

A cleanup can be as simple as one person with a bag, or can involve several organizations at multiple sites. Keep Austin Beautiful is available to answer any questions you have about organizing a cleanup, as well as provide cleanup supplies and tools. Please review the following tips to help your event run smoothly.

### Planning

- **Site Selection:** Scout out littered sites. Look for a site that has enough trash to keep your group busy. Take notes on accessibility, presence of restrooms, and boundaries for the cleanup.
- **Safety:** Please note where the closest hospital is to your site and have driving directions ready. It's better to be safe than sorry.
- **Recycle:** Decide if you will separate recyclable materials from trash. White recycling bags are available for this purpose. If you do decide to recycle you will need to properly dispose of the recyclables at home or [Austin Resource Recovery Center](#).
- **Trash pickup:**
  - Dumpster- Is there a business or school near the cleanup site that has a dumpster? If so, let them know about the upcoming volunteer cleanup and ask if you can put full bags in their dumpster. You will need permission from the property owner/manager.
  - If you need trash pickup service, let us know about the cleanup at least 2-3 weeks in advance (3 weeks for park cleanups, 2 weeks for other cleanup locations). Pick one site for volunteers to leave full bags. If large amount of litter is present, plan for a team with a truck to move full bags to the selected trash pickup site.
- **Supplies:** Request cleanup supplies and trash pickup from KAB with a [Cleanup Request Form](#). Please request supplies at least 1 week in advance, and collection of the full bags at least 2-3 weeks in advance. Be specific about where full bags of trash will be piled.
- **Tracking:** Remember that you will need to fill out a [cleanup report form](#) after the cleanup. Using the sign-in sheet may help you count the number of volunteers. Be sure to count the number of trash bags collected and note if any bulky items were picked up. This information is crucial to promoting cleanups in the community and recognizing our volunteer's efforts.
- **Extras:** Decide if you'd like to mark storm drains, paint over graffiti, check out an activity kit or work on a neighborhood garden as well. Supplies and kits for these activities are also available from Keep Austin Beautiful.

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## Recruit Volunteers

- **Let People Know:** Your neighbors, friends, co-workers, organization/church members may jump at a chance to give back to the community. Use any way you can think of to let your community know about it, and be sure to include fun details about the event. Use:
  - Word of mouth
  - Newsletters
  - Websites
  - Meeting announcements
  - Volunteer Databases
  - Community Calendars
- **Use the Buddy System:** All participants recruit a friend or family member to help with the cleanup. Not only will it increase the number of volunteers, but it will also introduce new volunteers to the joy of making a difference. Call your buddy before the cleanup to motivate each other (*especially if your Buddy is not a morning person, and it's an early cleanup*).
- **Make it fun!**
  - Hold a most unique object contest and award a prize to the volunteer who finds the strangest piece of trash. Prize put in cleanup supplies bag if requested.
  - Organize a trash and treasure hunt. Ask local businesses or neighbors to donate gift certificates or small prizes. Mark pieces of trash with a sticker saying "Redeem for prize." Volunteers who find and bring back these pieces of trash at the end of the cleanup get to choose their treasure.
  - Be creative. Make a trash sculpture, divide into teams and see who picks up the most trash, chart types of trash collected.
- **Food** is a wonderful motivator. It gives volunteers added incentive to participate and ensures everyone has enough energy for the day. Ask a local restaurant or grocery store to donate for your event. Alternatively, have some members of your group bring snacks and goodies for volunteers.



## **Organize A Cleanup!**

### Pick up supplies

Pick up supplies from our office at your scheduled pick up time.

### Return Supplies

Please make sure to return on the date that was given to you to ensure that we can support other projects!