



New Volunteer Onboarding Document

Thank you so much for volunteering with the Recycling Action Team of the Environmental Defenders. This is a guide for your first time volunteering with us. If you have any questions about the information provided or about your volunteer position, please email us at edmcstyrofoamrecycling@gmail.com.

Things to Bring:

1. **Phone** - Please bring an electronic device for emergencies or to contact someone with a question
2. **Face Mask** - If you want to filter out any floating debris or Styrofoam particles, please bring a face mask.
3. **Water/Beverage** - Please stay hydrated!
4. **Close-toed Shoes** - For your safety, please wear close-toed shoes
5. **Appropriate Clothing** - Whether it's hot or cold, please bring appropriate clothing for the time of year.

Accessing the Shed

1. The Styrofoam drop-off location is at the Algonquin Township Road District at 3702 US-14, Crystal Lake.
2. Lockbox Code for key to open/close: **7531**
3. Lockbox Code for locker inside shed: **29:15:21**

Volunteer Responsibilities

1. **Unlocking the Shed (1st Shift Only)** - If you are the 1st shift, it will be your responsibility to open the shed. There is a lockbox located next to the shed. Please see the image below. **The code to access the key is 7531.** The key unlocks the padlock on the shed on the door. Please return the key to the lockbox and lock it when you have opened the shed.

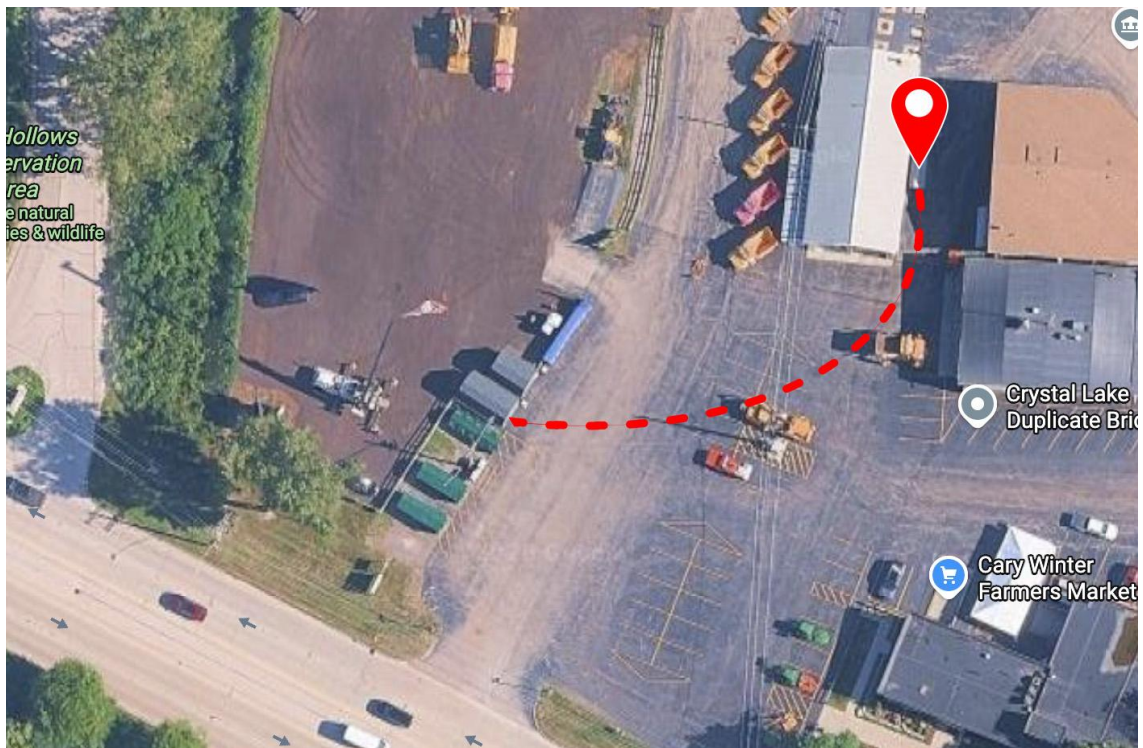


2. **Unlocking the Locker** - Inside the locker, you will find the roll of bags, a garbage bin, gloves, a glove disposal box (gloves are compostable and we will bring them to our compost drop-off site), hand sanitizer, and handout materials. The code to open the locker doors is **29:15:21**. Please lock the locker when you complete your shift unless the next volunteer is there.
3. **Sort Styrofoam** - Sorting includes sorting by color (white vs. color/printed), removing dirty/soiled material, removing tape or labels from material, checking bottom of the bags for any other items (i.e. nails, stickers, cardboard, etc.). If any item is soiled in any way, throw it out. **If in doubt, throw it out!**
4. **Bag Styrofoam** - Bagging includes filling up bags, tying them closed, and putting them toward the back of the shed.
5. **Communicate** - As a volunteer, part of your responsibilities will be to answer questions and talk to visitors. Answers to *Frequently Asked Questions* is later in

this document. If there is a question you do not know the answer to, please direct the visitor to our website or email us. Our email is on the website.

Communication will also include letting visitors know about our new schedule (Tuesdays & Thursdays, 9am-2pm).

6. **Hand Out** - Resources like the Green Guide and flyers are provided at the shed to hand out to interested visitors and people looking for more information.
7. **Ending your Shift** - Before leaving, please make sure the locker is locked and things are put away. If you collected enough trash, you may tie up the garbage and bring it to the dumpster. The location of the dumpster is included in the image below. If you are the last shift, you will now lock the shed.



8. **Lock the Shed (3rd Shift Only)** - If you are the 3rd shift, it will be your responsibility to close the shed. Please take the lock and key (if in the shed) with you as you close the shed, pull the door down and put the lock on the door. If you have the key, please return it to the lockbox. The lockbox is located next to the shed. Please see the image below. The code to access the key is **7531**.
9. **Fill out form** - Fill out the Styrofoam Volunteer Form after your shift to report shift, hour, and issues. Thank you!

Styrofoam Volunteer: <https://forms.gle/YzBBgoZJdbdVcP8v5>

Styrofoam Driver: <https://forms.gle/gx4jZis8JzKpgtg29>

FAQs (Frequently Asked Questions)

1. The Styrofoam Recycling Program is exclusively funded by the Environmental Defenders of McHenry County and solely run by volunteers.
2. We need public donations & volunteers to keep the program available.
3. We receive no government funding.
4. We manage and own all styrofoam recycling programs in the county including the Algonquin Public Works and Woodstock Public Works locations.
5. We closed November 2025 due to lack of funds, lack of volunteers, unmanageable quantities of Styrofoam.
6. The Defenders is working to reopen the Woodstock location soon.

Location and Safety

1. The Algonquin Township Road District is open from 8am-2pm. You may go into the office building to cool off, warm up, use the bathroom or ask any questions.
2. The Styrofoam Shed drop-off location is under surveillance at all times for your safety. If there is an issue regarding your safety, immediately go to the office and ask for help. There is the Township Sheriff's office also on the premises and that office is open for you to use in case of an emergency.
3. If you have a personal emergency/do not feel well, please stay home or go home if you are at the shed. Your health and personal needs are our highest priority.

What's in the Locker?

1. **Roll of bags**
2. **Aprons** (to promote the Environmental Defenders program)
3. **Garbage bin**
4. **Gloves** and **Glove disposal box** (gloves are compostable and we will bring them to our compost drop-off site)
5. **Hand sanitizer**
6. **Handout materials** like The Green Guide and flyers
7. **Box Fan** with Extension Cord (plug is on the side of the pole near lockbox)

Contacts

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4. Rick Walters - Styrofoam Volunteer

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