

# 2013 COALITION LWML DISTRICT FUND RAISER PROJECT: READY, SET, RECYCLE

## Zone Facilitator Fact Sheet

As a Zone Facilitator, you have assumed responsibility for processing and shipment of recycled items collected by your LWML societies. Here is an outline of your tasks:

1. Determine central location(s) and times for the collection of recycled items.
2. Inform all societies regarding the collection site(s) and times of operation.
3. Ready items from collection site(s) for shipment:
  - Make sure each recycled item is in its original box or in a plastic zip-lock bag.
  - Use a large shipping box which can be packed with 20 to 40 pounds of product. This is approximately 6-8 laser cartridges, 25-100 ink jet cartridges, 10-25 cell phones and PDAs, 4-6 laptops, or any combination of the above. In order to qualify for free shipping, each box must have at least 12 cartridges.
  - Include a packing list with each carton. Make a copy to retain for your records.
  - Make sure the box is tightly packed to minimize movement and damage in transit. Use newspaper, bubble wrap, or air pouches for packing materials and to fill empty spaces in the box. (Do NOT use Styrofoam peanuts.)
4. When you have boxes ready to ship, contact Marguerite Christman at 405-737-8289 or [MChrist721@aol.com](mailto:MChrist721@aol.com) for pre-paid FedEx Ground labels. She will need to know the number of boxes in the shipment. The labels will have a PO# assigned to them. All these labels should be used at that time. **Only appointed Zone Facilitators should contact Marguerite Christman to request labels, not individuals at the society level.**
5. When the labels arrive, affix one label on each box you are shipping.
6. Take your packed, sealed, and labeled boxes for shipment to your local FedEx shipper. There are no shipping costs to you. The recycling company pays for the pre-paid shipping costs.
7. Repeat steps 3-6 as more items are collected.

A remuneration check will be sent to the 2013 Coalition Treasurer, Debra Banks, approximately 45 days after recycled items are processed. You handle no funds.