



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. Stations used for special events are to be returned to Village Hall (front desk) on the first weekday after the event has taken place.

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: Five days before your event, request the stations from Village Hall using the online form, or in person. 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 is available, and compostable plates include those not treated with plastic lining.

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 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.

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 RF'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 RF compost bin, we can help! Contact MarySusan (RF Sustainability Commissioner, at MarySusanChen@gmail.com, [708-702-8987](tel:708-702-8987)).

STEP 5: Wipe the tops of the bins. Return them to Village Hall within 3 days. Watch your email inbox for a short survey - this will help us continue to improve this program.

Thank you so much for your participation!