



"How to Conduct... Program & Project" Series It's as Easy as 1, 2, 3!

Number 3

Adapted from Jessye Coleman Council of PTAs and Keep Smyrna Beautiful

Trash to Treasures

How to Conduct a Trash to Treasures Program



Step 1: Learn about the program.

What is the Trash to Treasures Program?

Trash to Treasures is a holiday ornament contest created by the Jessye Coleman Council of PTAs and Keep Smyrna Beautiful. Students and parents create holiday ornaments from discarded materials and submit them for judging. A committee from Keep Smyrna Beautiful goes to each participating school in the Jessye Coleman Council and awards first, second, and third place prize ribbons in each grade level as well as in the parent category. Schools are asked to display the entries during December. Then, ornaments are returned to the students so that they can enjoy them over the school holidays.

The goals of the contest are:

1. To make families aware of the problem of solid waste disposal.
2. To recognize opportunities to reuse materials.
3. To spark creativity in an environmentally friendly manner.
4. To remind everyone that responsible environmental choices need to be part of holidays and vacations as well as our regular routine.

Contest Rules:

1. Entries will be made from discarded materials, i.e. plastic containers, bags, lids, straws, bottles, egg cartons, six-pack rings, spools, yarn and fabric scraps,

buttons, broken toys or jewelry, cardboard, tubes, milk cartons, junk mail, newspaper, etc.

2. Entries must be labeled with the student's name (or parent's name), grade, and teacher's name in order to be judged and returned.
3. Schools are to notify council by _____(date) if they have entries. Please have the entries separated by grade level until they are judged.

Note: This program can be conducted by individual schools or as a council project.

Step 2: Plan and publicize the program.



Timeline

Late October/Early November:

1. Set dates for school to contact you if they have entries. The date should be in the week after Thanksgiving break so that you can judge during the second week of December or early in the third week. This allows schools time to put them on a tree if they wish after the judging.
2. Distribute flyers to schools. Copy enough for each teacher to have their own copy.
3. Order ribbons: Order a first, second, and third place ribbon for each grade level plus a parents' category for every school.
4. Line up people to judge. This may take 3-4 hours. For judging six to eight schools, Keep Smyrna Beautiful usually has two teams of three judges.

Early December:

1. Make "Participation" Certificates. Each entry gets a ribbon or certificate. Keep Smyrna Beautiful runs their certificates on holiday colored paper, two to a page. Make more than you think you will need.
2. Take calls from schools for judging. Call all schools that don't respond to check for entries. They do forget to call!

Sample Letters

For principals and PTA presidents

Dear Principals and PTA Presidents,

Could you please help us out by distributing this information about our *Trash to Treasures* Holiday Ornament Contest to your teachers? This makes a great family activity for the Thanksgiving break or classroom activity, and has been very popular in the past.

It's fun! It's free! It's educational! Every participant gets a ribbon or a certificate!

You simply tell the teachers and students, make a place to collect the entries by grade level, and call us on or by December 11th, if you have entries. We will make arrangements with you to come out to judge the ornaments during that week so that students can take them home to use for the holidays.

Thank you so much for your help, and if we can be of any help to you, please call us.

Sincerely,
(Your Name)

For students and parents

Dear Students and Parents,

Keep Smyrna Beautiful and the Jessye Coleman Council of PTAs are once again offering their *Trash to Treasures* Holiday Ornament contest to all Smyrna area schools.

For years, this has been a very popular activity with students, and it makes a wonderful family activity. Students and parents are invited to make holiday decorations out of materials that would otherwise be thrown away.

Decorations should be labeled with the student's or parent's name, teacher's name, and the student's grade level (parent's entries should be labeled "parent"), and returned by _____(date). Entries will be judged at school by grade level, and each participant will receive a ribbon or a certificate. All entries will be returned to the students for use at home.

We hope that we will have lots of entries from your school. This is a great way to teach youngsters about reducing waste and saving resources while celebrating the holidays. Be creative and have fun!

Happy Holidays!
(Your Name and Contact Information)

Sample Certificate



Step 3: Conduct and evaluate the program.



When conducting the program, it is a good idea to:

1. Send judges out with enough ribbons and cameras!
2. Have judges document the number of entries at each school and take lots of pictures!
3. Thank the judges by taking them out to lunch afterwards.

Be sure to write a report after the program has been conducted. Offer suggestions for improvements and include your own timeline and budget. Don't forget to include all those wonderful pictures taken by the judges, sample ribbons and/or certificates, newspaper clippings publicizing the event and any other helpful information.

Special thanks to the Jessye Coleman Council of PTAs and Keep Smyrna Beautiful for developing the Trash to Treasures program and for sharing it with the Georgia PTA!

