



University Unity

Memorandum

Date: April 29, 2019

To: Ms. Genine Latrice Perez, University Unity,

From: Charlessia Robinson

CC: Charlessia Robinson

Subject: Proposal for Recycling Project at neighborhood schools

Purpose

The purpose of my proposal is to conduct a report to determine the most ideal approach for improving the greater University District that spans from 630 to Asher Avenue.

Summary

On April 16, 2018, I am planning to research, report and provide recommendations on why a recycling project would improve the greater community by gathering current information and attitudes towards recycling from the community, demonstrate how the organization will deliver and execute recycling at community schools and establish criteria on how to evaluate and measure the success of the recycling project.

Currently, the University District does have a formal proposal for refining the University of Arkansas at Little Rock surrounding community. In this area, is a landfill that is walking distance from the UALR campus and as a native, I often pass by that landfill. For this reason, I am planning to implement a recycling project at the neighborhood schools that will impact the greater majority of the neighborhood. Because the neighborhood surrounding this college campus or any educational institution is vital to its growth and upkeep, it is critical that the university district is thriving and sustainable as well. Fortunately, the university

has made the redevelopment of the district area its top priority. Their main responsibility is to create a dynamic urban place and improve the quality of life for all who live learn, work and play in the area. This blueprint by the UALR campus is something that neighboring schools can follow. The University District community includes the homes, workplaces, and schools for thousands of families, workers, business owners, teachers, and students.

Therefore, I determined the best approach to enhancing the University District by implementing a recycling project at the neighborhood schools. Specifically, Ms. Genine Latrice Perez has authorized that I can develop a plan to implement a recycling project at the neighborhood schools by determining why recycling project at the neighborhood schools would improve the greater community, acquiring current information and attitudes towards recycling from the community, demonstrating how the organization will deliver and execute recycling at community schools, and establishing criteria on how to evaluate and measure the success of the recycling project.

I am planning to research on recycling in the University District at its local schools and report my information to Ms. Perez. To complete these specific tasks, I would carry out secondary and primary sources for research. I plan to research the benefits of recycling, find statistics about recycling habits in the Little Rock area, email University administrators and students a questionnaire regarding their opinions on the surrounding neighborhood, send letters throughout the community, hold a community meeting on campus for the area, and visit schools to see if the staff and students are willing to participate. Then, I will collect and analyze the data and write the report.

To perform this research and present a proposal, I estimate that I would require approximately 40 hours over the next week, at a cost of \$1,000. Charlessia Robinson is an Information and Computer Science undergraduate and has exposure working with technical documents.

Since this proposal has been submitted on April 29, 2019 and authorized by Ms. Perez, I will begin the research immediately. The recommendation report will

include the details of our research and recommendations regarding how to proceed with the feasibility study.

Introduction

On April 16, 2018, I have been tasked to develop a plan to determine the best course of action for improving the greater University District that spans from 630 to Asher Avenue.

Currently, the University District does have a formal proposal for refining the University of Arkansas at Little Rock surrounding community. In this area, is a landfill that is walking distance from the UALR campus and as a native, I often pass by that landfill. For this reason, I am planning to implement a recycling project at the neighborhood schools that will impact the greater majority of its neighborhood. Because the neighborhood surrounding this college campus or any educational institution is vital to its growth and upkeep, it is critical that the university district is thriving and sustainable as well. Fortunately, the university has made the redevelopment of the district area its top priority. Their main responsibility is to create a dynamic urban place and improve the quality of life for all who live learn, work and play in the area. The University District community includes the homes, workplaces, and schools for thousands of families, workers, business owners, teachers, and students.

Therefore, I have determined the best approach to enhancing the University District by implementing a recycling project at the neighborhood schools. The following are specific tasks for development:

- Determine why a recycling project at the neighborhood schools would improve the greater community.
- Acquire current information and attitudes towards recycling from the community at large.
- Demonstrate how the organization will deliver and execute recycling at community schools.
- Establish criteria on how to evaluate and measure the success of the recycling project.

- Analyze our data and prepare a recommendation report.

In the following sections, we will discuss how additional details about the proposed tasks, schedule, and budget, including my experience and works cited.

Proposed Tasks

With Ms. Genine Latrice Perez's authorization, I will perform the following five tasks to help determine the most suitable path for improving the greater University District.

Task 1: Determine why a recycling project at neighborhood schools would improve the community.

According to the United States Environmental Protection Agency, "Strong community recycling programs can contribute to a healthy, united community. Some of the many benefits of recycling are the prevention of greenhouse gases (GHGs) and supporting local economies by creating jobs and tax revenue. Recycling programs can also help to improve water and air quality and are building blocks for sustainable growing communities (Recycling: A Component of Strong Community Development)."

- Fostering Healthy Neighborhoods
- Fostering Sustainable Growing Communities
- From Trash to Commodities
- Dynamic Jobs
- Supporting Sustainable Industries
- Recycling Brings a Community Together
- Support Recycling and Invest in Your Community

The White House Task Force projected that 195 million cubic yards of materials were prevented from entering landfills in 2005 due to recycling, an amount equivalent to the space of 92 large landfills (Recycling: A Component of Strong Community Development).

With efficient curbside recycling programs, residents can take an active part in beautifying the community. The placement of recycling containers throughout a community makes recycling easy and gives residents another reason to take pride in the place they call home.

Task 2: Acquire current information and attitudes towards recycling from the university and the community at large.

In order to get a clear picture on the steps to take to improve the University District, we must first collect feedback whether it is positive or negative about recycling. A way to do that is to construct a questionnaire and newsletter to send to students and residents. The following are questions that will be included in the questionnaire:

- What type of materials are recyclable?
- What type of materials are your more likely to recycle?
- Do you own a recycling bin?
- How many people do you know that recycle?
- If you have a child in the nearby schools, does your child recycle at home and/or at school?
- As a resident of the University District, what are your thoughts about the cleanliness of your community?
- Are there any suggestions for improving its day-to-day maintenance?
- Do you support a recycling project at the neighborhood schools?

The district encompasses 3.5 square miles centered on University Avenue from I-630 on the north to the Fourche Creek bottoms on the South. Approximately 9,300 people live within the district. The total number of households is 3,657 (University District Partnership). The district includes Broadmoor, Fair Park, North Broadmoor, Point O' Woods, South of Asher, University Park, University West, War Memorial. The cost criterion for printed newsletters to the residents of the University District would be less than \$400 for .10 cents per page to disperse through the areas.

Task 3: Demonstrate how the organization will deliver and execute recycling at community schools.

The University of Arkansas at Little Rock has a well-established plan and multiple projects that have been in action to improve the cleanliness of the campus and help better the health of our planet. This blueprint provides an example for these other local schools to follow. According to the Sustainability Committee of UALR, Dr. Avinash Thombre, professor of Applied Communication, stated that, “Every department including my department, we have two bins, one is for paper and the other is for plastic. Not every classroom has a recycling bin, but all the basic public areas have bins which are designated for paper and plastic recycling. UALR has a company that comes and picks up these materials (UA Little Rock Campus Recycling).”



As quoted from Toni Boyer Stewart, UA Little Rock Communications and Marketing, “Our goal is not there yet. We are expanding out recycling program, but we want to go much further. And here’s what you can do: do your best to find a recycling bin, turn out lights in an unused room and contact the Sustainability Committee if you have recycling ideas (UA Little Rock Campus Recycling).”

Task 4: Establish criteria on how to evaluate and measure the success of the recycling project.

One of the best ways to evaluate and measure the success of the recycling project is by getting feedback from the residents and the students before, during and after the recycling project has been completed. For the residents and students to change their habits when it comes to their waste, they must first be aware of the importance of recycling and its impact on the environment. Before people can act, they must first understand why each of their daily habits plays a key role in sustainability. I would propose holding a University District meeting for concerned parents and students. Dr. Avinash Thombre also stated that, “Students are the largest group of people on campus and if you take part in this effort of recycling, we would be able to save a lot of stuff going into a neighborhood landfill (UA Little Rock Campus Recycling).” It is important that students across the area at every school are participating and have access to these waste bins. Specific ways to evaluate and measure the recycling project’s success include:

- Visit these schools on recycling pickup days to see the quantity of materials in the waste bins.
- Scan the surrounding neighborhoods during trash and recycling days to see how many recycling bins are at the curb.
- Send out another questionnaire to the residents and students.

Task 5: Analyze our data and prepare a recommendation report.

I will draft a recommendation report and upload it to Blackboard to make it convenient for the instructor to critique and any interested students to help with revision I will then use the instructor and anyone else advice to return and present a final revised draft of the report on to Blackboard.

Schedule

Figure 1 is a schedule of the tasks we would complete for this project.

Tasks	Date of Tasks (by Days)							
Task 1: Determine why a recycling project at neighborhood schools would improve the community.								
Task 2: Acquire current information and attitudes towards recycling from the community at large.								
Task 3: Demonstrate how the organization will deliver and execute recycling at community schools.								
Task 4: Establish criteria on how to evaluate and measure the success of the recycling project.								
Task 5: Analyze our data and prepare a recommendation report.								
	16	18	19	21	23	26	28	29
	April							

Figure 1. Schedule of Project Tasks

Budget

Following is an itemized budget for our proposed research.

Name	Hours	Hourly rate (\$)	Cost (\$)
Charlessia Robinson	40	25	1,000
			Total: \$1,000

Experience

I am a knowledgeable and college prepared student with future professional experience who has researched and reported on a plethora of similar high-level documents.

- Charlessia Robinson, Information and Computer Science undergraduate student, has experience with writing technical documentations. She has designed and implemented many thoroughly-researched projects.

Works Cited

“Recycling: A Component of Strong Community Development.” *United States*

Environmental Protection Agency, 23 April 2019,

<https://archive.epa.gov/region4/rcra/mgtoolkit/web/html/community.html>

“UA Little Rock Campus Recycling.” YouTube, uploaded by Sustainability

Committee, 25 April 2018,

<https://www.youtube.com/watch?v=VeoiUazjzkl>

University District Partnership. University of Arkansas at Little Rock.

<https://ualr.edu/universitydistrict/>. Accessed 21 April 2019.