

## Plan, Organize and Implement Your Own Clean-up

- 1) Identify a location that needs to be cleaned up.
- 2) Assess the equipment and volunteer needs to clean-up the garbage
  - a) Will you need heavy moving equipment to lift things out of a ravine?
  - b) Will you be moving heavy objects like tires or rusty metal?
  - c) How many people working for how long will it take to make the clean-up a success?
- 3) Make preliminary plans for the event
  - a) Set a tentative date(s) and a couple back-up dates
  - b) Determine the hours the work will take place
- 4) Call your local City Hall to establish who will pick up the garbage once it's removed from the location. Usually cities ask that the garbage be piled up on a street side or near a dumpster. Plan to call City Hall back when all details have been determined.
- 5) Acquire waiver forms that will be signed by participants. Waivers absolve property owners from responsibility if a participant gets hurt.
- 6) Determine property ownership
  - a) Ask neighbors if they know who owns property.
  - b) Call the local City Hall to ask if they know who owns property.
  - c) Make sure you tell those you contact why you want to know.
  - d) Local library computers may have property parcel numbers and ownership information
- 7) Get WRITTEN PERMISSION to clean up the property from the owner.
  - a) Get okay from property owner on the waiver form language and use.
  - b) Tell property owner what will happen to the garbage once it is all piled up. (Determined by call to City Hall in step 4)
  - c) Give them your contact information and the City Hall contact info.
  - d) Tell them you will call them again before the event.
- 8) Location, Date and Time Should be solid by now (as well as a back-up date)
- 9) Talk to close friends and adults to make sure some people who you know will definitely be able to come.
- 10) Contact equipment providers
  - a) Establish a relationship and ask for sponsorship by providing equipment and if necessary, qualified equipment operator
  - b) Give them all location, date and time information
- 11) If interested, contact snack provider or other sponsors to pay for food, water and possible equipment costs.
- 12) Create Flyer
  - a) Include: Date, Time, Location, Sponsors and your contact info.
  - b) Let people know what they need to plan on- Is the event rain or shine, is there a rain date or back-up date? Do they need to bring boots, gloves or bags? Should they bring food and water or will it be provided?
  - c) Include a line asking people who are committed to coming to let you know so you can order the right amount of food and supplies.
- 13) Advertise
  - a) Make copies of flyers

- b) Distribute to libraries, city hall, schools
    - i. ALWAYS ASK PERMISSION to leave or post flyers.
  - c) Distribute via e-mail or word of mouth to scouts, other troops, your church, friends and family.
  - d) Let Cuyahoga Soil and Water Conservation know about it and we will post you flyer on our website. With sufficient notice we can also print information in our quarterly newsletter.
- 14) Collect information about those who plan to attend
- a) Names, phone numbers, e-mail addresses, how many are coming
- 15) Three to five (3-5) days before the event, make confirmations
- a) Confirm with equipment and food providers that all plans are as you expect.
  - b) Remind volunteers with a short e-mail that the event is coming up soon
  - c) Make a call to City Hall to confirm they plan to pick up the garbage
  - d) Make a call to the property owner to verify that he's expecting the clean-up
- 16) Final preparations
- a) Make sure you have plenty of copies of the waiver forms
  - b) Make sure you have bags and gloves, water and possibly food
  - c) Make sure you have at least one first aid kit
- 17) Day of event
- a) When people arrive advise them to use the buddy system
  - b) Younger children should stay within view of an adult
  - c) Get signatures on waiver forms from every person participating
  - d) Stress safety as the highest priority
  - e) Thank them for coming
  - f) Consider taking pictures (Cuyahoga SWCD will be willing to post a couple pictures of your clean-up if we've posted your flyer.)
- 18) Follow-up
- a) Contact the property owner to make sure the garbage was picked up as planned.
  - b) Send thank you notes to sponsors, city hall contact and other significant contributors
  - c) Let Cuyahoga SWCD know how it went!