



Bridging The Gap

Litter Cleanup Guide

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Select a Coordinator

The coordinator oversees everyone who is helping to organize the cleanup and is the primary contact on the cleanup day. If you are the coordinator, find people to assist you in organizing the event or form committees that will focus on specific aspects of the cleanup. If the cleanup encompasses a really large area such as multiple neighborhoods, it may help to divide the area into zones and assign a coordinator for each zone.

Select a Field Coordinator

Although there is an overall coordinator for the cleanup, it is helpful to have a field coordinator, someone who knows the physical environment and can assist the cleanup crews and city personnel the day of the event. The field coordinator coordinates surveying the cleanup site in advance to determine the number of volunteers needed, the locations to send volunteers, and the type, amount and location of trash. This information is sent to the overall coordinator for use by the other committees.

Coordinate Planning Participants

It is important that no one person has too much to do. Each person should feel like he/she is making a contribution without feeling overwhelmed. Example assignments include:

- Publicity
- Volunteers
- Cleanup Supplies
- Logistics (trash pickup, location, date, etc.)
- Celebration
- Follow-up

Set a Date for the Cleanup

Set a date and time for the cleanup, preferably two to three months in advance. Decide whether or not or when you will have a rain date, and publicize that information along with a contact number when publicizing the cleanup. When selecting a date and time, consider:

- Volunteer and Community partner schedules
- VIPs, sponsors and media availability
- City or waste hauler availability for trash pickup, bulky item pickup, tire collection, and dumpsters or waste container availability
- Weather conditions
- Local community events that might conflict with your event (holidays, festivals, sports games, etc.)
- Avoid peak pedestrian or traffic hours

Select a Location

Select a location that is meaningful or in close proximity to where the volunteers live, work, play or worship. A cleanup site may be a park, neighborhood, block, river/stream, school grounds, business grounds, vacant lot, hiking/biking/nature trail, illegal dump site, historic area or any place that needs cleaning.

Publicize the Cleanup

Determine what you want to accomplish with your publicity efforts. Publicity may serve several purposes:

- Recruit volunteers
- Inform residents, businesses, faith institutions and others about what will happen and when
- Recognize sponsors and donors
- Recognize volunteers and organizers for the cleanup success
- Promote community pride
- Promote a message

Determine the best methods to promote the event based upon budget, time, and volunteer time and energy. Promotion methods include door to door flyers, posters, yard signs, banners, neighborhood newsletters, local church bulletins, e-mail, mailed letters or postcards, newspapers, radio and television. Remember that publicity includes promoting the cleanup before it takes place, and sharing the results and thanking volunteers and sponsors afterwards.

See pages 9-12 for more information on publicity and working with the media.

Recruit and Work with Volunteers

There are many different ways volunteers can help to make a cleanup successful. Divide jobs according to ability and communicate with volunteers ahead of time so that they will know what they will do, what to bring, what to wear, etc. Volunteers are often needed for the following:

- Zone Coordination
- Set-up (set up check-in table, supplies, signage,)
- Volunteer check-in table
- Litter pickup
- Tire and leaf and brush pickup
- Food/drinks/celebration
- Photographer

If you don't have a predetermined group participating, consider inviting family members, friends, co-workers, neighbors, local businesses, local faith groups, local neighborhood associations and others to participate.

See pages 13-17 for detailed guidance on working with volunteers.

Survey Cleanup Site

Survey every block, park, stream, or vacant lot and determine the cleanup needs for each area. List each area, describe amount and type of trash, and consider the volunteer, equipment and supply needs for that area. Give your lists to the Coordinator ahead of time who can provide lists to city personnel for advance support with cleaning, weeds, towing, etc. You may need to obtain permission to clean the site, so determine who owns the land.

See page 20 for a Site Visit Checklist.

Access Tools and Supplies

When surveying the cleanup site before the cleanup, make a list of needed supplies. Build relationships with local businesses by requesting donations or funds for supplies in return for recognition. Hardware stores, railroad companies and industrial companies may supply gloves and supermarkets, hardware stores, and other businesses may offer plastic bags. A company may donate t-shirts if its name is listed on the back and department stores may supply t-shirts of the same color. Basic supplies for a cleanup usually include:

- Trash bags
- Paper yard bags for yard waste
- Gloves
- Brooms, dustpans and buckets for cigarette butts and glass
- Water
- First Aid Kit

See page 18 for a more complete checklist of supplies.

Organize Trash Removal

It is extremely important to make trash removal arrangements at least three weeks ahead of time so that the trash will be handled properly and removed the day of the event. Litter, bulky items, tires and leaves and brush may need different types of arrangements for pickup.

Celebrate!

Every cleanup is worth celebrating, and celebrations are a great way to thank volunteers and sponsors. A kick-off celebration offers an opportunity to inspire volunteers and draw media attention, and a celebration at the end of the cleanup thanks the volunteers and may also draw media attention. Ask local merchants to donate signage, supplies, food and beverages and remember to thank them by listing them on posters, press releases, etc. Celebration ideas include:

- Celebrity or dignitary speakers
- Youth band/musicians
- Prizes
- Food and Drink
- Thank you items such as t-shirts and ball caps

The Day of the Event

The first persons to arrive at the cleanup site should be those responsible for overall coordination, field coordination, and volunteer coordination. These coordinators will oversee the volunteers who set up the site with the check-in table, supplies, and signage. The volunteer coordinator(s) will also touch base with the table volunteers and photographer to review work assignments. The field coordinator(s) will coordinate with the city personnel regarding trash collection. The site should be ready before the first cleanup volunteers arrive.

Reminders for the Coordinators:

1. Know emergency procedures, such as the location of the nearest emergency facility and how to quickly summon the police or an ambulance.
2. Have a first aid kit and cellular phone on hand
3. Consider using walkie-talkies as a communication device between groups

Follow-up

Assess Results

Assess the results of the cleanup. A report may include the number of volunteers, the number of volunteer hours, the number of miles or acres cleaned, the number of bags or pounds of trash collected, the number of tires collected, the boundaries of the cleanup, and anything else that is noteworthy. A report may also include information about how the event was planned, what worked well and what didn't work well, suggestions for the next cleanup, and information about all sponsors and donors.

Thank Everyone

Thank everyone who helped to make the cleanup a success. Coordinators and planning volunteers should send thank you letters to sponsors and donors, media partners, volunteers, volunteer planners, city partners such as trash collectors, VIPs, and all other partners. Remember to share the results and photographs when possible with the people and entities you thank.

Publicize the Results

Send a press release with the results of the cleanup and share the results with local newsletters, the neighborhood association and others. Remember to share photographs and recognize everyone who contributed to the success of the cleanup.

Neighborhood Cleanup Key Contacts Kansas City, Missouri

For help with any of the following city services as they pertain to your community cleanup, you can call:

- Neighborhood Cleanup Assistance Program: 816-513-9327 or at kcmo.gov under City Services.
- Kansas City Action Center: 816-513-1313 or 311

Trash Collection:

- **Pre-Arrange Trash Collection:** Make trash collection arrangements for neighborhood cleanups at least 3 weeks in advance or as soon as the date of the cleanup is confirmed. (Resource availability and the size of cleanup will impact whether trash collection will take place curbside or with dumpsters.)
- **Properly Place Bagged Trash:** Collected trash should be placed in locations as prearranged with the City. Typically, bags should be placed on the nearest block corner by the curb.
- **Rent and Monitor Dumpsters:** The City provides 40 foot dumpsters to neighborhood groups on Saturdays, April through October, from 8 AM to 1 PM or as arranged. The cost is \$50 per dumpster. They must be reserved at least three weeks before the scheduled cleanup. To make a reservation complete a “dumpster request form” as well as a “Volunteer Form.” Remember to assign volunteers to 1 monitor the materials brought to each dumpster during the cleanup, and 2 – to assist cleanup volunteers during your event.
- **Post Cleanup Tip:** After volunteers have completed the cleanup, follow the entire route to look for bagged trash left in undesigned areas

Waste Tire Removal:

- **Drop-Off Tires:** Kansas City residents (not businesses) may drop off tires at 4707 Deramus (just south of the Chouteau Bridge) the first Saturday of the month from March through November with a [fee](#) and proof of residence.
- **Neighborhood Group drop-off:** Neighborhood groups may drop off tires at no charge IF an approved letter from the neighborhood organization is provided at the designated drop-off location.

Leaves and Brush Removal

- **Drop-off Leaves and Brush for Free:** Leaf and brush drop-off sites are open Monday through Saturday from 8AM-5PM, closed from mid-January through mid-March. There is a minimal charge to drop off materials. Kansas City, Missouri residents may drop-off for free on Saturdays with proof of residency. Locations include:
 - 1815 Chouteau at Deramus, North of Front Street,
 - I-470 & Raytown Road (on the southeast corner of Raytown Rd. and I-470),
 - 11660 N. Main Street (NE corner of Northeast Cookingham Drive and North Main Street)
- **Scheduled Leaf and Brush Curbside Removal:** Water Services conducts scheduled leaf and brush curbside collections each spring and fall. View the [schedule](#).
- **Collection Tip:** Use paper yard waste bags for leaves and brush. Seal bags with masking tape only. Do not use duct tape, shipping tape, or wire to secure the bag. Do not use plastic bags or allow trash to mix in with the yard waste.

Bulky Item Removal:

- Kansas City residents may schedule a free bulky item pick-up by scheduling an appointment with the Solid Waste Division. Schedule an appointment [here](#).
- For a fee residents may choose more flexible options. [Schedule a bulky item pickup](#).

Illegal Dumping

- **Report Illegal Dumpsites:** Illegal dumping is the most common environmental crime. Report illegal dumpsites by calling 3-1-1. For more information visit <http://kcmo.gov/neighborhoods/neighborhood-preservation/illegal-dumping-2/>.

Cleanup Supplies

- **Bags** - Neighborhood groups performing cleanups and maintenance may request special bags. Bag requests should be submitted on neighborhood letterhead for a specified date, and should include an estimate of number of bags needed for the cleanup and a requested date for pickup. Requests are to be submitted at least two weeks prior to the cleanup on Neighborhood letterhead in writing by mail or fax to: Public Works/Special Bag Request: Phone: 816-513-9327, Fax: 816-504-5329
- **Bags, Gloves, Water, etc.:** During The Great American Cleanup in March, April and May, Bridging The Gap may have free supplies to offer neighborhoods.
- **Tools:** Bridging The Gap invites neighborhoods to borrow tools free of charge from the Tool Lending Shed located at our 3 Trails Community Recycling Center. Hours of operation are Wednesday-Saturday, 9:00AM-5:00PM. Tools are subject to availability and may include brooms, dustpans, buckets, rakes, hand trowels, shovels, loppers, litter grabbers, and drop cloths.
- **Recycling Bins:** Recycling bins, volunteer vests, recycling banners and other items are available for rent through Bridging The Gap.

Park Cleanup

Partners in Parks Program: Partners in Parks provide an opportunity for the community to get involved in keeping their neighborhood parks clean. To find out more information visit <http://kcparks.org/about-kcpr/partners-in-the-park/>, call 816-513-7500, or email at parks@kcmo.org.

Household Hazardous Waste

- **Items Accepted:** HHW accepts items such as auto fluids, batteries, fuels, household cleaners, lawn and garden products, pesticides, paints and related products. Residents may purchase recycled household outdoor paint at HHW for a reduced cost.
- **About the Program:** The Household Hazardous Waste program is operated by KC Water Services. Materials are accepted Thursday and Friday 9:00AM to 6:00PM and Saturday from 9:00AM to 4:00PM. No appointment is necessary, but you must provide proof of residency in Kansas City or one of the participating cities. To find out if your city participates in this program, please visit <https://www.kcwaterservices.org/programs/hhw/>.
- **Drop-off Location:** Environmental Campus
4707 Deramus Avenue
Kansas City, MO 64120
816-513-8400
- **Learn about Mobile Collection Sites:** Throughout the year a mobile collection vehicle visits different communities throughout metropolitan Kansas City. Anyone may drop off the following items: antifreeze, batteries, motor oil and paint (but not aerosol paint cans). Call the Mid-America Regional Council at 816-701-8226 for a calendar or visit the [Recycle Spot](#).

PLANNING WORKSHEET: ORGANIZING THE PUBLICITY

Publicity Goals

- Recruit volunteers
- Inform residents and others about what will happen and when
- Recognize sponsors and donors
- Recognize volunteers and organizers for the cleanup success
- Promote community pride
- Promote a message

Publicity Methods:

- Door to door flyers
- Posters
- Yard signs
- Banners
- Neighborhood newsletters
- Local church bulletins
- E-mail
- Mailed letters or postcards
- Newspaper – Press Release
- Radio - Press release, radio show, PSA (Public Service Announcement)
- Television – Press release, TV show, PSA

Suggested Timeline:

Publicity includes promoting the cleanup before it takes place, and sharing the results and thanking volunteers and sponsors afterwards.

1-3 Months

- schedule to get on radio and TV talk shows
- provide information to neighborhood newsletter

1 Month

- Send a press release to major newspapers by email or fax

3 Weeks

- Inform neighborhood residents and businesses about the cleanup (flyers, posters, mailings, e-mails, etc.)

1 Week

- Send press releases to newspapers, radio and TV stations
- Call to follow-up

Day of the Event

- Designate people to be available for the media.
- After the event, collect all posters, yard signs, and banners

1 Day to 1 Week After

- Send press releases with results, and send results to neighborhood newsletter

SAMPLE PRESS RELEASE

FOR IMMEDIATE RELEASE

Date

CONTACT: Name
Address
Phone
Email

**NEWS AND PHOTO
OPPORTUNITY**

Hundreds of Youth and Community Volunteers Participate in the Great American Cleanup

Kansas City, Missouri – Committed to improving the cleanliness, beauty and safety of their community, hundreds of youth and community volunteers will clean the XXX Neighborhood on Saturday, April 17 from XXX Street to XXX Street.

Sponsored by XXX , the XXX Neighborhood Cleanup includes XXX. This cleanup is important because...

The following activities and photo opportunities are scheduled to take place:

- **XXX Neighborhood Cleanup:** Hundreds of volunteers will begin the cleanup at 8AM at the location of XXX. Youth and adult volunteers will work side by side to clean and beautify XXX location from 8AM to 1PM.
- Following the cleanup there will be a **gratitude celebration** for the volunteers with food, drinks and entertainment starting at 12:30PM located at XXX. Local VIPs who will attend include XXX.

Many partners and donors have helped to make the XXX Cleanup a Success. Planning partners include XXXXXX. The XXX Cleanup also thanks XXX for their donations.

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TIPS FOR WORKING WITH THE MEDIA

Press Releases

- Use a creative title and lead sentence.
- Put the most important information at the top.
- Provide contact information (including cell phone) and be available to answer media.
- Keep the press release short, preferably one page or less.
- Include information on who, what, when, where, why and how.
- Highlight good photo opportunities and give a specific time and place.
- Learn your media's deadlines and ensure that the press release is sent on time.

Media Interviews

- Practice giving your message or answering questions ahead of time.
- Talk directly to the reporter – not the camera.
- Always tell the truth and provide relevant facts. If you don't know the answer, tell the reporter you will find the information and call back. Follow through with your promise.
- Give short, concise soundbytes, and repeat your message throughout the interview.
- Keep to your message regardless of the question.
- ABC- Acknowledge the question, Bridge your answer to the question and Cite your case.
- Give general answers that focus on your message – don't get caught up in too much detail
- Avoid jargon, acronyms or technical terminology
- Avoid saying "um"
- Avoid saying anything "off the record" because ANYTHING you say may be quoted and a camera may always be recording.
- Be yourself and smile naturally

Develop a Relationship with the Media

- Thank reporters for good reports or for covering your event
- Stay in contact with reporters even when you are not holding an event

PLANNING WORKSHEET – ORGANIZING THE VOLUNTEERS

1 – Volunteer Assignments

Volunteers can make any event a great success. Once you know the details about your event, consider the many ways in which you can employ volunteers. Below are examples of typical tasks for volunteers during a cleanup. Check the ones that apply to your event and estimate the number of volunteers you will need for each task. Add other volunteer tasks if needed.

Zone Coordinators

If you are organizing a really large cleanup that encompasses several neighborhoods/parks/areas it is helpful to divide up the cleanup area into zones and assign one person to coordinate each zone. This person has the same responsibilities for his or her zone as the overall coordinator and zone coordinators communicate with the overall coordinator.

Volunteers

Task

	Coordinate all activities and volunteers in designated zones and communicate with lead coordinator of the entire cleanup
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Set-up Volunteers:

Set-up volunteers deliver all supplies and make the cleanup site ready for everyone else. Allow enough time for set-up before other volunteers arrive.

Volunteers

Task

	Deliver and set up check-in tables, chairs, tents, supply storage areas
	Deliver and set up table supplies including sign-in sheets, pens, waivers if needed, maps, frequently asked questions sheet, list of emergency numbers and cleanup contacts, information sheets for volunteers, t-shirts, sponsor poster etc.
	Deliver cleanup supplies including bags, gloves, water, tools, etc.
	Post signage which indicates where volunteers sign-in, where to put collected trash, where to put tires, where to put bulky items, where to return supplies and tools, where to go for the celebration
	Deliver and set up recycling bins for the celebration area and or the cleanup site. (Remember not to recycle dirty or contaminated materials).

Check-in Table Volunteers

Check-in table volunteers staff the check-in table during the entire event. Volunteers can work in shifts. Provide table volunteers with a list of supplies that should be at the table, tabling instructions, and a telephone and contact numbers for contacting someone else if needed regarding problems, questions, media visits, etc.

Volunteers

Task

	Arrange the table and make sure there are enough of the supplies.
	Greet other volunteers and thank them for their efforts. Answer volunteer

	questions or find someone who can provide the answer.
	Ensure that each volunteer signs in, knows where to go, knows where to return all borrowed supplies and tools, has access to water, and knows about other activities such as a celebration at the end.
	Send cleanup volunteers out in pairs when possible, and ensure that at least one adult accompanies every 8 youth.

Photographer/Videographer

Photographs and videos will help to tell the story of the cleanup event after it is over. Send photographs to sponsors with a thank you, make a poster for the neighborhood association, send a photograph along with a story to a newsletter or newspaper, and share the results with anyone who participated.

Volunteers

Task

	Take before photographs of the littered areas
	Photograph volunteers working, volunteers interacting with media representatives, invited dignitaries and sponsors, layout of the event, posters or banners that recognize sponsors, etc.
	Photograph the results – the cleaned area, the piles of collected trash or the full dumpsters, group photos of the volunteers, etc.
	Photograph additional activities such as recycling, educational games, celebrations, etc.

Dumpster Volunteers

Volunteers need to monitor the dumpsters so that the right types of materials go in them.

Volunteers

Task

	Monitor materials that go into the dumpsters.
	Help to put materials into the dumpsters.

Lightweight Litter Cleanup Volunteers

Most of your volunteers will pick up small litter and place in trash bags. Assess the number of volunteers that are needed for each block or area and assign accordingly. Determine if volunteers will clean broken glass, and if so, which ones (adults only). Ask volunteers to communicate to the organizers any notable findings such as overflowing trash containers, bulky items, hazardous waste, tires, and graffiti.

Volunteers

Task

	Pick up trash and place in trash bags. When trash bags are full, place in designated collection areas. Return all borrowed supplies and tools to designated areas.
	Clean small litter such as cigarette butts and broken glass using a whisk broom, dustpan and bucket.
	Load pickup trucks with bagged trash that needs to go to a dumpster or collection site.
	Drive pickup trucks to collect bagged trash along the cleanup route and deliver to dumpsters, collection sites, or landfill.

Bulky Item Cleanup Volunteers

Assign adults to help with collecting and moving bulky items and tires. Ensure that volunteers understand where to put collected bulky items. Have volunteers work with city personnel as directed and report items that are too large to move or that require special handling such as hazardous waste. Ask volunteers to report graffiti and other notable findings to the organizers.

# Volunteers	Task
	Work in pairs or teams to collect bulky items and tires and take to designated areas.
	Report items that volunteers can not move or touch to the organizers.
	Load pickup trucks with tires only.
	Load pickup trucks with bulky items only.
	Drive pickup trucks or flatbeds with collected materials and take to designated areas for tires, bulky items, recyclable items, etc.

Recycling Volunteers

Recycling adds one more step to a cleanup, but it offers a teaching tool for how to dispose of waste properly and it minimizes the amount of waste that goes to the landfill. Cleanup events have three types of recycling: 1 - recycling containers that volunteers use during the day such as plastic water bottles and aluminum cans, 2 - recycling litter on the ground that is not yet contaminated or dirty, and 3 - recycling bulky items such as tires or scrap metal. Ensure that recycling volunteers are educated about what can be recycled and where to place the recyclables.

# Volunteers	Task
	Many people accidentally place trash in recycling containers, so volunteers need to monitor recycling containers at all times. It is best to have recycling containers placed near all trash containers. Recycling containers need to be clearly marked with signs indicating the type of materials accepted.
	Collect and sort litter that is recyclable and that is not contaminated and place in designated bags and collection areas.
	Sort and designate which bulky items are recyclable and place in designated areas.
	At the end of the day, take recyclable items to the nearest recycling center that is open. Call 816-561-1087 for information about recycling centers.

Tool Dispersion and Collection Volunteers

The check-in table volunteers may take on this role, but it helps to have volunteers that are designated to help make sure that volunteers have appropriate tools and supplies and that the tools and supplies are collected at the end of the day for use at the next cleanup. Ask volunteers to ensure that all tools are labeled with the name and telephone number of the owner since some volunteers may bring their own tools from home.

# Volunteers	Task
	Count and record the number of each type of tool before the cleanup begins.
	Hand out bags to cleanup volunteers. Volunteers usually fill one or two large bags with trash. Children may prefer to use small grocery size bags.
	Hand out brooms, dust pans and buckets or bags to volunteers who are assigned to collect broken glass and cigarette butts.
	Hand out gloves to every volunteer.

	Ensure that volunteers know how to access water, light snacks, first aid, etc.
	Collect tools at the end of the day and walk throughout the cleanup route and site to find tools left in undesignated areas.
	Count and record the number of tools at the end of the cleanup and account for broken tools.

Celebration Volunteers

Volunteers enjoy socializing and receiving a “thank you” after completing their hard work. This is also an opportunity to help neighbors get to know each other. Celebrations can be small with light food and drink available or they can be large parties with music, entertainment and large cookouts. Once you know that the celebration will entail, assign volunteers to help it become a success.

Volunteers

Task

	Oversee bathroom and cleanup facilities. Bathrooms need to have toilet paper and supplies to clean hands. Volunteers may appreciate having hand-cleaning gel near their work sites.
	Beverages – supply and oversee helping volunteers to access water and other beverages. Consider using beverage containers that are recyclable, reusable or compostable.
	Food – supply and oversee helping volunteers to access food, whether it is a light snack such as apples and granola bars or a meal such as grilled hotdogs and salads. Consider using plates and plasticware that is recyclable, reusable or compostable.
	Trash – oversee that there are adequate trash receptacles near where people will eat and empty the trash when necessary.
	Entertainment – welcome and direct people who provide entertainment such as a youth band, magicians, or speakers.
	Doorprizes – Volunteers can oversee giving out doorprizes.

Volunteer Recruitment

Now that you know how many volunteers you need for different types of tasks, it is necessary to recruit volunteers. Determine who you will ask for volunteers and work with the publicity organizers to recruit volunteers.

Volunteer Groups

Consider contacting the following organized groups for volunteers

Adopt-A-Spot (call KKCB for contacts)

AmeriCorps

Big Brother/Big Sister

Blockwatch Groups

Boy Scouts/Girl Scouts

Campfire Girls

Chamber of Commerce

Civic Leagues

Colleges/Universities/Sororities/Fraternities

Environmental Clubs

Jaycees Clubs

Key Clubs
Kiwanis Clubs
Lions Clubs
Little Leagues
Local Businesses/Corporations
Military Personnel
Neighborhood Associations
Neighborhood Residents
Parks and Recreation
Religious Groups
Rotary Clubs
Schools/School Clubs
4-H Clubs
Senior Centers
YouthFront
Youth Volunteer Corps
ACCENT (Community service workers for Saturday events only, 816-960-6813)

Recruitment Methods

The following methods are often used in recruiting volunteers:
Door to door flyers, posters, yard signs, banners, neighborhood newsletters, local church bulletins, e-mail, mailed letters or postcards, telephone calls, newspapers, radio and television

List the groups and volunteers you will ask, the method, and the person asking. Coordinate your plans with those who are coordinating publicity for the cleanup.

Volunteer Communication and Assignments

Assign one or more volunteer coordinator to maintain a list of volunteers with their contact information. Assign the pre-registered volunteers to the various cleanup tasks and communicate with them ahead of time about their assignment. Make sure that they have information about the time and day, rain date, place, how to dress, safety tips, their task, etc. If you have limited cleanup supplies, you may ask volunteers to bring their own tools or gloves. If a group signs up several weeks in advance, make an effort to send a reminder the week of the event.

PLANNING WORKSHEET - CLEANUP SUPPLIES

Use this sheet to help you determine the number of each type of tool that you will need for your cleanup or beautification effort and where you will access the supplies.

Item	# Needed	BTG Lending Shed	Other Source
Brooms		Yes	
Buckets – 5 Gallon		Yes	
Chipper-Vacuum			
Cigarette ashtrays - disposable			
Cooler			
Drop Cloth		Yes	
Dustpans with Whisk brooms		Yes	
First Aid Kit			
Gloves		Yes	
Goggles			
Hammer		Yes	
Hedge Trimmers			
Ice Chest			
Lawnmower			
Leaf Rakes		Yes	
Litter grabbers		Yes	
Loppers		Yes	
Metal Hoe – Pointed Head			
Metal Hoe- Square Head			
Rakes		Yes	
Shovel – Long Nose			
Shovel- Regular		Yes	
Shovel-Square Head			
Site Signs			
Trash Bags - Large		Yes	
Trash Bags - Small		Yes	
Hand Trowels		Yes	
Two gallon Buckets			
Weasel			
Weed Cutter			
Weedeater			
Wheelbarrow		Yes	
Quikrete			
Recycling bins		Yes	
Mulching fabric			
Water bottles			

SAFETY TIPS FOR CLEANUP VOLUNTEERS

- Wear gloves and thick-soled, closed shoes
- Wear long pants and long-sleeved shirts
- Wear safety vests or bright colors for roadside cleanups
- Wear sunscreen and bug repellent
- Drink plenty of fluids and keep “quick energy foods” on hand
- Be aware of your surroundings and the potential hazards associated with them (e.g. passing cars, hazardous tree branches, poison ivy, etc.)
- Use the “buddy system” and work in teams of two or three to maximize safety
- Wash hands with soap after the cleanup
- Bag litter according to directions and place in designated locations
- Remember to take breaks when needed
- Don’t pick up hazardous materials such as hypodermic needles, sharp objects, old car batteries, condoms, animal carcasses or other unidentified, questionable objects.
- Don’t overstuff bags
- Don’t bring pets to events, as they may distract participants or even detract from the cleanup
- Don’t enter water if doing a waterway cleanup.
- Don’t attempt to move large, heavy objects. Report illegal dumping, graffiti, tires and bulky items to the event coordinators.
- Have fun

