



SORT IT OUT WASTE STATIONS Block Party / Special Event Loan Program

Date of Event _____ Number of Stations Requested _____

Name _____

Address _____

Cell _____ Home _____

Email _____

Compost and recyclables collected through the Sort It Out program can easily be disposed of through the Village Residential Curbside Compost and weekly recycling pick up. **Stations are available on a first-come, first-serve basis.**

Please submit this form at least 5 days in advance of your requested date.

Stations consist of 3 metal frames and 3 plastic covers with instructions. Village Public Works personnel will drop off the stations on the resident's porch or near the back door. Please wipe the inside and outside of the covers after use, as a courtesy to the next user.

Stations used for block parties are to be placed on the resident's porch or near the back door ready for pick up on the date the barricades are scheduled to be picked up by Public Works. For special events, call 708-366-8500 to schedule pickup and drop off of stations. Stations must be returned within 3 days of the event.

These stations have been obtained through a grant and your neighbors' volunteer hours. In the event the Stations are not returned or are returned damaged, a fee of up to \$249 per station will be issued to cover the cost of repairing or replacing each missing/damaged station.

By signing this form, you agree to the terms of this program.

Signature _____

For Village Use Only

Number of stations _____

Date delivered/picked up _____ Date returned _____

Missing / Damage Fee (if applicable) _____



Getting started with SORT IT OUT From the River Forest Sustainability Commission

Congratulations on taking one more step in the direction of less waste, less landfill, and less pollution! River Forest's **SORT IT OUT** bins are designed to help you host an event that leaves less of an environmental 'footprint' on our planet. Introducing your family and guests to **SORT IT OUT** will help them to think a bit more carefully when purchasing non-recyclable and non-compostable items, and about the effects of accumulated waste in our landfills.

We hope this guide helps you to use the bins well. Any feedback is appreciated!

STEP 1: Reserve the stations from Village Hall using the online form or in person. To ensure availability, submit the form well in advance of the event, and at least five (5) days prior to the event. Announce to your guests ahead of time that your event will be a 'low waste' or 'green' party. Guests might think about bringing a dish in a reusable bowl instead of a throw-away. Choose to use reusable or compostable items. Tableware and cups made from corn are available, and compostable plates include those not treated with plastic lining. The bins are delivered to the porch or near the back door of the address of the block party organizer. For private events, the bins may be picked up during business hours. Please call 708-366-8500 to schedule a pickup.

STEP 2: Set it up. If you have space, set them up the long way, so that the instructions will be more visible. Place bags inside the frames: Loop the bag under (the innermost frame), then over (the outermost frame), and tug for a snug fit, as shown in the attached photo. Be sure to use a COMPOSTABLE bag for the compost. Place a garden kneeler (or something else to absorb the impact of tossed bottles) under the recycling, especially if you are placing it over a hard surface like concrete. Other users have noted that over-filled bags tend to tear and spill. Assigning a volunteer to check on the bags every hour and especially right after the meal is served, will save your block from cleaning up a mess later. Also placing residential bins behind the SIO stations, for easy transfer of the bags can be helpful.

STEP 3: Educate. You can choose to do a formal introduction at the start of your event. Taping samples of waste to the lids can help. For example, taping a paper cotton candy cone to the compost lid reminds users that paper is compostable (which is preferable over recyclable!). Or you might choose a few youngsters to kindly and gently guide guests in proper sorting through-out the event. Be patient and lighthearted. No one changes their habits well when they are embarrassed or shamed. And it's a party after all!

STEP 4: After the party: Don't be discouraged if your guests didn't sort very well. You may need to resort a few items. Dump recycling into your own bin. (Use the bag for your next week's garbage.) Dispose of the landfill waste in your own garbage bin. Compost: If you already are subscribed to River Forest's weekly compost pick up, place the compost bag in your compost bin. If not, ask a neighbor if you can add to their bin. Or add the compost to your backyard compost bin - just know that compostable forks and knives need industrial strength heat and enzymes to break down. If you need access to a River Forest compost bin, we can help! Contact MarySusan (River Forest Sustainability Commissioner, at MarySusanChen@gmail.com, 708-702-8987).

STEP 5: Wipe the tops of the bins. If the bins were borrowed for a private event, return them within 3 days after the event – call 708-366-8500 to schedule the return. Block party organizers should place them on the porch or near the back door of the residence where they were delivered. Bins should be secured immediately after the event to avoid loss or damage. Watch your email inbox for a short survey - this will help us continue to improve this program.

Thank you so much for your participation!