

## Recycling Program Basics for Lodges and Chapters to benefit Mooseheart

### 1. What items are we collecting?

- ✚ **Cell Phones:** we accept all cell phones. Accessories, chargers, and batteries are accepted. Bag cell phones are accepted.
- ✚ **Inkjet Printer Cartridges:** inkjet cartridges are small and fit in the palm of your hand. They are used in desktop printers and certain fax machines. The most common brands are *HP, Lexmark, Dell, Sharp, Canon* and *Apple*.
- ✚ **Laser Printer Cartridges:** these cartridges are larger, about the size of a loaf of bread. These cartridges are used in laser printers and certain fax machines and copy machines. Common brands include *HP, Lexmark, Dell, Canon, Brother, Sharp, Pitney Bowes, IBM, Xerox, NEC* and *Ricoh*.
- ✚ **Laptop Computers and PDA's:** all laptop computers are accepted. Please include power cord or docking station if available. All PDAs are accepted. Please send docking station and stylus if available.

### 2. What items should I not send?

- ✚ **Inkjet Cartridges:** we do not accept Epson and Brother brand name inkjet cartridges.
- ✚ **Toner Bottles and Printer Ribbons:** these are commonly used in large copiers, multi-function printers and fax machines. A toner bottle is a simple plastic bottle with toner inside.

### 3. How many items can be included in a shipping box?

- ✚ Each FedEx label can account for about 35 pounds in a box. You may pack all items in the same box.
  - 100 Inkjets=25 pounds
  - 90 Cell Phones=35 pounds
  - 4 Laptops=32 pounds
  - 10 Laser Printer Cartridges=35 pounds

### 4. How should we pack items in our box?

- ✚ Use a sturdy box. If sending a laptop, please place in the center of the box and wrap with packing materials. Fill all empty space with packing materials.

### 5. How do we send our box of items through FedEx?

- ✚ Apply FedEx label to your box.
- ✚ Option 1: Drop off your boxes at any authorized FedEx shipping location.
- ✚ Option 2: Call FedEx and request a pick-up of your box. Call #888-777-6040. Tell FedEx that you would like to schedule a "PRP Pick-Up". You may need to give the shipping account number, #0253877.

### 6. How do we order additional shipping labels or fliers?

- ✚ Call: #1-630-966-2200
- ✚ E-mail: [request@moosecharities.org](mailto:request@moosecharities.org)
- ✚

***Shipping of the recycling items is even provided at no charge. The best part is that 100% of the proceeds from every item recycled will go to help the children at one of the leading residential child care facilities for children in need, Mooseheart Child City and School.***