

December 2016

Attention: Interested Organizations
From: Lourdes Ferris, Executive Director
Keep Palm Beach County Beautiful, Inc.
Subject: Great American Cleanup 2017



Keep Palm Beach County Beautiful, Inc. (KPBCB) is inviting your group or organization to actively participate in our annual **GREAT AMERICAN CLEANUP**, America's largest litter reduction and community improvement project. This national event is sponsored by more than 500 affiliates of Keep America Beautiful. Keep Palm Beach County Beautiful is assisted locally by the Solid Waste Authority (SWA), many private trash haulers, and other organizers and sponsors including local governments.

The GREAT AMERICAN CLEANUP's official date will be **Saturday, April 22, 2017** which is also Earth Day. In case of inclement weather on April 22, **the rain date will be Saturday, April 29, 2017**.

If you are interested in participating, please note the date on your calendar and begin to mobilize volunteers to come together to clean, fix up, and beautify neighborhoods, vacant lots, and public spaces such as parks, streets, roadways and shorelines. In addition to improving your community's appearance, this event inspires cooperation and pride, while educating the public on the effects of litter and debris in our environment.

As Palm Beach County's coordinators for the event, Keep Palm Beach County Beautiful (a nonprofit affiliate of Keep America Beautiful), and the Solid Waste Authority are offering the following incentives for your participation:

- Multi-media, countywide event publicity
- Trash bags, gloves, and other supplies
- T-shirts, and other promotional items for volunteers
- If necessary, coordination with private trash hauling companies and others for donation of services

Each group organizes their own event with our support and assistance. Your responsibilities shall include the following:

- Designate group representative coordinator(s)
- Recruit volunteer residents and groups including neighborhood associations and civic groups
- Select appropriate volunteer projects including specific sites or roadways for litter pickup, landscaping, or other environmental or community improvement projects
- Coordinate and staff one or more registration sites for the morning of the event, conveniently located near cleanup or other project areas. Registration sites are where volunteers come to check in and receive supplies including t-shirts, trash bags, gloves and other materials. Registration sites should be outdoors where a banner can be hung in a visible location and in close proximity to a drinking fountain and rest room facilities
- Place and/or distribute flyers throughout your local community (template provided by Keep Palm Beach County Beautiful)
- Promote the GREAT AMERICAN CLEANUP in newsletters, etc., indicating KPBCB and SWA as county coordinators.
- Provide drinking water and refreshments for community volunteers (optional)

Remember, this is your event - make it anything you need it to be to meet the needs of your community! In addition to cleanup of neighborhoods and public areas, please consider the following activities:

- Painting or repairing of decaying structures, renovating of community buildings, parks, etc.
- Painting over of graffiti
- Planting of trees and plants
- Removal of invasive exotic plants

If you are interested in participating in the Great American Cleanup, please fill out the attached Site Registration Form and return it to Keep Palm Beach County Beautiful, Inc. **by Friday, February 10, 2017 by mail, email info@keepPBCbeautiful.org or FAX to (561) 686-6642.**



SITE COORDINATOR GUIDELINES Great American Cleanup

In order to participate in the 2017 Great American Cleanup please follow these instructions:

1. Fill out the attached Site Registration form including:
 - description or map indicating volunteer meeting place and trash pick up locations
 - the number of estimated volunteers
 - the number of trash bags or other supplies needed
 - the number and size of t-shirts needed for participants.

Please fill out the Site Registration form (2 pages) to the best of your knowledge – we will order supplies from this information. Update KPBCB as event gets closer, to help in the coordination process: approximate number of volunteers, trash pick up locations, etc.

* Return to:

Keep Palm Beach County Beautiful
1920 Palm Beach Lakes Blvd. Suite 210
West Palm Beach, FL 33409

FAX (561) 686-6642

Email: info@keepPBCbeautiful.org

*****The Site Registration form must be received by Friday, February 10, 2017 or sooner.**

2. Flyers will be provided to be distributed to individuals, groups, or communities to solicit volunteers.
3. As volunteers for sites come forward, or as they are approached to participate, it is recommended that you **pre-register them with the provided registration forms** containing volunteer guidelines. You should also post the volunteer guidelines in a visible location on the event day.
4. Please keep track of the anticipated number of volunteers in order to report to KPBCB so an appropriate number of materials can be provided.
5. Make arrangements to pick up materials when they are available. Materials provided will include t-shirts, trash bags, disposable gloves, and appropriate paperwork.
 - Pick up tools may be requested on the registration form and will be provided as budget allows. *****Pick up tools should be stored for future cleanups, or returned after the Cleanup, and not given away to volunteers!**

Materials will be available for pick-up at the Keep Palm Beach County Beautiful office by appointment:

Keep Palm Beach County Beautiful
1920 Palm Beach Lakes Blvd. Suite 210
West Palm Beach, FL 33409

Make the event simple and fun

The easier it is for people to get involved, the more people will participate. We have provided materials to make this as easy as possible for your local community.

Have volunteers wear comfortable clothes, hats, sunblock and closed toe shoes. Encourage volunteers to bring water unless refreshments will be provided at your site. Letters to business owners will be provided by KPBCB so that you can request refreshment donations. Encourage volunteers to bring any other materials or tools needed, (other than what's being provided – i.e. work gloves), to complete your project.

Supply Estimation and Trash Pickup

Please estimate the number of trash bags you will need according to your site conditions. Most of the time one trash bag per volunteer is sufficient. We do encourage that trash bags be filled completely so that plastic and waste is minimized. We also recognize and support groups that are doing cleanups in a “greener way” by using buckets instead of trash bags. Volunteers working in teams may be best to achieve optimum results. Blue bags for recycling bottles and cans will be provided by request.

Make arrangements with your hauler or public works personnel for collection of trash gathered during the event. Trash collection date depends upon your waste hauler's availability of equipment and labor.

Roll-off containers are rarely necessary. For container and additional trash disposal guidance you may contact SWA **no later than three weeks prior to your scheduled pick up date.** Call 561-697-2700 or 1-866-792-4636 (toll-free) and speak with one of their community service team members, Joanna Aiken (ext 4701) or Linda Moreno (ext 4717)

EVENT INSTRUCTIONS PRE & POST EVENT

PRIOR TO EVENT no later than one week prior

- Check out site again and become familiar with locations of restrooms, first aid, locations for dumpsters (if needed), access to clean up location, special parking provisions. If needed, recruit others volunteers to help you with registration during your event.
- Check to see if there is an available table on site for registration. If not, you will need to make arrangements to bring a folding table and chair.
- If applicable, introduce yourself to any on-site personnel.
- Make sure you have checked your materials and have enough supplies for all your volunteers including registration forms and other appropriate paperwork.
- Follow up with your volunteers to remind them of the event and to advise them on what to wear and bring.
- Arrange for coolers, ice and drinks if applicable.
- Designate a helper to take pictures of your event and the volunteers in action.
- Make sure you have contact numbers for the day of the event.

AFTER EVENT no later than one week following

Make an appointment to turn in all remaining t-shirts and materials (unless otherwise instructed), registration forms and Site Report Form to KPBCB. You may email digital pictures of your event to info@keepPBCbeautiful.org or include copies on a CD with your returned materials. We also encourage posting pictures on social media.

Keep Palm Beach County Beautiful

PH: (561) 686-6646

FAX: (561) 686-6642

EVENT INSTRUCTIONS DAY OF EVENT

1. You are in charge of the site on the day of the event. Arrive at site to set up at least 30–45 minutes prior to event start time.
2. Post Volunteer Guidelines in a visible location.
3. Make sure volunteers register on the KPBCB registration form or have previously pre-registered. **Volunteers should be registered on KPBCB-provided forms only.**
4. Provide volunteers with cleanup or project materials, and any other promotional materials.
5. Collect registration forms and record location of where full trash bags were left.
6. Keep track of reported locations of all large debris, container drums and medical waste. If applicable, report areas to SWA coordinator representative or other official immediately.
7. Tally the number of trash bags collected, and weight of bags or buckets and debris. Indicate any other activities and record information on Site Report Form.
8. KPBCB will contact media with press releases for all events and assist in recruiting volunteers. You may wish to call specific media contacts interested in covering your site. Direct them to good photo opportunities and special interest stories at your site location. Contact KPBCB for general Great American Cleanup press releases when contacting specific media contacts.
9. Please make sure you have the following materials for set up:
 - Arrange to have a registration table and chair(s) on site if needed
 - Banner or other sign as provided by KPBCB if needed and available
 - Registration forms and pencils/pens
 - Trash bags and disposable gloves (buckets can be provided in lieu of bags)
 - Parking permits if needed and not already distributed
 - Volunteer Guidelines
 - Contact phone numbers (KPBCB , SWA, or other numbers such as park maintenance)
 - Cell phone for emergency call or know the location of available telephone nearby
 - Extra work gloves, pick up tools or other materials as applicable

Optional

- Coolers, ice and drinks or food for volunteers. Site Coordinators may contact local businesses for in-kind donations of this type.
- Take digital pictures of your event and provide to KPBCB.

COMMUNICATION DAY OF EVENT

If additional materials are needed, or you need to report other information, please notify KPBCB or SWA contacts.

WRAP UP

1. Make sure registration site is clean prior to leaving.
2. Fill out and return report form
3. Return registration forms and any leftover materials to KPBCB as arranged.



POST VISIBLY IN REGISTRATION AREA

VOLUNTEER GUIDELINES

- ◆ Please make sure you have registered at the registration table.
- ◆ Remove litter during daylight hours only.
- ◆ For safety reasons, do not pick up litter while on bicycles, skateboards, or hover boards.
- ◆ All trash bags should be left at the locations designated by the Site Coordinator. Please make sure they are securely tied when full and placed for pick up.
- ◆ No consumption of intoxicating liquids, beverages, or illegal drugs will be allowed during the clean up or other community activity.
- ◆ Wear gloves and closed toe shoes and use caution when picking up sharp objects. Watch out for broken glass and metal.
- ◆ Do not lift anything too heavy.
- ◆ **Do not pick up any type of hypodermic needles or other hazardous waste such as paint, used motor oil, automobile batteries, etc. Note location and report it to the Site Coordinator.**
- ◆ **Do not approach large drums. They may contain hazardous wastes; even vapors can be harmful. Leave the drum and report its location to the Site Coordinator.**
- ◆ **Avoid suspected hazardous substances.**
- ◆ Avoid areas where snakes, fire ants, jellyfish, crabs or other dangerous species may be located. Avoid contact with all animals both wild and domestic.

THANK YOU FOR CONTRIBUTING TO THE CARE OF OUR ENVIRONMENT!



COMMUNITY SERVICE VOLUNTEER HOURS

Site Coordinators: Please verify hours, sign and return to volunteer after completion of service

Date: _____

Name of Site/Location: _____

Name: _____
Please print

Address: _____
Street Apt #
City State Zip Code

Home Phone: _____

School/Organization: _____

Check In Time: _____

Check Out Time: _____

Total Hours: _____

Authorized Signature

Date



SITE REPORT FORM GREAT AMERICAN CLEANUP

Please complete all that apply after your event.

DATE OF EVENT: _____

EVENT DESCRIPTION: _____

SITE LOCATION: _____

SITE COORDINATOR: _____

NUMBER OF VOLUNTEERS: _____ Average Hours that each volunteer worked _____

ESTIMATED WEIGHT (LBS) OF LITTER, DEBRIS & BULKY WASTE COLLECTED _____

ESTIMATED WEIGHT (LBS) OF RECYCLED MATERIALS (BOTTLES AND CANS) _____

_____ MILES OR _____ ACRES of (STREETS, ROADS, LAKES, NEIGHBORHOOD, BEACHES, PARKS etc.) CLEANED

INDICATE TYPE _____

NUMBER OF TIRES COLLECTED _____

PLEASE LIST ANY UNUSUAL ITEMS PICKED UP:

NUMBER OF TREES OR OTHER LANDSCAPE MATERIAL PLANTED
(Please note type and quantity)

PLEASE NOTE OTHER ACTIVITIES AND NUMBERS BELOW:
(SUCH AS NUMBER OF COMMUNITY BUILDINGS OR HOMES PAINTED, GRAFFITI REMOVED, ETC.)
