

# Keep Norfolk Beautiful's Special Event Recycling Program (S.E.R.P.) Report Form

ORGANIZER: \_\_\_\_\_

EVENT: \_\_\_\_\_ DATE: \_\_\_\_\_

**To be completed upon return of equipment:**

Number of Event Attendees: \_\_\_\_\_ Number of Volunteers: \_\_\_\_\_

Average Number of Hours Each SERP Volunteer Served: \_\_\_\_\_

**Materials Collected:**

*(Check all that apply)*

- Aluminum Cans
- Cardboard
- Glass Bottles
- Paper
- Plastic Bottles

Approximate Weights for Recyclable Items	
Item	Estimated Weight
1 full bag of plastic bottles	2lbs
1 full bag of aluminum cans	4lbs
¼ full bag of glass bottles	8lbs
1 full bag of mixed recycling ( <i>Aluminum and plastic bottles only</i> )	3lbs
1 half-full bag of mixed recycling ( <i>Including glass</i> )	12lbs

Number of FULL BAGS of Recycling Collected: \_\_\_\_\_

Approximate TOTAL Weight of Recycling Collected: \_\_\_\_\_

**How did your group dispose of the recycling materials?** *(Check all that apply)*

- Personal at-home recycling cart(s)
- Recycling Drop-off location (Open 24/7)
  - Waste Management 1176 Pineridge Road
  - Towing & Recovery 1188-A Lance Road
- Materials will be collected by a private recycling contractor *(It is the responsibility of organizer and/or sponsor to contact vendor. Large-scale events held on public property must utilize the City's current recycling contractor.)*
- OTHER: \_\_\_\_\_

**COMMENTS**

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