This toolkit has been designed as a guide for schools who want to know more about participating in Return and Earn.

Return and Earn is a great way for students and the school community to get involved with recycling and reducing litter, while raising funds for their school.
Return and Earn, the NSW container deposit scheme, is the state’s largest litter reduction initiative. It aims to help reduce litter volume in NSW by 40 per cent by 2020. Anyone who returns eligible drink containers to an approved return point receives a 10 cent refund for each one.

How it works for your school

Connect with your school community

1. Collect eligible bottles and cans
2. Take your containers to a return point
3. Earn a refund for your school

Did you know?

Every year in NSW people consume an estimated 3.5 BILLION drinks in containers that are eligible for a 10 cent Return and Earn refund.

Around 160 MILLION drink containers are littered in NSW every year.

Over the next 20 YEARS Return and Earn is expected to result in:

- 1.6 BILLION fewer drink containers littered
- Almost 11 BILLION fewer containers ending up in landfill
- 12.6 BILLION more drink containers being recycled
How your school can participate in Return and Earn

Return and Earn is a great way for schools to fundraise while engaging students with the importance of litter reduction and doing something positive for the environment.

The level of participation is up to you; a one-off fundraiser for a specific school event or purchase, or you could integrate ongoing collection and fundraising into your school calendar and/or education program.

Become a Donation Partner

Register your school to be listed as a donation partner on your local Reverse Vending Machine (RVM). People returning their eligible containers to the RVM can then choose to donate their refund to your school.

How it works:
» Apply to be a local donation partner on your local RVM by completing a donation partner application form
» Local donation partners will feature on the machine for approximately 13 weeks
» Anyone returning their containers to the machine can choose to donate their refund to your school when it features as a local donation partner

To apply visit returnandearn.org.au/schools and complete the local donation partner application form. Send your completed form with supporting documentation to donations.nsw@tomra.com. Applications will be processed as per eligibility criteria and you will be advised of the outcome within one month.

Dates for 2018/2019 Donation Partners:

<table>
<thead>
<tr>
<th>First day on local RVM</th>
<th>Last day on local RVM</th>
<th>Applications close</th>
</tr>
</thead>
<tbody>
<tr>
<td>28 May 2018</td>
<td>26 August 2018</td>
<td>Closed</td>
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<tr>
<td>27 August 2018</td>
<td>25 November 2018</td>
<td>16 July 2018</td>
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<tr>
<td>26 November 2018</td>
<td>24 February 2019</td>
<td>15 October 2018</td>
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Donating refunds to your school
Encourage your school community to collect eligible drink containers and take them to an approved return point for a refund. The refund can then be donated to your school.

Refund options include:

Retail voucher
- The school community can return containers to a Reverse Vending Machine and receive a 10 cent refund for each eligible container returned. The total refund will be printed on a voucher which is redeemable for cash or against your purchase at a designated retail partner (such as Woolworths, Coles, IGA).

Digital refund via PayPal
- Set up a myTOMRA app account for your school and link it to your school’s PayPal account. Simply share your unique barcode with your school community via email, SMS or printed handout so they can use any RVM throughout NSW and donate directly to your school when they scan the code. Every donation will automatically be deposited into your school’s PayPal account. **There is no fee when people deposit via this method.**

Organise a container collection drive (hosting a donation point)
Fundraise by collecting donations of eligible drink containers from your school community, that you can then redeem at a return point for refund.

Schools may also consider fundraising opportunities in partnership with their local Over the Counter (OTC) or Automated Depot (AD) return points. Visit returnandearn.org.au to find your nearest OTC or AD.

Register your interest in hosting a donation point at: returnandearn.org.au/schools

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**Place a donation box in your school office or classroom to collect donated retail vouchers.**
How are other schools participating in Return and Earn?

Take a look at what has motivated schools across NSW to participate in Return and Earn.

Eco and environment teams
Narellan Vale Public School

Eco team volunteers at Narellan Vale Public School are using Return and Earn to reduce waste and raise funds to purchase a water tank and trees for their school grounds. The school holds a ‘container collection’ day where students are asked to bring in containers from home. On the morning of collection, eco team volunteers are stationed at the school gates with designated bins to collect containers from students on arrival. Classrooms also have collection boxes for students to deposit containers consumed at recess or lunch, which are then collected by eco team volunteers during their lunch break.

Narellan Vale Public School is working with their local AD, who provides the school with collection bins and picks up containers to take to the AD for counting.

When asked for advice to give other schools looking to try something similar, a student from the eco team suggests “be nice about it, don’t be pushy. Have fun with it! it’s not a chore; it’s about doing something you like for a good cause”.

iSTEM students
Hennessy Catholic College, Young

Years 9 and 10 iSTEM students at Hennessy Catholic College have been set a challenge to make a long-term difference in the College. With the introduction of Return and Earn in Young, students decided to look at how they can install bottle and can recycling stations around the college grounds. Students are gathering data on the number of cans and bottles found in all bins around the college, as well as the number of purchased cans and bottles from the canteen. Students mapped where the bins are currently placed as well as areas occupied by students during recess and lunch. This data will be used to determine the number of stations required along with strategic placement of stations around the college, which students predict will differ over the course of the year due to changes in weather.

The cans and bottles which are collected will be returned to the local RVM and funds raised will be put towards further iSTEM projects or donated to charity.
School community fundraising
St Patrick’s Primary School, Cessnock

As part of fundraising for Year 6 end of year celebrations, St Patrick’s Primary School applied to be a local donation partner on the local Reverse Vending Machine (RVM). After their application was accepted, the school was listed as a donation option on the RVM for a period of approximately 13 weeks. Anyone returning eligible containers to the local RVM could choose to donate their refund to St Patrick’s Primary School.

During this time staff and students began collecting as many eligible drink containers as they could find. For example, the year 5 Environmental Committee collected empty containers after recess and lunch, and staff donated empty containers from home.

Containers were collected in plastic tubs which the school librarian would take to the local RVM and return containers for a refund.

Although St Patrick’s have now finished their turn as a donation partner, they continue to recycle and reduce landfill as it is now part of the school culture. Getting students involved with the scheme provided the opportunity for students to learn more about the benefits of recycling, with the added benefit of being able to raise funds for a good cause. They will continue to fundraise for other activities, such as sporting equipment and the school library. Now when returning eligible containers to the RVM, they can receive refund vouchers which can be redeemed for cash or used against a purchase at a retail partner (like Woolworths, Coles or IGA).

Advice to other teachers: “There has to be one staff member who is committed. Remind students that every container is worth 10 cents to the school, even the container that has been left on the ground or thrown in the bin. Motivate students by fundraising for a cause or setting a goal.”

Tell us about your school using Return and Earn!

Do you have a Return and Earn story you would like to share with us? Tell us what you have been up to via schools@returnandearn.org.au

#returnandearn #doingmybit

Students from St Patrick’s Primary School
What containers can your school collect?

Most 150ml to 3 litre drink containers are eligible for a 10 cent refund. Container materials that may be eligible for a refund include:

» Plastic
» Aluminium
» Steel
» Liquid paperboard (cartons)
» Glass (not for collection on school grounds)

Containers need to be empty, uncrushed and have the original label attached.

Safety on school grounds

When collecting eligible containers at school, it is important to be mindful of how your school will organise this process. Once containers are brought on to school grounds consider where you will store them as well as the frequency and logistics involved with transporting containers to a return point.

Before you begin, consult with your school principal on the following:

» Location: where and how you will store containers.
» Hazards: identify hazards in relation to collection of containers, including storing and transporting them.
» Environmental impacts: containers (especially those that are unwashed) could begin to smell and/or leak into receptacles and on to the ground; this may require additional cleaning and/or pest prevention measures.
» Noise and traffic: identify any potential noise or traffic impact on the school and surrounding neighbours.
» Security: containers collected will need to be in a secure lock up site to prevent theft, fire and vandalism.

Register your schools interest in participating in Return and Earn here: returnandearn.org.au/schools
Return points – where to take containers to redeem for a refund

There are three types of approved return points where eligible containers can be returned for a refund.

**Reverse Vending Machines (RVM)**
RVM’s are self-serve automated machines. There is no container limit and these are ideal for up to 500 containers. Reverse Vending Machines provide refunds either directly into a registered PayPal account, via the myTOMRA app, or as a voucher that can be redeemed for cash at the retail partner listed on the voucher. You can register to have your school listed on the screen as a local donation partner, anybody using the machine can also choose to donate their 10 cents per eligible container directly to your school.

**Over the Counter (OTC)**
These include shopfronts such as charities, convenience stores, newsagencies and other local retailers. OTC return points usually accept between 50 and 100 containers and return cash refunds.

**Automated Depots (AD)**
AD’s are large processing facilities where staff will help you put your containers through a machine which automatically checks and counts them. Automated Depots have no container limit and are ideal for large quantities (e.g. over 500 containers). Cash refunds are generally issued, with some Automated Depots providing an electronic transfer.

To find your nearest return point visit returnandearn.org.au
Support materials

Encourage your school to get involved in Return and Earn with these useful materials:

- Fundraising posters
- Newsletter template
- Social media template
- Fact sheet
- Stickers
- Achievement/participation certificates

Some materials have editable sections to allow for tailoring information specific to your school, i.e. such as the name of school or the time/location of fundraising event.
### Automated Depot (AD)
Automated Depots are staffed bulk container return centres. AD’s can process any number of containers but are the best type of return point for returning larger volumes of 500 or more. AD’s issue cash refunds and some will provide an electronic transfer.

### Donation Partner
A donation partner is a school, sporting club or community organisation that has entered into an agreement with the Network Operator TOMRA Cleanaway to be listed on the a Reverse Vending Machine, for 13 weeks. Refunds can be donated to them by anybody who chooses to when returning eligible containers through a Reverse Vending Machine.

### Container Collection Drive (hosting a donation point)
A container collection drive can include hosting a donation point on your school grounds, for collection of donated containers. Consult with your school principal on selecting a location and process for collecting donated containers (see page 8).

### Eligible Container
In general, most 150ml to 3 litre beverage containers are eligible for a 10 cent refund provided they are made from glass, plastic, aluminium, steel or liquid paperboard. Containers need to be empty, uncrushed, unbroken, and have the original label intact.

### Ineligible Container
150ml to 3 litres containers NOT eligible for a 10 cent refund include:
- Plain milk (or milk substitutes)
- 1 litre or more of: flavoured milk, pure fruit/vegetable juice, wine and water casks
- Wine and spirits in glass containers
- Wine sachets of 250 millilitres or more
- Cordials and concentrated fruit/vegetable juices
- Registered health tonics

### Over the Counter (OTC)
These are local businesses, such as corner stores and newsagencies, participating in Return and Earn. OTCs accept small quantities (usually fewer than 100) of eligible containers Over the Counter in return for a cash refund.

### Return Point
A return point is a place where you can return your eligible containers. A return point is either a Reverse Vending Machine (RVM), Automated Depot (AD), or an Over the Counter (OTC) local business.

### Reverse Vending Machine (RVM)
A Reverse Vending Machine is the opposite of a drink dispensing machine. You place an empty eligible drink container into the RVM, the container is scanned to verify it is eligible and you either:
- Receive a retail voucher which can be redeemed for cash or an in-store credit at a partnering retailer (such as Woolworths).
- Receive an electronic funds transfer to your registered PayPal account via the myTOMRA app.
- Donate your refund to a donation partner listed on the machine.

These machines do not hold cash.

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**Want to know more?**
To find out more on how your school can get involved visit:

- [returnandeearn.org.au/schools](http://returnandeearn.org.au/schools)
- 1800 290 691