

Formal proposal

[Education](#), [Sustainability](#)



February 4, 2009 To: From: Subject: Proposal to Recycle in Nantucket Cove Apartment Complex

Everyone is continuously coming up with ways to Go Green that help the environment. Many believe that something as simple as recycling a water bottle and a newspaper can improve our planet. This proposal provides a general idea to recycle in the Nantucket Cove Apartments.

Problem There is a problem with the regular trash dumpster overflowing constantly. Nantucket Cove apartment complex does not recycle and thus contributes to the destruction of our planet. We need to find an effective and convenient way to recycle within the complex in order to reduce waste in our dumpster and essentially our landfills.

Background Recycling is the method of taking a product after it is done being used and using all or some of its parts to make another product. It is important to our planet because it reduces the waste in our landfills and the amount of energy in production. There are several benefits to recycling such as it conserves natural resources, decreases emissions of greenhouse gases, reduces the need for landfills and incineration, and helps to prolong the environment for the generations to come.

Solution The solution to this dilemma is simple but requires everyone to take part in recycling. The first step is to collect recyclables at a drop off center within the complex. The center should be located near the trash dumpster so residents can make one trip with all their waste. The drop off center should be able to hold the most common household recyclables: plastic, cardboard, and newspaper. Second, we need to recognize the barriers to participation and how to successfully promote residents to accept recycling behaviors. We can design brochures with information about how recycling can benefit the environment. Residents

should be informed of the recycling process, the cost benefits, and the reduction of waste in our environment. Topics to Investigate Further The following topics will be discussed in greater detail.

- o Average amounts of waste per apartment
- o Cost — Benefit Analysis of Recycling
- o How to promote recycling within complex?
- o What do we need to make this proposal work effectively?
- o What is the outlook like for this type of idea?

Audience There are three audiences specific to this informal proposal.

- o Gatekeeper: Dr. Matthew Diomedede. You may accept or reject proposal before it is passed on to primary audience.
- o Primary: Ann Marie Morin. As the Manager of Nantucket Cove Apartments she will decide whether or not to accept proposal.
- o Secondary: Residents of Nantucket Cove Apartments. Although residents will not be directly affected by proposal, they should be aware of the idea it presents.

Resources U. S. Environmental Protection Agency. (2008, August 28th). Retrieved February 3, 2009, from the World Wide Web: <http://www.epa.gov/epawaste/conserv/rrr/recycle.htm>

Qualifications I am a resident of the Nantucket Cove Apartments. I am mostly just a concerned citizen who feels the planet is a resource we cannot afford to lose.