

# Cleanup Event Checklist

(Created for organizers)

*When organizing a large community event, organize a suitable planning group*

- Invite members from local government, civic organizations and clubs, homeowner associations, churches or media to serve on a cleanup planning committee

*Select an appropriate site*

- Depending on site location, get permission from the landowner to conduct a cleanup

*If necessary, prepare a zone map for cleanup crews*

- Determine the size of crew needed to clean each area
- Determine transportation needs to get crews to and from their areas
- Determine what additional litter pickups will be required in areas where sanitation department will not be available
- Determine where crews will need portable sanitary facilities

*Register your event on [RiversAlive.Georgia.Gov](http://RiversAlive.Georgia.Gov)*

*Line up support and supplies and arrange for disposal and recycling*

- Secure cooperation of businesses and industries
  - o Ask for donations of trash bags, refreshments, equipment and loans of trucks and buses
  - o Be sure that contributors get adequate credit for their donations in cleanup publicity
- Contact appropriate local government officials for:
  - o Arrangements for pickups by sanitation trucks
  - o Permission from municipal or county waste disposal facilities to use personal vehicles for dumping if pickups are not being provided by the sanitation department
    - If there is a fee to use the disposal site, ask that it be waived for the cleanup period
  - o Police assistance with traffic if and when necessary
  - o Special pickups for heavy items (furniture and appliances)
  - o Police cooperation with junk car removal; if cars must be tagged before removal, follow required procedure

*Publicize the event and recruit cleanup volunteers:*

- Post signs/posters at local businesses, community centers and grocery stores to recruit volunteers
- List time and locations for cleanups and provide a telephone number so people can call for more information and to volunteer
- Urge residents to clean their own property and/or businesses at the time the community event is taking place

- When possible, assign crews to areas near their homes to eliminate need for transportation and sanitary facilities
- Be sure crews know when and where to assemble, and what equipment will be there
- Choose a “rain date” and define “rain” very precisely
- Ask college students or youth groups to survey outlying or sparsely populated areas to locate items that may need to be trucked out

#### *Coordinate volunteers*

- At sign in, supply each crew member with several large trash bags and make it clear where each crew is to leave filled bags for pickup
- Welcome and event overview: Introduce the watershed and go through the day’s scheduled events
  - Review safety, location of first aid kits, and who to call in case of emergencies
  - Review how to fill out the data collection cards and identify data captains
- See that volunteers wear heavy gloves and are adequately supplied with equipment such as rakes and shovels to handle compacted trash
- Return to central location after cleanup for refreshments, to weigh trash, gather data sheets, and recognize participants

#### *Follow-up*

- Submit final tally form to Rivers Alive at <https://RiversAlive.Georgia.Gov/>
- Publicize the success of the event and write thank-you letters to all cooperating government officials, unions, businesses, and organizations
- If possible, reward all volunteers with a button, decal, or other small item to signify they helped in the cleanup
- Evaluate your efforts and keep up the momentum!!