Ready, Set, Sort

Effort and Resources
Easy to moderate. Low to no cost.

Objective & Overview
Encourage employees to recycle more by providing an interactive opportunity to learn what can and can't be recycled in your workplace.

In this game, players will sort materials based on what can and can't be recycled in your office. Use it as a simple way to engage staff one-on-one, or make it a full-blown competition to generate enthusiasm about recycling and liven up your staff meeting.

Step 1: Gather and Prepare Materials

Items to Sort
- Aluminum soda can
- Aluminum foil
- Cardboard
- Chip bag
- Cereal box
- Drink pouch
- Envelope
- Frozen dinner box and tray
- Glass bottle
- Laundry detergent bottle
- Magazine
- Office paper
- Paper cup
- Paper clip
- Paper napkin
- Pizza box
- Plastic grocery bag
- Plastic dry cleaning bag
- Plastic soda bottle
- Rubber band
- Steel food can
- Yogurt container

Other Materials:
- Recycling bin or box
- Trash bin labeled “landfill”
- Table

Note: Before your event, research exactly what can be recycled in your building. Check with your building management or recycling hauler if you have questions.
Ready, Set, Sort continued

**Step 2: Set Your Station**

Place the recycling and trash bins at either end of a large table. Set the materials in the middle. If you have limited space, you can label one end of the table “landfill” and the other “recycle” to play without the bins.

To make it a competition, divide your staff into two teams and make sure that each one has a pile of items to sort and bins or a designated space on the table labeled “landfill” and “recycle”.

**Step 3: Sort**

**For casual, one-on-one engagement:**

As employees walk by the table in your lobby or common area, ask them to either sort your whole set of materials or to pick one and place it in the appropriate bin. You may want to offer a prize to people who can correctly sort 10 (or some other designated number of) materials.

**For a competition with two teams:**

Give teams a time limit to sort their pile of items correctly. Make it challenging by only giving one minute per 10 items. Check to see which team had the most correctly placed items. You may also designate a referee to tally the score and in the process demonstrate to staff what is recyclable in your office.

**Pro Tip:**

Be ready with information about where to recycle the items that your office recycling program does not accept. If there is a nearby collection point for items commonly used in your office, this may be a good time to designate a collection box and ask volunteers to transport the items for recycling. Plastic bags and batteries are two examples of items that may not be recyclable in your office program but are likely recyclable at a nearby location. Visit berecycled.org for local recycling information.
# Ready, Set, Sort Play List

Instructions: Use this list as an answer sheet if you are not familiar with what exactly can be recycled in your office.

Circle one: R = recycle, L = landfill, O = not recyclable in your local collection program, but recyclable elsewhere

<table>
<thead>
<tr>
<th>Item</th>
<th>Code</th>
<th>Item</th>
<th>Code</th>
<th>Item</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aluminum soda can</td>
<td>R L O</td>
<td>Magazine</td>
<td>R L O</td>
<td>Office Paper</td>
<td>R L O</td>
</tr>
<tr>
<td>Aluminum foil</td>
<td>R L O</td>
<td>Paper Clip</td>
<td>R L O</td>
<td>Paper cup</td>
<td>R L O</td>
</tr>
<tr>
<td>Cardboard</td>
<td>R L O</td>
<td>Paper napkin</td>
<td>R L O</td>
<td>Pizza boxes</td>
<td>R L O</td>
</tr>
<tr>
<td>Cereal box</td>
<td>R L O</td>
<td>Plastic dry cleaning bag</td>
<td>R L O</td>
<td>Plastic grocery bag</td>
<td>R L O</td>
</tr>
<tr>
<td>Chip bag</td>
<td>R L O</td>
<td>Plastic soda bottle</td>
<td>R L O</td>
<td>Rubber band</td>
<td>R L O</td>
</tr>
<tr>
<td>Cardboard</td>
<td>R L O</td>
<td>Magazine</td>
<td>R L O</td>
<td>Steel food can</td>
<td>R L O</td>
</tr>
<tr>
<td>Drink pouch</td>
<td>R L O</td>
<td>Paper cup</td>
<td>R L O</td>
<td>Yogurt container</td>
<td>R L O</td>
</tr>
<tr>
<td>Envelope</td>
<td>R L O</td>
<td>Pizza boxes</td>
<td>R L O</td>
<td>Steel food can</td>
<td>R L O</td>
</tr>
<tr>
<td>Frozen dinner box and tray</td>
<td>R L O</td>
<td>Plastic dry cleaning bag</td>
<td>R L O</td>
<td>Rubber band</td>
<td>R L O</td>
</tr>
<tr>
<td>Glass bottle</td>
<td>R L O</td>
<td>Plastic soda bottle</td>
<td>R L O</td>
<td>Yogurt container</td>
<td>R L O</td>
</tr>
<tr>
<td>Laundry detergent bottle</td>
<td>R L O</td>
<td>Magazine</td>
<td>R L O</td>
<td>Steel food can</td>
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</tr>
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<td>Magazine</td>
<td>R L O</td>
<td>Office Paper</td>
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<td>Magazine</td>
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</tbody>
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