul trucks - 3 days - $292.82

 (1) 15ft Uhaul truck - 3 days - $252.11

 Boxes and tape - $60.00

 Food - $50

Total = 654.83

Hi Residential Staff,

-Please take the time to read the following information about OESS's efforts to organize the collection of unwanted and denotable items.

The Office of Environmental Stewardship and Sustainability will be formalizing the collection and donation process that has occurred during move out in years past. This year donation centers will be placed in common spaces in each dorm and checked regularly. These centers will be put out on Wednesday May, 4th and remain until Monday May, 15th. If you notice that these centers are full, please email me at efburns@sewanee.edu.

We will be collecting at the donation centers:

 - Dry and clean clothing/linens

 - Unopened, nonperishable foods

 - Unopened cosmetics and toiletries

We are also aiming to collect appliances and furniture. However, in order to keep common spaces clean, students can sign up to have their appliances collected. Students will be able to sign up on sheets at each donation center or in the dining hall. We will have several moving trucks to rotate from resident hall to resident hall. They will be at your dorm at the below times to collect appliance and furniture. When at your dorm our volunteers will assist students in moving out their unwanted, cleaned, and working appliances or furniture.

What we would like from you: - NOT Much

1. Please help spread the word!

2. We will be composing an advertising email that we would like you to send to your dorms

3. Email our office if donation centers become full (efburns@sewanee.edu)

2.

**Donation Centers to be in Dorms MAY 4th - 15th**

**Have unwanted items?**

**Can't fit it in the car?**

**DONATE IT**

All donations will be sent to local charities and reuse stores including:

The Hospitality Shop, Appalachian Women's Guild, Habitat for Humanity Restore, Folks at Home, & the CAC

Sewanee's Environmental Residents are collecting clean, dry, & lightly used items.

What?

* **Clothing** & **linens:** clean and dry
* **Food:** unopened and nonperishable
* **Toiletries**, **cosmetics**, **hygiene** **products:** unopened
* **Appliances & furniture:** clean and dry. Sign up to have these picked up. See our table in McClurg or the signup sheet in your dorm's donation center.

Where?

* Look for signs to your dorm's donation center in a common space
* Appliances and furniture will be collected by U-haul moving trucks and our volunteers. See the attached schedule as to when a truck will be visiting your dorm

When?

* Donation centers will be distributed on **May 4th and remain in residences until May 15th at Noon**.
* Appliances and furniture will be collected by U-haul moving trucks and our volunteers. See the attached schedule as to when a truck will be visiting your dorm. Sign up at McClurg or on the sign up sheet at your dorm's donation center so we know to stop by your room!

If you want to volunteer for this event or need service hours please contact:

 Lauren Newman at newmalk0@sewanee.edu

3. <https://drive.google.com/open?id=1H0xQA0-GG54mn3TtfX0IPnIrN9x_9GGcENcEdFp19oI> (link to volunteer excel sign-up sheet)

 4.

<https://drive.google.com/open?id=0B_nwy3vnjS5-d0dsWmJVRFlDOFlodVRjZWg0WWRhV2tvUHBF> (link to signs used in dorms)

 5.

<https://drive.google.com/open?id=1ZmvXN-tfB963f-OyD8zyqj0AVuroy6gVjDnNsP32Je4> (link for U-Haul schedule)