

# Managing NIE in Your School

Newspapers In Education (NIE) programs are as easy to use as they are helpful. But to help streamline things even more, we've contacted a number of our users to find out how they've made NIE work for their schools. Here are some useful recommendations:

## Delivery to Your School

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- **Nominate one person as the NIE coordinator.** This allows you and your colleagues to work as a team when dealing with newspaper delivery and school use.
- **Identify an area for newspaper delivery that is accessible to all staff.** NIE can deliver the newspapers to a special area as long as our carriers have easy access to it during delivery hours. Each school is allowed one location for delivery, so be sure to coordinate with your colleagues.
- **If a problem persists, tell us so it can be corrected.** Not receiving the correct number of newspapers? Newspapers delivered to the wrong location? Let us know whatever the problem is. We're here to support you, so please communicate any ongoing problems until they are resolved.
- **Refer to the delivery labels on each newspaper bundle.** An 8.5" x 11" sheet listing each educator's name and the number of newspapers they've requested is included with each bundle of newspapers. If you receive an order different than what's indicated on your delivery label, please contact NIE so we can correct the delivery.

## Delivery to Your Classroom

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- **Work with administration and colleagues to create an effective delivery system.** Schools receiving large numbers of newspapers have found it useful to utilize student helpers/workers, special education classes or some other group to help deliver newspapers to classrooms.
- **If no coordinated school-wide effort is in place, enlist the help of students.** Individual teachers often assign students to retrieve the newspapers. This is often used as an incentive for good behavior.
- **Consider having students pick up their own newspaper at a central location before coming to class.**
- **Create a checklist of educators receiving the newspapers and have them "check off" upon receipt of newspapers.** This will help the front office, custodian or NIE coordinator identify non-users and alter orders, if necessary, to fit the needs of the school.

# Recycling Made Easy

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Recycling goes more smoothly when you plan your recycling effort in advance. Here are some great ways to do just that:

- **Enlist the help of the custodian in advance of deliveries** to see what time-saving measures can be put in place to make their job easier. It's important to give the custodian a heads-up for upcoming newspaper deliveries so they won't be surprised and try to cancel the order. It's also important to let the custodian know to expect increases and decreases in the number of newspapers delivered based on the different programs for which educators register.
- **Identify an alternative method for delivering newspapers to the recycling bin.** Some custodians prefer not to pick up recycling from individual classrooms. If this is the case, students (recycling helpers) or teachers can deliver classroom newspapers to a central location for pick-up and transfer to the recycling bin.
- **Sign up for NIE's great recycling program, "Fibres."** Fibres is available for many schools throughout the Puget Sound. A large container is delivered to the school and then emptied on a regular schedule. Schools receive a nominal payment based on the volume of recycled newspapers. So get the entire school involved. The more newspapers you recycle, the more money you'll make for your school! Contact NIE for more information.
- **If you're out of the area served by Fibres, contact your local collection agency to see if they have a newspaper recycling program.**
- **Be a considerate NIE user.** Order what you need and make adjustments as necessary.
- **Send the newspaper home with your students with a small homework assignment.** Not only does this method reduce the amount of recycling, but sending newspapers home with students promotes family literacy for families who may not be able to afford their own subscription.
- **Teach your students how to refold the newspaper.** This compacts the amount of recycling. Some educators give extra credit points for a well-maintained or properly handled newspaper.

If you are interested in talking to other NIE educators to get additional suggestions on managing the program, please contact NIE and we'll be glad to help.

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