

TIPS FOR ORGANIZING A CLEANUP

- 1) Set up a date & time – When picking a date just be sure to select a date that works best for your team while also keeping some of our busier weekends in mind as supplies will be limited. (Ex: [Keep Austin Beautiful Day](#), [Clean Lady Bird Lake](#), etc.) It is recommended to host your cleanup earlier in the day as volunteers are more energetic earlier on and the weather tends to be nicer.
- 2) Pick a location – Streets, parks, schools, offices and any public space are great places to hold a cleanup! If you are unsure on where to lead a cleanup, visiting the closest park/street is usually a good place to start as you can get an idea of what to expect as well as find a few litter spots to focus on. If you are still unsure where to conduct a cleanup, Keep Austin Beautiful can suggest a location for you within our identified impact areas. Be sure to ask for permission if you plan to conduct a cleanup on or near a school or private property.
- 3) Submit a cleanup supply request – Once you’ve figured out the Date/Time & location the next step is to fill out a supply request form. You can do so by clicking [here](#). You can also request volunteer recruitment, trash collection, guidance and more when filling out this form. Make sure to submit your request form at least 2 weeks prior to your cleanup to request supplies, or at least 3 weeks prior to your cleanup if you would like assistance with trash collection. It is recommended that you follow the formula below for your workday.
 - a. Trash Bags – 2 per volunteer (Unless you know you won’t require that many)
 - b. Recycling bags – 1 per volunteer (Unless you know you’ll need more)
 - c. Grabbers – ½ your total number of volunteers (We recommend the buddy system both for safety and for ease of carrying increasingly full trash and/or recycling bags)
 - d. Hand Sanitizer – 1 for every 10 volunteers
 - e. Bug Spray – 2 (You don’t typically need more unless you know you’ll be close to a creek or large body of water)
 - f. Sunscreen – 2 (Most volunteers bring/wear their own)
 - g. First Aid Kit – 1 (Please request 2 if you have a larger group of 30+)
 - h. Sharps Container – 2 – 10 (Depending on the area you’ll be working in)
 - i. Poison Ivy Wash – 0 – 15 (Feel free to request more if you know you’ll be working in a heavily poison ivy populated area)
 - j. Gloves – total number of volunteers plus 5 – 10 pairs extra as they tend to break
 - k. Safety Vests – Safety vests are typically recommended for but not limited to cleanups happening close to roadways so just use your best judgement. (**We have a limited stock**)

- 4) Await a confirmation – You should receive a confirmation of all supplies within 48 business hours. Once you receive this confirmation it will have more details about pickup/return and what all is available for your workday.
- 5) Conduct a site visit – We recommend going to check out your planned cleanup site a few days before your cleanup to make sure there is enough litter to keep your group busy for the entire cleanup and to check for any safety hazards.
- 6) Hosting your workday – The next to final step is to host your workday! Once you’ve arrived I recommend the following
 - a. Make sure all members of the group have signed in on the sign-in sheet. Thank your group for being there, and talk about why this cleanup is important to you, your group, and the area around you. Discuss the plan of the day, such as what time you’ll meet back up and where to leave full trash bags. Discuss any safety hazards, such as what to do with sharps like needles and glass, or watching out for snakes or poison ivy. You can also lead an icebreaker game to raise everyone’s energy and help volunteers get to know each other.
 - b. Pair up – Make sure that everyone goes out in no less than groups of two as it is fairly easy to lose someone. This also is a great option for groups that aren’t familiar with each other as it encourages conversation.
 - c. Trash Collection – If you’ve requested trash collection on the request form, just be sure to leave it at the exact location specified in your cleanup supply request unless told otherwise. If you don’t ask for trash collection but find more than you are able to dispose of, please let us know as soon as possible so that we can arrange to have it collected. Keep Austin Beautiful is not able to have recycling collected at this time, so please make sure to take any recyclables with you if you would like them to be recycled properly.
 - d. Wrap-up – Make sure all your volunteers made it back to the meeting point safely. Make sure to thank your volunteers for their time and effort! Talk about the impact of your work that day and any future plans to care for that space. Sometimes it can be fun to do a post-cleanup activity with your group, such as going out for a meal together. Before you leave, take stock of how many full bags of trash and recycling your group collected as this will be helpful for completing the report form.

Report Form – Once you’ve completed your cleanup please be sure to return all remaining cleanup supplies on the confirmed date/time. We send groups out with cleanup supplies on a daily basis, so the more supplies we have available the more projects we can support! You will then be responsible for filling out a [report form](#) which helps us track our progress and volunteer efforts around Austin. This is also a great place to share any photos from your cleanup and provide feedback to Keep Austin Beautiful!



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