

PROPOSAL: Trash2Treasure Recycling Competition 2.0

1. The plan

- Recycle Collection: Every two months on the last Monday and Tuesday of the month.
- Environmental Email Blasts: Every two weeks on Wednesday to keep everyone informed and motivated.
- Scoreboard Email Blasts: At the beginning of each month on Thursday to track our progress.

2. Allocation Budget

RM30, 000.00

- Prizes: A total of RM10, 000.00, split equally between the two categories (RM5, 000.00 each).
- Small gifts to all staff at the winning site offices for Prize Giving Ceremony: (RM5, 000.00 allocated for two sites (RM2, 500.00 each).
- Mini challenge gifts : RM900.00 (RM300 X 3 times)
- Consolation prize for target weight reached: Prize pool RM5,000.00
- Lorry Collection Costs: RM7, 500.00 for three collections (every two months at RM2,500 each).
- Printing: RM1,000.00 for printing posters 3 x 6 site offices and mock cheque
- Trophy Engraving: RM500.00

Item	Quantity	Total (RM)
Prize	2	RM10,000
Goodies/Gifts for prize giving	2	RM 4,000
Mini Challenge Prize	3	RM 900
Target Reach Challenge	(Pool)	RM 5,000
Logistics (Collection)	3	RM 7,500
Printing		RM1,000
Trophy Engraving + Misc		RM 500
Contingency		RM1,100
	Total	RM 30,000

3. Mini Challenge

The challenges

a) 25 September 2024: Creative Upcycling Challenge

Objective: Encourage employees to transform waste materials into functional or decorative items.

Mechanism:

1. Collect Materials: Employees gather recyclable materials from their workspaces and homes (e.g., plastic bottles, cardboard, cans).
2. Design Phase: Plan and design an upcycled product, ensuring it is practical or artistic.
3. Creation: Construct the upcycled item within a specified time frame (until the next collection day: 25&26 November).
4. Judging: SCD evaluates the submissions based on creativity, functionality, and sustainability.
6. Showcase: During the recycle collection day.

b) 5 December 2024: Recycling Relay Race

Objective: Encourage teamwork and awareness of proper recycling practices through a fun and interactive relay race.

Mechanism:

1. Relay Setup: Each site office is assigned a specific recycling (e.g., paper, boxes, bottles, cans, newspaper & beverage cartons)
2. Race Execution: Teams compete in a relay race, where each site office must correctly collect and sort the items into the appropriate place at the office.
3. Timeline: until the next recycle collection day (20&21 January)
4. Judging: SCD evaluates based on the highest amount of weights

c) 22 January 2024: Eco-Bin Challenge

Objective: Encourage employees to creatively repurpose and decorate recycling bins to promote recycling awareness and engagement.

Mechanism:

1. Announcement and Guidelines: Communicate the challenge details, materials allowed, and judging criteria (e.g., creativity, functionality, and use of recycled materials).
2. Bin Decoration: Employees to design and decorate the given recycling bins using only recycled and repurposed materials.
3. Submission: Teams submit a brief description of the materials used and the inspiration behind the design.
4. Voting and Judging: SCD will evaluate based on the set criteria during collection day and organize a voting system where employees can vote for their favourite bins.

d) Alternative : Leave No Scraps Behind

Objective: To encourage the employees to not simply throw the unused paper that can actually be recycled.

1. SCD will distribute 6 boxes to all site offices.
2. The task requires staff to place any unused paper in a designated box. (e.g., leftover paper after being cut, notes that were no longer used)
3. Judging: SCD will calculate the weight during the collection day. The highest weight of scrap paper will win.

4. Target Weight Bonus

Overall Target Weight: 12,400kg (15% increase from last year 10,853.3kg)

	Weight (KG)					
	HQ	RADIUS	AYER 8	223	RPS	KLANG
Aug & Sept	352.6	150.6	789.7	53.2	595.9	1,340.0
October	103.5	102.3	105.0	52.7	375.0	89.4
November	52.0	105.5	107.0	50.0	1,200.0	130.0
December	34.5	138.0	89.0	30.0	502.4	446.6
January	102.4	90.0	61.0	185.0	2,010.0	1,410.0
TOTAL	645.0	586.4	1,151.7	370.9	4,683.3	3,416.0

- To achieve 15% extra weight, est. 1600kg additional target will be distributed through site offices and also factory.
- For site offices category, a new target is an additional 150kg from last year performance. (15% average increase)
- For factory category, a new target is an additional 500kg from last year performance. (15% average increase)

	HQ	RADIUS	AYER 8	223	RPS	KLANG
Last year (kg)	645.0	586.4	1,151.7	370.9	4,683.3	3,416.0
New Target (kg)	795.0	735.0	1,300.0	520.0	5,150.0	3,900.0
Total Target (kg)	12,400kg					

- A prize pool of RM5,000 will be given to those who achieved the target.
- If the winner of each category reached the target, they will also be entitled for the prize pool for target reach.
- If more than one party achieved the target, the prize pool of RM5,000 will be divided to the number of parties that reached target.
- For example, if HQ, AYER 8, RPS & RADIUS (4sites) reached target, then RM5,000 prize pool will be divided to 4 and each site will receive RM1,250 for achieving target.

- In the same case as above, if RPS also champions of its category, they will receive RM5,000 as category winner, plus an additional RM 1,250 prize pool of achieving target, which will sum up to a total of RM6,250.
- If ALL sites achieved target given, all sites will receive RM850 as a target bonus.

5. Timeline:

Month	Date (s)	Task Description
August 2024	12-16 August	Designing recycling poster to be given to all site offices
	19-23 August	Printing Process and pickup
September 2024	2-20 September	Tour to all site offices to give the new posters
October 2024	2 October	Launch email to all staff about the Trash2Treasure Recycling Competition 2.0 + mini challenge 1
	16 October	Environmental email blast
	28 & 29 October	October Recycle Collection
	30 October	Environmental email blast
November 2024	7 November	October Scoreboard + mini challenge 2
	13 November	Environmental email blast
	27 November	Environmental email blast
December 2024	12 December	Environmental email blast
	16 & 17 December	November & December Collection
	26 December	Environmental email blast
January 2025	2 January	November & December Scoreboard + Mini challenge 3
	8 January	Environmental email blast
	22 January	Environmental email blast
February 2025	5 February	Environmental email blast
	19 February	Environmental email blast
	24 & 25 February	February Recycle Collection
March 2025	5 March	Environmental email blast and Mock Cheque printing
	18 March	Overall Scoreboard for October till March & Winner announcement email blast
	24-26 March	Prize Giving Ceremony
	27 March	Prize Giving ceremony email blast.

Activity	Sept-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25
Designing recycling poster to be given to all site offices							
Printing Process and pickup							
Tour to all site offices to give the new posters							
Launch email to all staff about the Trash2Treasure Recycling Competition 2.0							
First Environmental email blast							
Environmental email blast							
Environmental email blast							
Environmental email blast							
October & November Recycle Collection							
Environmental email blast							
October & November Scoreboard email blast							
Environmental email blast							
Environmental email blast							
Environmental email blast							
December & January Recycle Collection							
Environmental email blast							
Environmental email blast							
Environmental email blast							
February Recycle Collection							
Environmental email blast & Mock cheque printing							
Overall Scoreboard for October till March & Winner announcement email blast							
Prize Giving Ceremony							
Last Environmental email blast (Global Recycling Day)							
Prize Giving ceremony email blast.							