

# DIDDLE/SMITH RECYCLING PROGRAM

## Organization Contract



### Overview

The Diddle/Smith Recycling Program gives student and community organizations the opportunity to fundraise by cleaning Smith Stadium or Diddle Arena. By signing this contract, your organization agrees to the goals and expectations of the program.

### Purpose

Promote recycling at the games, deliver a high-quality cleaning job, properly recycle all materials, record accurate data of all waste stream weights and provide friendly customer service to fans.

### Expectations

All participants must agree to the following expectations:

1. The organization must have access to a valid W9 form.
2. Organizations must commit at least 25 volunteers (their names and t-shirt sizes) to Elizabeth Gafford at least 2 weeks before the scheduled event. If organizations cannot do this, they will be partnered with another organization.
3. If an organization partners with another organization, compensation will be given proportional to the amount of volunteers that attend.  
(Ex: Group A has 10 volunteers and Group B has 25 volunteers for a diddle game cleanup. The groups will split the money with Group A being awarded \$142.85 and Group B will be awarded \$357.15.)
4. All participants must be present at the beginning of the cleaning and sign in.
5. All participants must stay until the end of the cleaning period, sign out and be formally dismissed.

### Evaluation

Each group will be evaluated on the efficiency, attitude, reliability and quality of job. The organization that performs these requirements the best throughout the overall basketball or football season will receive an additional \$500 dollars! If an organization does not meet expectations, they may be restricted from participating in the program in the future.

### Remember...

- Wear comfortable clothes and close-toed shoes.
- Each clean-up takes 3-4 hours
- Come with a positive attitude ready to work!

### Compensation

**Diddle Arena**  
**\$500**

*+ a T-shirt and  
Concessions snack for  
volunteers*

Meet at half time for  
training, be prepared to  
clean for 3-4 hours

- Pickup and sort trash, recycling and liquids
- Sweep and Mop the entire inner stadium: between the seats, under the seats, the isles and the stairs.

**Smith Stadium**  
**\$1,000**

Meet the following  
Sunday from 10am-2pm  
rain or shine!

- Pickup and sort trash, recycling and liquids
- Use blowers to group all remaining trash.
- Sweep the entire inner stadium: between the seats, under the seats, the isles and the stairs.
- Move all trash cans, recycling bins, recycling carts and compost bins outside of the stadium

Organization Name

Signature

Date

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## Cleaning Rubric

The following is an example of the criteria we use to determine which organization wins the additional donation and advice on how to have a successful experience.

### Quality - 25 points

1. Volunteers diligently clean the section that is assigned to them.
2. Volunteers continue check under the seats for trash as they clean.
3. Volunteers check the stadium for any remaining tasks before they declare it completed.
4. Volunteers complete all aspects of cleaning - even less desired tasks. (ex. cleaning spills, scraping gum, etc.)
5. The Stadium or Arena meets the cleaning expectations as communicated by recycling leaders.

Total:

### Efficiency - 25 points

1. Volunteers remain on-task throughout the night/morning.
2. Volunteers keep sitting and phone usage to a minimum.
3. Volunteers actively seek opportunities to help finish the project
4. Volunteers remain productive while nearing the time to be dismissed

Total:

### Attitude - 25 points

1. Volunteers remain positive throughout the cleaning process.
2. Volunteers are respectful to the Recycling Leaders.
3. Volunteers are receptive to instruction.
4. Volunteers follow the instructions they have been given.

Total:

### Reliability - 25 points

1. The organization is on time.
2. The amount of volunteers committed is present to clean the Stadium.
3. If a member must back out of the cleaning, the organization secures someone to clean in their place.

Total:

### Advice

(Worth 10 Bonus Points!)

#### Teamwork makes the Dream work

Groups will be assessed as a whole, so it is important to work as a cohesive team to accomplish the cleaning. If you finish your section and it is marked as complete, go find another group to help! This will help the night/morning move efficiently.

Total:

#### Cohesion Matters

WKU Resource Conservation is happy to provide a FREE T-shirt for volunteers who participate in the Diddle Arena Recycling Program. We encourage volunteers to wear this shirt to show fans that WKU has a commitment to recycling.

Total:

Comments:

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## DATA SHEET

Date:

Organization:

LIQUIDS:

Total:

RECYCLABLES:

Total:

LANDFILL:

Total: