



Christmas Tree Recycling Volunteer Description

General Job Description:

- Keeps traffic moving through the area.
- Assist with unloading trees.
- Make sure trees are clean of tinsel, bases, nails, etc. The trees cannot be chipped with these items on them. Please be sure to save any ornaments that you may find so that we may have a recycled Christmas tree next year.
- Stack the trees so they all face one direction – trunks at one side, tops on the other. Try to stack the trees as far back as possible . . . to save room for all the trees to come.
- Accept donations. Point out the contribution box by saying, “We need financial help to keep this program going. Please give whatever you can. Thanks!” A donation of \$3.00 per tree is requested to help continue the Christmas Tree Recycling Program. Receipts can be given to those residents wanting one. Receipts are available in the Green Binder found in the bin at each site.
- If an individual or group shows up with three or more trees, please refer to the “Large Group Recycling Form” in the back of the binder (located in the large Green Bin).
- Thank the visitors for participating and provide program brochures, Keep Truckee Meadows Beautiful magnet and mulch hand outs. Brochures, magnets and mulch information will be provided at each site.
- VOLUNTEERS: Please ask people dropping off their trees if they would like to participate in a very brief survey re: Christmas Tree Recycling. You will find the 4 questions attached to a clipboard in the bins. Please ask at least 5 people that drop off their tree during your shift. THANKS!

Dates, Times, and Locations:

Date: Friday, December 26, 2008- Sunday, January 11, 2009

Sites open: 9:00 a.m. – 4:30 p.m.

(Sites are advertised closed 30 minutes early to dissuade latecomers)

Volunteer shifts: 9:00 a.m. to 1:00 p.m. and 1:00 p.m. to 5:00 p.m.

- Bartley Ranch Regional Park, Reno
6000 Bartley Ranch Rd. (off Lakeside Dr.)
- Rancho San Rafael Park, Reno
1502 Washington St. (drop-off location, off Coleman St. Entrance)
- Shadow Mountain Sports Complex, Sparks
3300 Sparks Blvd.

For more information, call Keep Truckee Meadows Beautiful at 851-5185.