

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.org

Line up support and supplies and arrange for disposal and recycling

- Secure cooperation of business and industry
 - 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 <http://www.georgiaadoptastream.com/RiversAlive>
- 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!!