



Coordinator Checklist

Use this Coordinator Checklist to guide your organization's activity with this project.



Do ASAP: Sign Up to Participate!

Please Check When Completed!

- 1 **Determine Date, Time, and Location** for residents to pick up their NEW compost bins, rain barrels and/or pails. The items will be delivered directly* to you during the week of April 19th, 2010. ***NOTE: Bins MUST BE ordered in exact multiples of 20, kitchen pails in exact multiples of 26 and rain barrels in exact multiples of 15 for direct delivery.**
- 1 **IMPORTANT! Complete the Participation Form and Customized Information Sheet** clearly and legibly & mail or fax to (603) 736-4402. Once this information is received, a customized master Order Form, Poster, Tracking Sheet, Press Release and Final Order Form will be created and sent to you.

Promoting Your Sale

- 1 **Distribute Order Forms** to residents through mailings, local businesses, municipal buildings, etc. Consider asking Boy Scouts, Girl Scouts or other local groups to distribute the forms at the recycling center.
- 1 **Hang up Posters** in high foot traffic areas throughout the community (such as grocery stores, town offices, recycling center, library, etc.) to promote the sale.
- 1 **Display Sample Compost Bin, Rain Barrel &/or Kitchen Pail** (see "Participation Form" to request) to help promote the sale and provide residents with a "real life" example of the bin, rain barrel &/or pail. Be sure to locate them in high traffic areas for better promotion.
- 1 **Request a FREE DVD** to promote the Composting Bin, "Earth Machine™", for play on local cable stations, etc. Call the Northeast Resource Recovery Association (800) 223-0150 to order.
- 1 **Send the Press Release** to local daily and weekly newspapers that **cover your community's events**. Also, consider writing a "Letter to the Editor" to promote the sale.

- Coordinator Checklist cont'd -

Submitting Your Order

- ' **Accept only completed Order Forms** and checks payable to the **NRRA** (Northeast Resource Recovery Association), **OR if this sale is a fundraiser**, checks only made payable to your organization.
- ' **Use the Tracking Form** to document each order as the Order Forms and checks come in. For your convenience, keep the checks in order as they appear on the Tracking Form.
- ' **Collect Order Forms and checks** from your residents **until April 2nd, 2010**
- ' **Tally all orders and complete the Final Order Form.** Please double check that the number of check(s) and orders match the amounts stated.
- ' **Make a copy of the Final Order Form** for your records and mail the original along with the check(s) made payable to the NRRA using the **Order Envelope**. The Northeast Resource Recovery Association must receive your Final Order Form and check(s) by **April 7th, 2010**.
NOTE: ONLY ORDERS FOR BINS IN MULTIPLES OF 20, KITCHEN PAILS IN MULTIPLES OF 26 AND RAIN BARRELS IN MULTIPLES OF 15 WILL BE ACCEPTED FOR DIRECT DELIVERY.

Delivery of Your Order

- ' **Items will be delivered** to you some time during the week of April 19th, 2010. You will be notified by the trucking company of the exact date.
- ' **Have your Final Order Form available** when your items are delivered.
- ' **Conduct an IMMEDIATE inventory** of your items when you receive them. **You must notify NRRA of any missing or broken pieces by May 7th, 2010. NO EXCEPTIONS!**
...Replacement pieces will take 3-6 weeks to arrive.

Distributing Your Bins and/or Pails

- ' **Distribute items** to your residents at the predetermined date, time and location.
- ' **Look forward to the 2011 Backyard Composting Campaign!**