



KEEP AMERICA BEAUTIFUL AFFILIATE

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# Community Cleanup

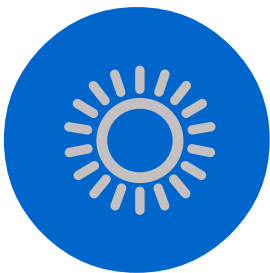
*Resource Guide*

AUTUMN 2016 EDITION

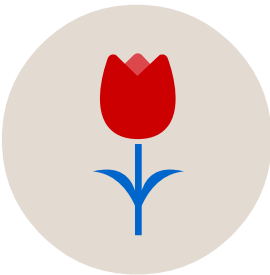


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# About Keep Philadelphia Beautiful



A proud affiliate of Keep America Beautiful and Keep Pennsylvania Beautiful, we engage individuals to take greater responsibility for their community environments through providing resources, education, assistance and promotion. Find out more about us at [www.keepphiladelphiabeautiful.org](http://www.keepphiladelphiabeautiful.org), or visit us on Facebook, Twitter, and Instagram.



This is meant to be a living document, and as such Keep Philadelphia Beautiful will continue to revise it as necessary. Please contact us with feedback or questions at [info@keepphiladelphiabeautiful.org](mailto:info@keepphiladelphiabeautiful.org), and visit the resources section of our website at [www.keepphiladelphiabeautiful.org/resources](http://www.keepphiladelphiabeautiful.org/resources).



# How do I plan

*a successful*

Community Cleanup/Volunteer Day?



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## Have a plan!

Before you can organize a successful volunteer event in your neighborhood, you need to have a plan! Here are some questions we find it helpful to think through as we plan our events:

What would make the greatest impact in your community, while still being manageable to successfully plan and execute? Can you plan your event around an already existing community event, like the Philly Spring Cleanup?

How many individuals will you need to plan and implement your project? Are there organizations, whether based in your community or not, who would want to partner?

How many volunteers, and volunteer teams, will you need to successfully complete the project?

Will you need permission from property owners or City permits to complete your project? If so, build that need in to your planning timeline!

Do you have, or need, a maintenance plan? After you've beautified a piece of your community, how will you keep it that way?

If this is your first time planning a community beautification event, can you partner with neighborhood based organizations, or ask them for hyper local tips (specifically when it comes to safety)?

# How do I plan

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## Pick the Right Date!

To make the biggest impact possible, consider hosting your event as part of one of the following citywide or national days of service. *(And if you choose not to, try and ensure the date you settle on doesn't conflict with other events that potential volunteers might want to attend, such as the Philadelphia Marathon.)*

**Philly Spring Cleanup:**  
Every spring the Philadelphia Streets Department organizes the largest urban community cleanup in the country. The Department provides supplies and trash pickup for pre-registered events. Stay updated at [philadelphiastreet.com](http://philadelphiastreet.com).

**Love Your Park Week:**  
Every fall and spring, Philadelphia Parks and Recreation and the Fairmount Park Conservancy work with neighborhood groups to promote service opportunities in our city's amazing parks. Learn more: [loveyourpark.org](http://loveyourpark.org).

**MLK Day of Service:**  
Philadelphia is host to the nation's largest Martin Luther King Day event each January. Learn more about the year-round efforts and find out how to register an event here: [www.mlkdayofservice.org](http://www.mlkdayofservice.org).

**Earth Day:** Every April 22nd, communities across the globe plan events geared towards environmental awareness, protection, and action. Consider organizing an event to coincide with this special day.

# How do I plan

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## Procure Supplies

*Are you a*  
**Block  
Captain?**

[Read here!](#)

If you're a registered Block Captain with the Streets Department, contact the Philadelphia More Beautiful Committee (PMBC) about cleanup supplies available through their office. Want to learn more about what Block Captains do, and how to appoint Block Captains in your neighborhood? Reach out to PMBC at 215-685-3968, or visit [philadelphiastreet.com/PMBC](http://philadelphiastreet.com/PMBC), to find out more!

*Not a*  
**Block  
Captain?**

[Read here!](#)

The City offers supplies through the Community Life Improvement Program (CLIP), a division of the Managing Director's Office. You can request supplies at [phila.gov/CLIP](http://phila.gov/CLIP), though you will be responsible for picking up and delivering supplies back to the City's warehouse during their operating hours. You must pick up supplies the week before your cleanup, and return them the week after. Note that CLIP will help coordinate trash pickup with the Streets Department after your cleanup.

# How do I plan

a successful

Community Cleanup/Volunteer Day?

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## Your Pre-Cleanup Checklist

Volunteer

Tasks

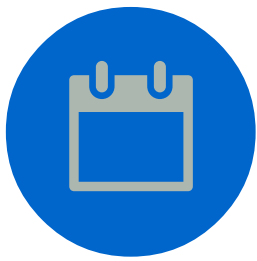


Have clear tasks for all volunteers.

If you are splitting volunteers into teams, make sure each group has a designated team leader. If the volunteer site is large, provide your team leaders and volunteers with a site map (complete with bathrooms if possible, and where to leave trash bags at the end of the day) and contact information for you and any fellow event organizers.

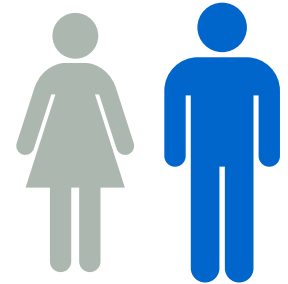
If needed, provide team leaders and volunteers with written instructions on completing the task they are assigned. You may want to consider a pre-event site visit and walk through with your team leaders.

***Consider having back-up projects and plans, in case a team finishes their work earlier than expected. And try to ensure, to the best of your ability, that the projects you undertake can be completed given the number of volunteers you recruit.***



## Schedule of *Events*

Prepare a desired schedule for the day, and share that with your team leaders. This schedule should include time for any tasks that need to be completed after the service portion of the event is finished (washing of paint brushes, storing of supplies, etc). Try to plan so your volunteers can help with event breakdown. Bonus points if you include pre-event tasks on your schedule, too!



## Restroom

### *Facilities*

Determine if there are restrooms volunteers can use - and make sure to let volunteers know if there will be no access to bathrooms.

## Meeting *Location*



- Choose a specific meeting location that will be easy for your volunteers to find. Provide volunteers with a clear address, directions using public transportation or car, parking instructions, and landmarks. If you are planning a cleanup in a park, for instance, give volunteers the address as well as a clear marker for where to find you.
- Tell volunteers where they can expect to find registration once they arrive – and use a visual if possible. Place signs around the site to direct volunteers on the day of the event, if needed.



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# Suggested Supplies

## Community Cleanup

### Suggested Supplies

Gloves

Rakes, Shovels, Brooms

Bags (separate your trash from recycling!)

## Painting

### Suggested Supplies

Paint & Can Openers

Brushes, Paint Stirrer, Drop Cloths

Gloves, Buckets for Water, Rags, & Water

## Weeding & Planting

### Suggested Supplies

Mulch (and a place to store it), Plants

Wheelbarrow

Gloves, Shovels, Rakes

## Miscellaneous

### Suggested Supplies

Registration table, sign-in sheet, waiver

Snacks and Water

Scissors, tape, pens / markers



# Pre-Cleanup Checklist

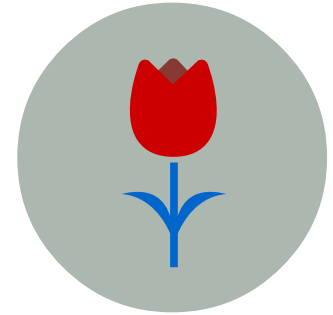
## Volunteer

### Recruitment

Tell neighbors, friends, local businesses, media outlets & community based organizations (such as Community Development Corporations, Business Improvement Districts, or civic / neighborhood associations); post on social media, Green Philly Blog, and SERVE Philadelphia ([volunteer.phila.gov](http://volunteer.phila.gov)); reach out to past volunteers; and make contact with groups or individuals you know who may be looking for volunteer opportunities, including agencies and schools that work with individuals in need of community service hours. Post flyers in busy public spaces in your neighborhood.

Find your local community based organization's by visiting the Philadelphia Association of CDCs member list ([www.pacdc.org](http://www.pacdc.org)), Young Involved Philadelphia's Civic Engagement Guide ([www.yiphilly.org](http://www.yiphilly.org)), or contacting Keep Philadelphia Beautiful (215-854-4000, or [info@keepphiladelphiabeautiful.org](mailto:info@keepphiladelphiabeautiful.org)).

**And be visible the day of the event, perhaps wearing the same t-shirt! Passersby will be more likely to stop and ask questions, and volunteer next time!**



## Supply

### List

Have an estimate of how many volunteers to expect, so you have more than enough supplies.

Prepare a list of supplies needed for each project (including for post- event cleanup, such as sinks for washing paint brushes), assign pre-registered volunteers to each project, and make sure you have enough of each supply for every volunteer. Have some extras on hand, too! (And don't forget gloves!)

**You may want to designate an organizer or volunteer to be a "runner" for the day, responsible for purchasing any additional supplies directly before or during the event.**

# Pre-Cleanup Checklist

## Trash

*Pick-Up*



Coordinate a special trash pick up with the Philadelphia Streets Department, either through the Community Life Improvement Program, the Philadelphia More Beautiful Committee, or Keep Philadelphia Beautiful. If that is not possible, have a plan for storing trash collected until your regular collection day. **Consider notifying your police district, specifically the Captain or Community Relations Officer. Learn more: [www.phillypolice.com/districts](http://www.phillypolice.com/districts).**

## Media

*Outreach*



Have a designated volunteer to take pictures, and post to social media as the event is taking place. Consider utilizing a hashtag for the day.

Think about contacting the media! Does your community have a local newspaper or blog? Invite them to cover your event! If they do, send a thank you note!

**Check out our list of media outlets at [www.keepphiladelphiabeautiful.org/resources](http://www.keepphiladelphiabeautiful.org/resources).**

# How do I plan

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## Cleanup Day Checklist



### *Registration*

Make each volunteer register with you when they arrive, so you can keep in touch and invite them to other volunteer opportunities! If appropriate, give each volunteer a brochure or hand out about your efforts and how to stay involved, as well as resources they may find useful. Depending on the scope of your cleanup, you may also want to have each volunteer sign a waiver releasing you from any liability should an accident or emergency occur, and allowing you to use their image in promotional materials or on social media. You may also find it worthwhile to ask volunteers how they heard about your event, to help guide future outreach strategies.



### *Volunteer Instructions*

Gather your volunteers at the start of your event to thank them for spending their time giving back to Philadelphia, and to explain the flow of events for the day, the tasks they will be performing, and general safety rules - including information about contacting the City's 311 system if they encounter items that are too heavy or unsafe to handle such as syringes or needles. Notify volunteers of where to leave full trash bags for pickup by the Streets Department, and to point out the location of restrooms (if possible). Ask volunteers to return to the registration table at the end of the volunteer day with their supplies, to thank them again and formally wrap up the event. Be sure to thank any partner organizations or sponsors.

# How do I plan

*a successful*

Community Cleanup/Volunteer Day?

## Cleanup Day Checklist



### *Keep it Fun!*

Make the day fun! Play music, run a contest, have a photo booth, spice it up! Consider providing lunch for volunteers after their tasks are finished – and see if you can get local businesses to donate the food and drinks, not just participate in the cleaning fun!



### *Keep it Social!*

Take pictures and post updates throughout the event to Facebook and Twitter!



### *Clean up the Cleanup!*

Have you returned all of your supplies to their permanent home? Is your registration table packed up and put away? Have your paint brushes been washed?



### *Record Your Impact*

Determine and record your impact! How many bags of trash did your volunteers collect? How many trees or flowers did you plant? How many volunteers did you engage? Think about including a visual element during the event, such as a sign where you keep track of these metrics for all to see.



(Make sure to bring plenty of water & snacks! And to keep track of your supplies!)

# How do I plan

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## Post-Cleanup Checklist

### Thank You

Thank all of your volunteers, partner organizations, and sponsors either via email or through a written letter. Make sure to share the results of your event and photos with them, as well as resources and concrete ways to keep involved with your efforts.

### Volunteer Tracking

Add contact information for your volunteers to a list or spreadsheet, so you can easily notify them of future opportunities.

### Social Media

Post pictures to social media, if you have not already done so.

### Blog Post

Publish a blog post about your event, or place a wrap up in a community newspaper or media outlet. Share any articles or blog posts with your partners, sponsors, and volunteers.

# We'd love to help you!

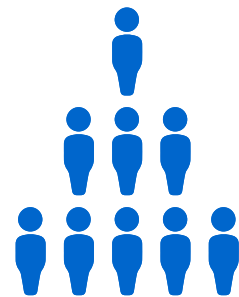


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## Keep Philadelphia Beautiful can assist with the following:

Volunteer recruitment and event promotion

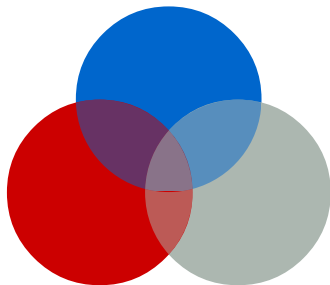


Organizing logistics for the day, from selecting volunteer activities to outlining a schedule of events

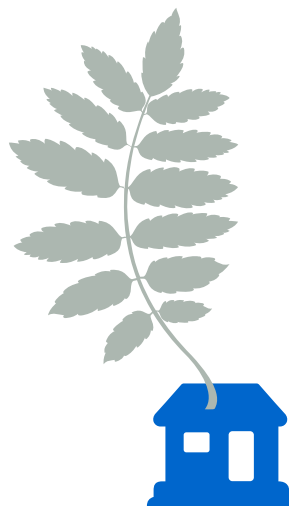
Team leader recruitment



Procuring supplies



Identifying and contacting other potential partner organizations & coordinating with City agencies



Workshops before or after a cleanup about the importance of community beautification, and the resources available to neighborhoods and individuals to help keep their community clean



**Please note that KPB needs 2-3 weeks notice for most of these items.**

# City of Philadelphia

## Resources

*To keep your neighborhood beautiful*

### Managing Director's Office

- If in doubt, call 3-1-1, the City's non-emergency hotline. Contact them for issues like **graffiti, trash in vacant lots, and abandoned cars!** Or download the 3-1-1 mobile app on your smart phone where you can submit pictures directly to the City, search nearby service requests from fellow Philadelphians, and receive announcements and learn about opportunities throughout the city. You can dial 3-1-1 from a 215 or 267 area code, or 215-686-8686 from a non-Philadelphia area code. Learn more at [www.phila.gov/311](http://www.phila.gov/311) and [www.phila.gov/mdo/philly311/mobile](http://www.phila.gov/mdo/philly311/mobile).
- Become a 3-1-1 Neighborhood Liaison! **Have a direct link to the 3-1-1 system, and track your service requests.** Visit [www.phila.gov/311/neighborhoodLiason.html](http://www.phila.gov/311/neighborhoodLiason.html) for more information.
- Planning a **Special Event?** Contact the Managing Director's Office! Fill out all the permits you need to plan a special event by visiting [www.phila.gov/mdo/specialevents](http://www.phila.gov/mdo/specialevents).
- Are you a PhillyRising neighborhood? PhillyRising is an initiative run through the Managing Director's Office intended to **fight blight and crime in targeted neighborhoods.** Visit [www.phila.gov/mdo/phillyrising](http://www.phila.gov/mdo/phillyrising) to learn more.
- **Request supplies, get vacant lots cleaned and graffiti removed** with help from the Community Life Improvement Program. Visit [www.phila.gov/CLIP](http://www.phila.gov/CLIP) or report a concern to 3-1-1. **You might be able to get skilled volunteers from their Community Service Program!**

[www.phila.gov/mdo](http://www.phila.gov/mdo)

# City of Philadelphia

## Resources

*To keep your neighborhood beautiful*

### Streets Department

Interested in becoming a **Block Captain**? Contact the Philadelphia More Beautiful Committee at 215-685-3971. Learn more about the program and who your District Supervisor is by visiting [www.philadelphiastreet.com/pmbc](http://www.philadelphiastreet.com/pmbc).

Learn about the Streets Department's: (1) **Streets & Walkways Education and Enforcement Program** ([www.philadelphiastreet.com/sweep](http://www.philadelphiastreet.com/sweep)), (2) **the responsibilities of residents and business owners for both sanitation and recycling** ([www.philadelphiastreet.com/sanitation](http://www.philadelphiastreet.com/sanitation)), and (3) **the 411 on the City's Sanitation Convenience Centers** ([www.philadelphiastreet.com/sanitation/residential/sanitation-convenience-centers](http://www.philadelphiastreet.com/sanitation/residential/sanitation-convenience-centers)).

Find out exactly **what residents can and cannot recycle, and see the Department's new Business Recycling Toolkit here** ([www.philadelphiastreet.com/recycling](http://www.philadelphiastreet.com/recycling)). And if you're looking for a simple "how to" guide for recycling, the Streets Department has you covered ([www.philadelphiastreet.com/recycling/how-to-recycle](http://www.philadelphiastreet.com/recycling/how-to-recycle))!

**Have questions about "hard to recycle" items like books or plastic bags? Ask Keep Philadelphia Beautiful, or check out Green Philly Blog's "Where Can I" series** ([www.greenphillyblog.com](http://www.greenphillyblog.com)).

**Did you know you could be rewarded for recycling?** Learn more about the **Recycling Rewards Program** at [www.philadelphiastreet.com/recycling-rewards](http://www.philadelphiastreet.com/recycling-rewards).

In need of recycling bins? Check out this map of Recycling Bin Pickup Locations: [www.philadelphiastreet.com/recycling/recycling-bin-pickup-location-map](http://www.philadelphiastreet.com/recycling/recycling-bin-pickup-location-map).

If you are a block captain or represent an eligible group, learn how to take advantage of the **Tire Roundup Program** to raise funds for community beautification projects in your neighborhood ([www.philadelphiastreet.com/sanitation/residential/tire-round-up-program](http://www.philadelphiastreet.com/sanitation/residential/tire-round-up-program)).

[www.philadelphiastreet.com](http://www.philadelphiastreet.com)



# City of Philadelphia

## Resources

*To keep your neighborhood beautiful*

### Parks and Recreation

**Free sideyard trees through the TreePhilly program!** Visit [treephilly.org](http://treephilly.org) to register for a free tree, find out the giveaway schedule, and learn how to take care of your new tree!

Want a **street tree on your block**? Call 215-685-4362 (63) or learn more about the process of requesting a street tree at Parks & Rec's website.

Check out [www.phila.gov/parksandrecreation](http://www.phila.gov/parksandrecreation) to:

*Apply for the **permits you need to use a park***

*Learn about **environmental education opportunities**, and **Recreation Center programming**, through the Department*

*Learn about **composting opportunities** through the Department*

[www.phila.gov/parksandrecreation](http://www.phila.gov/parksandrecreation)

# City of Philadelphia

## Resources

*To keep your neighborhood beautiful*

### Philadelphia Water

**Philadelphia Water's Green City, Clean Waters program** manages stormwater with green infrastructure installations that double as community beautification projects. Common green stormwater tools found in neighborhoods include rain gardens, street tree trenches, and "bumpouts," which are landscaped structures that can also enhance traffic calming efforts. Learn more about Green City, Clean Waters in your neighborhood at [Phillywatersheds.org](http://Phillywatersheds.org).

**Soak It Up Adoption:** We provide grants to community groups interested in maintaining neighborhood Green City, Clean Waters sites like rain gardens and stormwater street tree trenches. More: [Phillywatersheds.org/adoption](http://Phillywatersheds.org/adoption)

**Rain Check:** We help residents save money on environmentally-friendly landscaping through our Rain Check program. Participants who attend our Rain Check workshops can receive free rain barrels and reduced-cost stormwater tools like downspout planters, rain gardens and permeable pavement patios. More: [Phillywatersheds.org/RainCheck](http://Phillywatersheds.org/RainCheck)

**Stormdrain Markers:** Groups interested in installing decorative stormdrain markers reminding residents to keep trash and pollution out of stormwater inlets can receive free kits featuring a fun design specific to their local watershed! Visit [Phillywatersheds.org/inletmarkers](http://Phillywatersheds.org/inletmarkers) for more information.

**Community Cleanup Tip:** Be sure to make sure stormdrain inlets are free of trash and leaves to reduce flooding and to keep trash out of our rivers and streams! Visit [Phila.gov/water](http://Phila.gov/water) for more official Philadelphia Water Information.

[www.phila.gov/water](http://www.phila.gov/water)

# City of Philadelphia

## Resources

*To keep your neighborhood beautiful*

Mayor's Office of Civic Engagement & Volunteer Service

List your volunteer project on **Serve Philadelphia** – [www.volunteer.phila.gov](http://www.volunteer.phila.gov) - a project of the Mayor's Office of Civic Engagement and Volunteer Service.

The Mayor's Office of Civic Engagement and Volunteer Service also works with other City agencies to help facilitate **PowerCorpsPHL** ([www.powercorpsphl.org](http://www.powercorpsphl.org)), an AmeriCorps program geared towards environmental stewardship. Contact them for possible volunteer recruitment.

[www.volunteer.phila.gov](http://www.volunteer.phila.gov)

# City of Philadelphia

## Resources

*To keep your neighborhood beautiful*

### Planning Commission

- Want to understand city planning and help shape the future of your neighborhood? Sign up for the Planning Commission's Citizens Planning Institute! Visit [www.citizensplanninginstitute.org](http://www.citizensplanninginstitute.org) to learn more. ***And check out their new Citizens Toolkit on their website!***
- Registered Community Organizations (RCO) are notified of proposed new developments in their neighborhood. Find out which one covers your area at [phila.gov/cityplanning](http://phila.gov/cityplanning).

[www.phila.gov/cityplanning](http://www.phila.gov/cityplanning)

# (Just Some!) Non-Profit

## Resources

*To keep your neighborhood beautiful*



Keep Philadelphia Beautiful can help you with workshops and community beautification efforts, including extra supplies and working with various City departments. Call 215-854-4000 or email [info@keepphiladelphiabeautiful.org](mailto:info@keepphiladelphiabeautiful.org). Check out the resources section of our website at [www.keepphiladelphiabeautiful.org/resources](http://www.keepphiladelphiabeautiful.org/resources).



Help LOVE Your Park with the Fairmount Park Conservancy! Visit [www.myphillypark.org](http://www.myphillypark.org) for additional information about how to get involved with your local park and Parks Friends Group.



Want to start your own garden on your block, or learn how to plant and care for trees? Who better to help than the Pennsylvania Horticultural Society! Find them online at [www.phsonline.org](http://www.phsonline.org).



Young Involved Philadelphia ([www.yiphilly.org](http://www.yiphilly.org)) works to foster civic engagement among millennials in Philadelphia. Visit their Civic Engagement Guide at [www.yiphilly.org/resources](http://www.yiphilly.org/resources) for a list of neighborhood associations and other resources throughout the City.



Visit community based organization UC Green's frequently asked questions ([www.ucgreen.org](http://www.ucgreen.org)) for more information about tree care and the process for planting street trees in Philadelphia.

# Key Twitter

## Accounts

*To keep your neighborhood beautiful*

City Government: @PhiladelphiaGov

City Council: @PHLCouncil

Streets Department: @PhilaStreets, @PhilaRecycling,  
@PhilaCleanSts

SERVE Philadelphia: @SERVEPhila, @PowerCorpsPHL

Parks and Recreation: @PhilaParkandRec, @TreePhilly

Water Department: @PhillyH2O

Office of Sustainability: @GreenworksPhila

Keypots Internet Access Program: @PhillyKeypots

Managing Director's Office:

@PhillyMDO, @PhillyRisingMDO, @Philly311, @PhillyCLIP



**Bonus Info!**

## Recycling Tips

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Cardboard

Paper

Cartons

Metal

Plastics

Glass Bottles & Jars

Plastic Bags

Styrofoam

Food Products

Tissues / Paper Towels / Napkins

Electronics

Window Glass

Fabrics

• **KEEP OUT OF** •

*Your Recycling*  
BIN

*But remember, if in doubt, throw it out!*



Bonus Info!



## Trash Tips

Some friendly reminders on how to set your trash out to keep your block litter-free:

- Set your trash and recycling out weekly, on the correct day and time.
- If the collection schedule changes due to a holiday or inclement weather, tell your neighbors and friends!
- Keep your trash in tightly tied bags & closed containers, so wind, snow or rain doesn't turn your debris into litter.
- Take bulky trash not accepted curbside to one of the Street's Department's Sanitation Convenience Centers.
- Dispose of household hazardous waste at one of the Street's Department's many drop-off events.

And remember, no plastic bags in your recycling bin! You can return them to specially marked containers at large grocery stores or big box stores such as Walmart.

Questions? Visit [philadelphiastreet.com](http://philadelphiastreet.com), follow @PhilaStreets on twitter or [facebook.com/StreetsDepartment](https://facebook.com/StreetsDepartment) on Facebook, or contact our offices.



**Bonus Info!**

## Cleaning Bio-Hazard Waste: Tools & Tips

- Necessary tools: Biohazard containers or other hard, thick, plastic containers (ex: laundry detergent bottles); tongs; Needle stick proof gloves (optional); closed toe shoes
- Designate one person or team of people for biohazard pick-up. Have them enter all areas to be cleaned before other group members.
- NEVER use hands to pick up syringes unless you are wearing needle stick proof gloves.
- Pick up one syringe at a time.
- Always bring the biohazard container to the syringe, NEVER bring the syringe to the container. Try to limit movement of syringes as much as possible outside containers.
- When picking up syringes, keep points facing down.
- NEVER put biohazard waste in regular trash
- If someone is accidentally stuck, have them go immediately to the nearest hospital.

If you would like additional information, or would like to coordinate biohazard container pick-up or drop-off please contact Prevention Point Philadelphia at 215-634-5272 or [www.ppponline.org](http://www.ppponline.org)



## Keeping Your Block Clean: A Model

**Looking to keep your block clean? Try these simple steps! Start small, think big!**

- Recruit your neighbors to clean your block once a week - when you notice that the most trash accumulates.
- Create a flyer (bonus points if you include your trash collection day on the flyer!), and start a Facebook or email group to keep your neighbors posted and engaged.
- Make it fun (perhaps with a trash to art project and snacks!), and quick (10 to 15 minutes!) - and turn it in to a competition! And then, challenge the blocks near you to clean up together, too!
- Track and promote your efforts; let your neighbors and local community groups know about your good work. Keep an eye out for what types of trash you see the most - and where you see it. You can use that data to help prevent litter in the first place!

Questions? Visit [philadelphiastreet.com](http://philadelphiastreet.com), follow @PhilaStreets on twitter or [facebook.com/StreetsDepartment](https://facebook.com/StreetsDepartment) on Facebook, or contact our offices.

**Bonus Info!**

## Sample Agenda: Community Clean-Up Event

### Friday Before Cleanup

- (1) Print and assemble all written materials for cleanup
  - Sign-in sheet and waiver
  - Packets (including instructions) for team leaders
  - Informational materials about your organization & upcoming efforts
- (2) Group supplies by team
- (3) Purchase snacks and water
- (4) Assemble any give-aways for volunteers
- (5) Make reminder phone calls to volunteers
- (6) Meeting or phone call with team leaders

### Saturday (Clean Up Day!)

8:30am: Organizers arrive and complete set up for attendees

9:30am: Team Leaders arrive for last minute instructions

10:15am – 10:30am: Attendees arrive

10:30am – 10:45am: Event organizers speak about their work, the flow of events for the day, and safety

10:45am – 1:15pm: Attendees engage in service projects

1:00pm: Event organizers pick up lunch

1:15pm – 1:30pm: Projects wrap up and volunteers help to clean up / pack up supplies


1:30pm – 2:30pm: Picnic and celebration of our work!

### Monday Task List

- (1) Post pictures to social media (remember to "tag" and thank your partners!), and publish a wrap-up blog post
- (2) Thank you notes to organizing partners, sponsors, and volunteers (including photos and blog post!)
- (3) Add contact information for volunteers to "volunteer spreadsheet" and newsletter list

**Bonus Info!**

# Template 1: Event Budget

Supplies	Item	Price Per Unit	Total Quantity Needed	Total Cost
Team 1				
Team 2				
Volunteer Giveaways				
Food & Beverage				
 Grand Total				

**Bonus Info!**

## Template 2: Team Leader Instructions

### **Logistics**

*Date:*

*Time:*

*Location: (with google map and details about on-street parking!)*

### **Schedule of Events**

*Day Before Cleanup:*

*Day of Cleanup:*

### **Sample General Instructions**

- (1) Where all volunteers will assemble, and what instructions / supplies will be provided
- (2) Site map: location of water / refreshments, restrooms, and trash drop off sites
- (3) Instructions in case their team finishes ahead of schedule
- (4) Who to contact (and how to contact them) if extra supplies are needed
- (5) General safety tips, and who to contact in case of an emergency
- (6) Any special instructions needed to complete their project (i.e. any special painting or planting instructions)

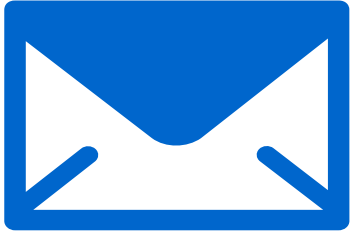
### **Contact Information**

*The cell phone number of all appropriate event organizers*

Stay in Touch!

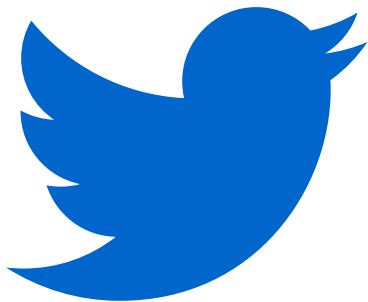


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