

COUNTY OF KANE

DEPARTMENT OF
ENVIRONMENTAL & WATER RESOURCES
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Manager, KCSSPD



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RECYCLING PROGRAMS OFFICE
Jennifer Jarland,
Recycling Program Coordinator

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www.countyofkane.org/Pages/facilities

Subject: Volunteering for Kane County's 2014 Quarterly Document Shredding Events

Dates: Saturday, 3/8/14 * Saturday, 6/14/14 * Saturday, 9/13/14 * Saturday, 12/13/14

Thank you for volunteering for **one or more** of these Kane County events!

Please review information below and contact Jennifer at recycle@countyofkane.org or 630-208-3841 if you have questions.

Event Organizer: Jennifer Jarland – cell # 303-563-9409

Location: 540 S. Randall Rd., St. Charles, IL 60174.

Time: Please arrive and meet at the rear of the building (near the north east corner) at 7:30am.
Plan to finish around 12:15pm. Thank you.

Please bring:

- Dress in layers; expect any kind of weather.
- Rain coat – always a chance of rain, so be prepared for that!
- Hat and sunglasses
- Refillable water bottle

What we will provide:

- Safety vests, gloves, name tags
- Sunscreen
- Donuts, Fruit, Coffee, tea, and water

Job description/ safety:

Lift carefully

You will be helping to unload resident's cars, so there will be some lifting involved. Please be careful while lifting; lift with your knees. Don't overdo it, please. Take a break when you need to! Let the site supervisor know immediately if you are injured.

Please review the attached Severe Weather Plan!

Be familiar with procedures so we can act quickly as needed.

Optional: People at these events always have a lot of questions about where to recycle different things. If you like, you can see our [website](http://www.countyofkane.org) to brush up on your Recycle-Know-How so you can answer questions that residents may ask.