

Use various methods to reach a wide audience:

- Tell neighbors, friends, community members, local businesses, churches, and other organizations about the event
- Create a flyer and distribute it
- Promote the event on social media
- Ask neighborhood organizations to promote the event in newsletters
- Add the event to online community event calendars

When recruiting, ask volunteers to sign up so you know who is coming and if more recruiting is needed. Keep in mind volunteers may sign up but not show up on the day of the event. Plan to recruit more volunteers than needed.

Step 5. Communicate the Plan

If possible, have a meeting with the volunteers a few days before the clean-up to go over the timeline of events and the action plan. Explain where supplies will be kept, if water and snacks will be provided, and any other important information. If you cannot meet before the clean-up, plan to meet with the volunteers before the event starts and go over the details for the day. Volunteers will lose their enthusiasm if they don't know what to do.

Tip: Send out a reminder email or call all volunteers the day before the scheduled clean-up.

Step 6. Get to Work

The day of the event, arrive early to make sure everything is in place and organized before getting to work. Divide volunteers into groups and assign each group a specific project. Provide them with a written outline of tasks, required supplies, a map of the area, safety procedures and emergency contacts, along with locations of bathrooms, refreshments, and other necessities.

Group tasks can include:

- Cleaning a specific street or block
- Delivering water and snacks to other volunteers
- Assisting with volunteer check-in
- Taking pictures of the event
- Separating garbage from recyclables during litter collection
- Painting playground equipment
- Planting or mulching an area
- Be sure to give instructions for cleaning up after the event is complete

Step 7. Celebrate After the Clean-up

Once the hard work is finished, have fun and reward volunteers by providing lunch, snacks, t-shirts, or handwritten thank you notes. Showing volunteers how important they are will encourage them to attend the next event.

For additional resources or information, contact the Environmental Coordinator today: 719-583-4309 or jenna.seddon@pueblounty.us

NEIGHBORHOOD CLEAN-UP GUIDE

How to organize a
neighborhood clean up



The success of a community clean-up depends on how well it is planned. Picking a location, developing an action plan, and getting support of volunteers from the community is key to a good clean-up!

Step 1. Scout Out a Location

Chances are you already know the areas that are litter magnets in your neighborhood. It is important to scout a location to hold the event. Find a location where everyone can gather together. A few things to keep in mind when selecting a location:

- Adequate parking or available street parking for easy access
- Location and number of garbage cans or space for a roll-off dumpster
- Size of the park or street section
- Access to restrooms
- Storage space for supplies and water for volunteers

Step 2. Set the Project Goal

After scouting and confirming a location, it's time to set a project goal. Of course, the primary goal is creating a clean space for the community. Consider setting other goals, such as recycling specific items or cleaning up trash.

Tip: Encourage residents to download the **Recycle Coach app** before the clean-up to learn about existing recycling options.

Step 3. Develop a Clear Plan of Action

Keep the plan concise and simple. Create a list of detailed tasks along with timelines, including checklists for important materials. Make a list of needs and estimated costs then ask local businesses to donate money or items. Hardware stores are a good place to start. Depending on size and type of neighborhood clean-up, another option is to ask volunteers to bring items from home.

Think about a budget for the event. The most economical approach is to request donations for supplies. Reach out early and request funding from organizations or ask if they can connect you to other organizations. Ask for funding from the city or county government.

What materials will you need for the event? Typical supplies for community clean-ups include:

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- Trash bags and Dumpsters
 - Shovels
 - Rakes
 - Gloves
 - Grabbers
 - Safety vests
 - Wheelbarrows
 - First-Aid Kit
 - Hand wipes
 - Hand held radios or cellphones
 - Maps of the neighborhood
 - Clipboards
 - Pens
 - Schedule and Contact List

Will you be using trash cans or a dumpster?

How much waste is expected?

What is the plan for hazardous waste - i.e. chemicals, batteries, pesticides?

How many volunteers do you need?

How is the event going to be communicated to residents and volunteers?

Your plan should include:

- Date and possible rain date
- Location for event or meeting place with access to restrooms for volunteers
- Number of volunteers needed
- Volunteer recruitment plan
- List of tasks to be completed before and during the clean-up
- List of supplies needed
- List of required permits or licenses needed
- List of accepted items
- Promotion plan
- Post event wrap-up plans and evaluation

Step 4. Assemble Your Team

Recruiting volunteers and members of the community is key to a successful clean-up. Use your personal network, social media, or enlist the help of local media to get the word out. Begin recruiting efforts a month or more before the event to make sure you have enough support.

