

STEP-BY-STEP GUIDE

TO HOSTING A SIMPLE STAFF ENGAGEMENT ACTIVITY



Office paper is the largest contributor to solid waste generated by offices and although Australians recycle about 68% of the paper they use regularly there are literally thousands of tonnes of paper stored in files that will never be used again.

So Planet Ark and our National Recycling Week sponsors invite you to host a Friday File Fling event on the Friday of National Recycling Week.

As well as providing a positive staff engagement activity, the Friday File Fling encourages greater re-use and recycling of quality office paper. This Step-By-Step Guide, includes everything you need to know to organise and host a Friday File Fling at your work.



WHAT'S THE FRIDAY FILE FLING?

Well it's a pretty simple idea. Set aside some time on Friday, the last working day of Planet Ark's National Recycling Week, and encourage staff to clear out all the unused good quality paper from their filing cabinets, desk drawers and out-boxes.

It's also a great opportunity to launch of a new recycling program, promote an existing one or host an afternoon tea or Friday drinks to make it a social event.

WHAT ARE THE BENEFITS?

There are numerous benefits of hosting a Fling. They include:

- ♻️ **Staff Education and Engagement:** It allows colleagues to get involved in a workplace environmental activity that is easy to participate in, is fun and results in a de-cluttered workspace. Encouraging participation in simple actions can reinforce other desirable actions or be a stepping-stone to even bigger ones.
- ♻️ **The Environment:** Every tonne of office paper recycled results in energy savings equivalent to running an average home for 1.5 months*. Recycling also diverts waste from Australian landfill sites.

ARRANGING A FRIDAY FILE FLING

The Friday File Fling is an easy event to organise. Here are some tips for arranging and promoting your event.

EVENT DETAILS

- ♻️ **The time** – Will you encourage people to choose a time that suits them or will you get everyone to participate at a set time? If Friday really doesn't work for your workplace you can choose another day in the week.
- ♻️ **The location** – Will you run the event in one office, one building or across the entire organisation? Where will participants put their paper – in the usual recycling bins or at a special location? Will you need to arrange extra bins?

PROMOTE YOUR FLING

- ♻️ **Promotional Resources** – We've developed a range of resources including adaptable posters and e-mail text to help you get people involved. They are available at RecyclingWeek.PlanetArk.org
- ♻️ **Organisational support** - Ask your CEO/MD or other senior manager to send the e-mail or endorse the event. There's nothing like encouragement from the top to generate support.

WHAT TO DO WITH THE PAPER

- ♻️ **Re-use** - Single-sided paper in good condition can be re-used to print draft or internal documents or turned into Fling branded Notebooks which are a good use of resources and promote your organisation's commitment to sustainability. (See below for examples.)
- ♻️ **Recycle** - Recycle the recovered paper with your usual recycling contractor. If your event is organisation wide you might need to arrange for extra recycling bins or you could store the paper in boxes to be put in the recycling collection over the coming weeks.

Confidential files can be shredded before being recycled or sent with your usual confidential document recycler.

RECORDING YOUR FLING

- ♻️ **Register with Planet Ark** – Make sure you **register your event with Planet Ark** so we know you are participating.
- ♻️ **Add up the total paper collected** – Set up a system to measure how many large wheelie bins (240l litre) of paper you collect. The number of bins will be used to measure your water, energy and landfill savings.
- ♻️ **Photograph and share** - On the day, take pictures of staff participating in the event and share them on social media with #NationalRecyclingWeek.
- ♻️ **Feedback to participants** – Send feedback to staff about the benefits of your Fling to build team spirit and ownership of your workplace sustainability initiatives.

WHAT ELSE CAN YOU DO?

Use your Fling to launch a new recycling or environmental program or promote existing programs like:

- ♻️ **'Cartridges 4 Planet Ark'** for inkjet and toner cartridges and other printer consumables and
- ♻️ **MobileMuster** for unused mobile phones and their accessories.

Visit RecyclingWeek.PlanetArk.org for more information and promotional resources or other recycling programs.



#NationalRecyclingWeek

MAKING FRIDAY FILE FLING NOTEBOOKS

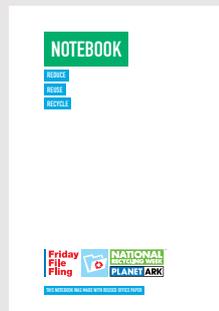
Making notebooks is a great way to re-use good quality, single-sided paper. Individuals can make their own notebooks or they can be made in larger quantities and distributed through the workplace.

CREATING THE FFF NOTEBOOK COVER

- ♻️ Download the **Friday File Fling Notebook Cover**
- ♻️ For a plain Cover, just open the document and print,
- ♻️ To brand the Notebook with your logo open the Cover in Adobe Acrobat or a similar program and paste your logo between the green lines.
- ♻️ Save the customised document for future use or to send around to others.
- ♻️ Print desired copies on re-used paper.

ASSEMBLING THE NOTEBOOK

- ♻️ Simply bind the cover and a stack of re-used paper using comb, thermal or coil binding with a light cardboard backing.
- ♻️ If you don't have that equipment stores like Officeworks can do it for you with little cost.



RECORDS & CONFIDENTIAL DOCUMENTS

The Records and Information Management Professionals Australasia recommends that before 'flinging' any materials, you check with your records manager to ensure that you are recycling in accordance with your internal policies and mandatory retention and confidentiality legislation.

For more information, please call 1800 242 611 or visit www.rimpa.com.au





FINISH THE JOB

As the saying goes unless you're buying recycled, you're not really recycling. You are only doing half the job. About 68% of office paper is recycled but less than 18% of new reams contain any recycled paper.

Some Australians have outdated views on the quality of recycled office paper but when more than 130 people were asked to choose between a sheet of 100% recycled Planet Ark Paper and a sheet of virgin paper, almost seven in ten were unsure or not confident to make a choice.

Choosing Australian made recycled office paper supports green jobs, keeps waste out of local landfills and reduces carbon emissions.

For more info about buying recycled office paper visit [Planet Ark Paper](#).

MAKE RECYCLING AT WORK EASY

What questions should you ask a new recycler? Where can you get free recycling signage? How would you find the local recycling options for 90 materials including paper, plastic, wooden pallets, food, car batteries and more?

Visit [BusinessRecycling.com.au](#) or call 1300 763 768 to find the answers to all of these questions and make recycling at work easy.



*Information NSW Benefits of Recycling Calculator