



## Parent Association Green Guidelines for Committee Chairs and Room Parents

The Catherine Cook Parent Association, together with the Director of Facilities and the 7th-8th Grade Global Issues Network (GIN) Plastics Team, has prepared these Green Guidelines for review by Parent Association Committee Chairs and Room Parents.

**Goal:** To reduce the overall amount of plastic Catherine Cook families and caregivers bring into the school, because once plastic is produced, it will forever be on our planet. “We Choose to Reuse” at Catherine Cook School. Recycling is a secondary goal. These guidelines provide helpful recommendations about how to reduce the amount of plastic entering the school.

### 1. Events at Catherine Cook School:

#### a. Back to School Coffee

- i. Juice is served via beverage dispenser with cups borrowed from the cafeteria. Food will be served using the blue ceramic plates from the Cafeteria. Stainless steel utensils will also be borrowed from the cafeteria.

#### b. Back to School Celebration

- i. The Committee Chairs will work with the caterer to reduce plastics brought in to the extent that it is appropriate. We will encourage the caterer to provide water pitchers and paper cups rather than disposable water bottles. We will encourage paper over plastic plates.

#### c. Harvest & Halloween Celebration

- i. Encourage the use of non-plastic decorations at the school.

#### d. November Coffee with Dr. Roberts

- i. Water will be served in pitchers with paper cups. Individual sized juice bottles are discouraged. Paper plates will be used rather than plastic plates. Stainless steel utensils will be borrowed from the Cafeteria and returned promptly for washing.

#### e. Parent Education Committee

- i. A refreshment table is typically provided at Parent Education events. Water will be served via pitchers and cups borrowed from the Cafeteria. If needed, stainless steel utensils will be borrowed from and returned promptly to the Cafeteria. If plates are needed, the blue ceramic plates in the Cafeteria may

be borrowed, or paper plates may be used. The use of disposable plastic cups and plates/bowls is discouraged.

**f. Room Parent Coordinators**

- i. Room Parent Coordinators are encouraged to reduce the use of plastic cups, plates, bowls, and utensils in the classroom. If needed, water can be served in pitchers with paper cups. Please try to use paper and/or compostable plates and bowls. We also encourage the use of non-plastic decorations at the school.

**g. Spirit Committee**

- i. Encourage the use of non-plastic decorations at the school.

**h. Staff Appreciation Breakfasts**

- i. Monthly breakfasts for teachers and staff will be served on paper plates/bowls. Stainless steel utensils will be borrowed from the Cafeteria. Drinking cups will be borrowed from the Cafeteria. Faculty members are requested to return the stainless steel utensils and cups back to the Cafeteria for washing. Individual sized juice bottles will be discouraged.

**2. Events outside of Catherine Cook School:**

**a. Ambassador Program**

- i. Please work to reduce plastic usage with the Ambassador coffee and cocktail party venues, as well as during Preschool, JK and SK play dates.

**b. Faculty and Staff Appreciation Luncheon**

- i. Committee co-chairs are asked to please work with the restaurant to reduce plastic use.

**c. Social Committee**

- i. Social Committee Chairs are encouraged to reduce the use of plastic cups, plates/bowls and utensils at social events held outside of the school.

**d. School's Out Extravaganza**

- i. School's Out Extravaganza Chairs are encouraged to ask parents/guardians to pack plastic-free lunches for their picnics. Please work with vendors to reduce the amount of plastic they bring to the Franklin Fine Arts Playground.

**Compostable vs. Paper:** Often times, paper plates/bowls/cups have a plastic coating, and therefore it is preferable to buy items that are labeled "compostable," "biodegradable," or "eco-friendly." The Chinet brand Classic White plates and bowls are compostable. If compostable items are not available where you are shopping, then paper plates/bowls/cups with a plastic coating is preferred over items that are 100% plastic.

**Responsibility for sharing this document:** The Parent Association Executive Committee will share this Green Guidelines document annually at the Committee Chair and Room Parent Kick-Off Meetings. This will ensure that all new volunteers will receive this information.