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探访小纸人重生的秘密……
Discover the life of paper



上海根与芽

纸回收活动指南

Shanghai Roots & Shoots
Paper Recycling Manual

学校名称
School Name



小组名称
Group Name



上海根与芽环境教育教材
Shanghai Roots & Shoots Curriculum



前言 Preface



根在地下舒展、蔓延，无所不在，根就是坚实的基础；芽看上去弱不禁风，然而为了得到阳光，他们能钻出坚硬的砖墙。如果我们星球上面临的各种问题就像一堵堵坚硬的城墙，成千上万的年轻人团结起来，就能够冲破这些砖墙！我们能改变世界！

1998年根与芽来到了上海，我们秉承珍·古道尔的理念，为青年人提供交流和展示自己的舞台，帮助他们从自己生活的社区和周围的自然环境中获得积极经验，理解地球上各种生命间相互依存的关系，最终让青年人以自己独特的方式为环境带来积极影响，从而培养他们热爱自然和人类的伦理观和价值观。2004年11月，上海根与芽成功注册，成为首家上海市社会团体管理局批准的公益性涉外民办非企业单位。

*纸回收活动*是上海根与芽青少年活动中心的重要项目之一，其宗旨是让更多的废纸循环利用，在保护森林资源的同时，促进创建节约型和谐社会。希望广大根与芽小组及青年朋友们可以通过此项目进一步了解纸工业，并养成节约用纸的良好习惯。

该项目启动于2006年8月，首批参加项目的学校有20所。总结过去两年各个项目学校的经验和教训，我们组织编写了此活动指南。本指南的主要内容包括组建回收小组、制定行动计划、采取行动及开展评估与反馈等。指南还包含了部分涉及项目背景的资料、表格及小贴士。希望根与芽回收小组可以在本手册的指导下，开展有趣又有效的纸回收活动。

上海根与芽青少年活动中心
2008年3月

"Roots creep everywhere underground and can make a firm foundation. Shoots may seem very weak, but can break through brick walls to reach the surface. Imagine that the brick walls are all the problems we have inflicted on our planet. Hundreds and thousands of roots and shoots, hundreds and thousands of young people around the world, can break through these walls. You can change the world."

The Jane Goodall Institute-Shanghai believes that the future is in the hands of the world's youth. It is committed to the understanding and preservation of our living world through the education and empowerment of youth. It aims to foster respect and compassion for all living things, to promote understanding of all cultures and beliefs, and to empower and inspire individuals to take action to make a positive difference in our world.

The Paper Recycling Project is one of Shanghai Roots & Shoots' most important projects. The project's aims are to recycle and reuse waste paper, and to promote a conservation-minded society. We sincerely hope that the Roots & Shoots groups can better understand the paper industry while cultivating the good habit of saving paper.

The project started in August 2006 with 20 schools involved in the first phase. To sum up the experiences and lessons of the last two years, we have compiled a Manual that involves the formation of recycling groups, how to make plans and act now, evaluation and feedback. The Manual also includes some project background, forms and useful tips. We hope that the Roots & Shoots recycling groups can run an interesting and effective Paper Recycling Project with the help of this Manual.



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活动进度表 Action Checklist



请随时查看此表并在已完成活动的“□”里打“√”。

You can use this checklist to review your group's work. Tick '√' on what you have accomplished.

□ Step 1: 建立纸回收小组 Form a group for paper recycling

- 目标
Set goals
- 分工
Divide the work
- 活动: 纸的一生
Activity: Life cycle of paper



□ Step 2: 制定行动计划 Make a plan

□ Step 3: 采取行动 Take action NOW!

- 制作海报
Create a poster
- 准备回收箱
Prepare recycle bins
- 放置和维护回收箱
Place and maintain your bins
- 回收纸
Collect paper
- 制作再生纸 [可选]
DIY recycled paper [optional]
- 收集节纸小窍门 [可选]
Collect tips to reduce consumption [optional]
- 参观回收纸厂 [可选]
Visit a paper factory [optional]

□ Step 4: 评估与反馈 Evaluation and feedback

- 回收记录总表
Records overview
- 财务表
Financial report
- 活动报告
Activity report



□ Step 5: 庆祝 Celebration

□ 活动留念 Activity Photos

Step 1: 建立纸回收小组 Form a group for paper recycling

- 召开小组会议 > 确立行动目标 > 建立纸回收小组 > 明确职责与分工
Hold a meeting > Set goals > Establish members' roles > Divide the work

小组会议记录 Meeting Minutes

会议日期 Date: _____ 时间 Time: _____ 会议地点 Venue: _____

记录员 Recorder: _____ 主持人 Host: _____ 与会人数 No. of Participants: _____

与会人员 Name list:

会议议程 Meeting Agenda

- a. 活动: 纸的一生 Activity: Life cycle of paper
- b. 确立行动目标 Set goals

[方法: 头脑风暴 提示: 我们的行动想达到什么样的效果? 希望回收多少废纸? 谁来参与回收?
What is the expected outcome? How much paper do we hope to recycle? Who will participate?]

- c. 建立纸回收小组 Establish members' roles

[方式: 自荐, 他荐, 推选, 任命 Self-recommendation, recommendation, election, appointment]

- d. 分工 Divide the work

职责 Responsibilities	人数 No.	姓名 Name
指导老师 Advisor 与校方沟通, 支持此行动, 并提供指导建议; Communicate with school administration, support activities, make suggestions.	1	
行动总协调 General coordinator 负责行动的具体安排, 协调各方保证行动顺利开展; Plan, communicate, and help with project development.	1	
宣传员 Publicist 负责整个活动的宣传, 包括海报和回收箱的设计等; Promote the activities, including poster and bin design.	1-2	
财务 Accountant 负责整个行动中的财务收支, 如预算、收入、支出、核算; Keep track of activity incomes and expenses.	1	
记录员 Record keepers 负责收集整理行动的所有文字和图片记录, 包括回收记录表和活动报告等; Collect all the activity reports, photos, forms and statistics.	1-3	
回收站负责人 Recycling station supervisors 负责行动落实, 包括放置和维护回收箱, 定期回收纸等; Implement activities, including placing and maintaining the bins, collect paper periodically.		

会议决议 Resolutions _____
