



KEEP AMERICA BEAUTIFUL AFFILIATE

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Community Cleanup

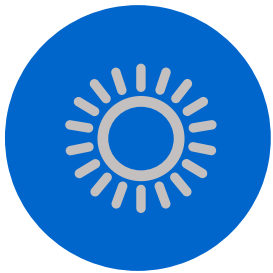
Resource Guide

2018 EDITION

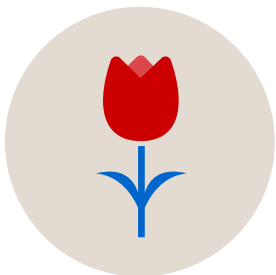


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About Keep Philadelphia Beautiful



A proud affiliate of Keep America Beautiful and Keep Pennsylvania Beautiful, we convene, equip and empower people to use community beautification to achieve vibrant neighborhoods. Find out more about us at www.keepphiladelphiabeautiful.org, or visit us on Facebook (facebook.com/KeepPhiladelphiaBeautiful), Twitter ([@beautifulPHL](https://twitter.com/beautifulPHL)), and Instagram ([@beautifulPHL](https://instagram.com/beautifulPHL)).



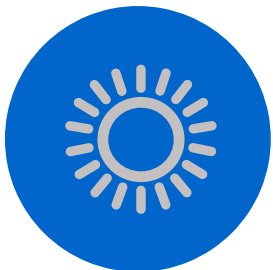
This is meant to be a living document, and as such Keep Philadelphia Beautiful will continue to revise it as necessary. Please contact us with feedback or questions at info@keepphiladelphiabeautiful.org, and visit keepphiladelphiabeautiful.org/resources.





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Table of Contents

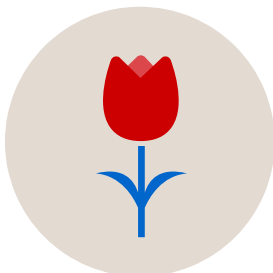


Pages 4 - 16:

How to plan a successful community cleanup, from goals to procuring supplies to pre and post event checklists!

Pages 17 - 25:

Learn about City and nonprofit programs and resources to keep your block and neighborhood clean and green!



Page 26:

Key twitter accounts to follow.



Pages 27 - 37:

Bonus info! Head here for: trash and recycling tips; templates for planning your cleanup (sample budgets, team leader instructions, event agenda and more!); some case studies for engaging your block; and more!

How do I plan

a successful

Community Cleanup/Volunteer Day?



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1

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 existant community event, like the Philly Spring Cleanup ?

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

Can you make your event a "Zero Waste" effort by ensuring materials utilized or produced are recycled or composted, or by cutting down on the use of disposable items?

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 PhillySpringCleanup.com.

Love Your Park Week:
Every fall and spring, Philadelphia Parks and Recreation and the Fairmount Park Conservancy work with Parks Friends Groups to promote service opportunities in our amazing parks. Learn more: loveyourpark.org.

MLK Day of Service:
Philadelphia is host to the nation's largest Martin Luther King Day of Service event each January. Learn more about the year-round efforts and find out how to register an event here: 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

a successful

Community Cleanup/Volunteer Day?



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2

Procure Supplies

Are you a
**Block
Captain?**

[Read here!](#)

If you're a registered Streets Department Block Captain, contact the Philadelphia More Beautiful Committee about cleanup supplies available through their office. Want to learn more about what Block Captains do, and how to become one? Reach out at 215-685-3968 or visit philadelphiastreet.com. Want to know if you have a Block Captain? Search your address at CleanPHL.org.

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, 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 City after your event.

How do I plan

a successful

Community Cleanup/Volunteer Day?

3

Your Pre-Cleanup Checklist

Volunteer

Tasks



Have clear tasks for all volunteers.

If you are splitting volunteers in to 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) as well as contact information for you and any fellow event organizers.

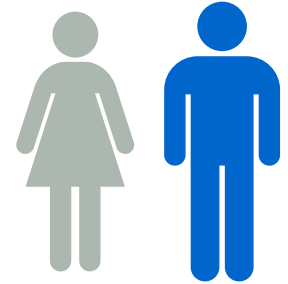
If needed, provide team leaders and volunteers with written instructions on completing the task they are assigned. You may want to consider a pre-event site visit and walk through with your team leaders.

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 and the length of your event.



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

Litter 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

Snacks and Water; Liability/ Photo Waiver

Scissors, tape, pens / markers

Pre-Cleanup Checklist

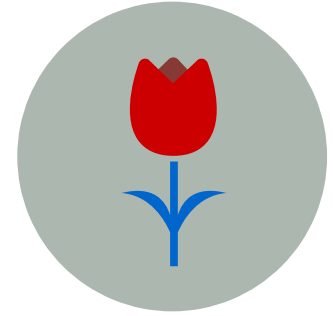
Volunteer

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); 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), Young Involved Philadelphia's Civic Engagement Guide (www.yiphilly.org), or contacting Keep Philadelphia Beautiful (215-854-4000, or 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 City, either through the Streets Department, 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.**

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.

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4

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, 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

a successful

Community Cleanup/Volunteer Day?

Zero Waste Events Tips

Community beautification events can create a lot of unnecessary waste, too much of which ends up in landfills. Here are some tips for making your event a zero waste day! ***And if your event requires a City permit, you can now indicate you want your event to be Zero Waste and receive City help! Head to phlevents.com/applications.***



Donate or Keep Your Items

We know all too well that sometimes it can seem easier to throw used supplies away at the end of an event, rather than donate, clean or store them. Have a plan before your event to make sure reusable supplies like paint brushes don't end up in a landfill.



Emphasize Reusable Items

As you're gathering supplies for the big day, think through whether you can utilize reusable rather than disposable ones. Bring a water cooler instead of plastic water bottles, for instance! This will end up saving you money in the long run, too!



Separate Your Trash & Recycling

Ask your volunteers to place trash and recycling in separate bags, for proper disposal. And if it's possible, think through whether you'll be collecting compostable materials - and where you can drop those materials off to be composted.



Make sure to tell your volunteers that this is a zero waste event - it's a great opportunity to educate and lead by example!

How do I plan

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Community Cleanup/Volunteer Day?



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5

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. Consider a post-event wrap-up post, and using video.

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.

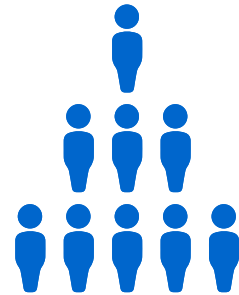
We'd love to help you!



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Keep Philadelphia Beautiful can assist with the following:

Volunteer recruitment and event promotion

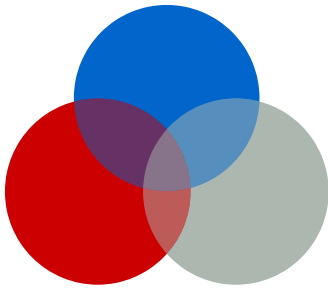


Organizing logistics for the day, from selecting volunteer activities to outlining a schedule of events

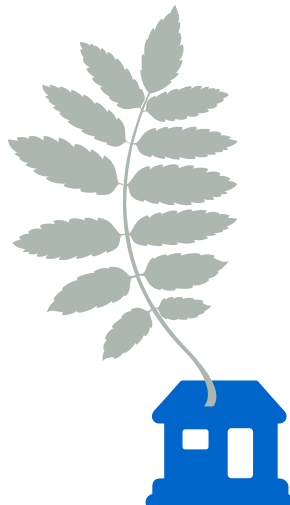
Team leader recruitment



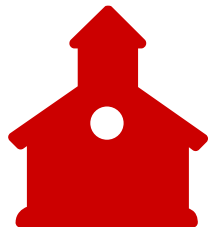
Procuring supplies



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!** You can dial 3-1-1 from a 215 or 267 area code, or 215-686-8686 from a non-Philadelphia area code. 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. Learn more at www.phila.gov/311.

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/neighborhoodLiaison.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.

Request supplies, get vacant lots cleaned and graffiti removed with help from the Community Life Improvement Program. Visit 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

City of Philadelphia

Resources

To keep your neighborhood beautiful

Zero Waste + Litter Cabinet

This past December, Mayor Kenney appointed a 16 member Zero Waste + Litter Cabinet - consisting of City agencies and outside partners, and coordinated through the Managing Director's Office - to tackle Philadelphia's litter problem and move us towards being a Zero Waste city by 2035 (through diverting 90% of our waste from landfills).

Since then, the Cabinet has launched its Action Plan and a new website - CleanPHL.org - designed to be a one-stop-shop for all of the information residents and businesses need to know about litter, recycling, waste reduction, and how to get involved in creating a cleaner and greener Philadelphia.

Sign up for email alerts at CleanPHL.org, and search your address to find out your trash day, your closest Streets Department Sanitation Convenience Center, if you have a Block Captain, and more.

Want to take your Zero Waste activism to the next level? Become a certified PhilaCycler! Earn incentives and get trained on planning Zero Waste cleanups, the nitty gritty of waste management, and how to talk to your friends and neighbors about Zero Waste. Learn more at CleanPHL.org.

Keep your eyes and ears peeled as this effort continues, and for more information about how to be a part of this critical work.

cleanPHL.org #ZeroStartsWithOne

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.

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

Find out exactly **what residents can and cannot recycle, and see the Department's Business Recycling Toolkit here** (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)! **Then quiz your recycling knowledge at recyclebycity.com!**

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).

Did you know you could be rewarded for recycling? Visit: 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.

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).

www.philadelphiastreet.com

City of Philadelphia

Resources

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Greenworks on the Ground

In November of 2016, the City's Office of Sustainability released an updated version of Greenworks, Philadelphia's comprehensive sustainability plan.

As part of that effort, they launched **Greenworks on the Ground**, checklists to help individuals, community groups, and institutions do their part to help make the goals of Greenworks a reality.

View those checklists - and additional information about other Office of Sustainability programs, including energy benchmarking and food access - at:

www.phila.gov/green

City of Philadelphia

Resources

To keep your neighborhood beautiful

Parks and Recreation

Free sideyard trees through the TreePhilly program! Visit 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 to:

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

*Learn about PPR's **environmental education opportunities and Recreation Center programming***

*Learn about **composting opportunities** through the Department, including their Organics Recycling Center where you can acquire free mulch, wood chips, and compost as well as drop off accepted compostable materials*

www.phila.gov/parksandrecreation
#FindYourPath

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Resources

To keep your neighborhood beautiful

Philadelphia Water Department

Philadelphia Water Department'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.

Soak It Up Adoption: PWD provides 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

Rain Check: PWD helps 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

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 for more information.

Community Cleanup Tip: Be sure to keep stormdrain inlets free of trash and leaves to reduce flooding and to keep trash out of our rivers and streams!

www.phila.gov/water

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Resources

To keep your neighborhood beautiful

Office of Civic Engagement & Volunteer Service

List your volunteer project on **Serve Philadelphia** – serve.phila.gov - a project of the Office of Civic Engagement and Volunteer Service. Or sign up to be a part of their Civic Engagement Academy - serve.phila.gov/community-engagement.

Learn more about additional programming, including Foster Grandparents and their VISTA Corps, through their website and twitter account (@ServePhila).

serve.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 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.

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. Check out the resources section of our website at www.keepphiladelphiabeautiful.org/resources.



Help LOVE Your Park with the Fairmount Park Conservancy! Visit 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.



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



Become a member of Not in Philly, a grassroots movement where members commit to weekly litter cleanups while receiving supplies and other resources. Visit NotInPhilly.org to learn more.

Key Twitter

Accounts

To keep your neighborhood beautiful

City Government: @PhiladelphiaGov

City Council: @PHLCouncil

Streets Department: @PhilaStreets

Zero Waste & Litter Cabinet: @CleanPHL

SERVE Philadelphia: @SERVEPhila, @PowerCorpsPHL

Parks and Recreation: @PhilaParkandRec, @TreePhilly

Water Department: @PhillyH2O

Office of Sustainability: @GreenworksPhila

Managing Director's Office:

@PhillyMDO, @PhillyRisingMDO, @Philly311, @PhillyCLIP

In need of green news? Follow @GridPhilly and @GreenPhillyBlog to stay up to date!

Bonus Info!

Recycling Tips

• KEEP IN •

Your Recycling
BIN

Cardboard

Paper

Cartons

Metal

Plastics

Glass Bottles & Jars

** Try to make your recyclables as clean as possible

Plastic Bags

Straws

Styrofoam

Food Products / Liquids

Tissues / Paper Towels / Napkins

Electronics

Window Glass

Fabrics

• KEEP OUT OF •

Your Recycling
BIN

But remember, if in doubt, throw it out!

And double check at philadelphiastreet.com/recycling



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 Streets Department's Sanitation Convenience Centers.
- Dispose of household hazardous waste at one of the Streets 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 or big box stores.

Questions? Visit philadelphiastreet.com, follow @PhilaStreets on twitter or facebook.com/StreetsDepartment on Facebook, or contact our offices.



Bonus Info!



Zero Waste: Key Websites

All you need to know about Zero Waste in Philly:

- All things Zero Waste! cleanphl.org/zerowaste
- Want to plan a Zero Waste event? cleanphl.org/zerowasteevents
- Own or manage a commercial building? Check out: cleanphl.org/wasteaudit
- Learn more about becoming a Zero Waste partner to the City! cleanphl.org/zerowastepartners

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



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, CleanPHL.org, 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

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:

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Sample General Instructions

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- (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



Template 3: Waste Audit

Day	What did I throw in the trash?	What did I place in my recycling bin?
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Bonus Info!

Template 3: Waste Audit

*So I've done my personal waste audit...
Now what?*

Some Key Follow Up Questions to Ask Yourself:

- What items am I using most each week? If they are single use disposal items, can I replace them with reusable options?
- Are there items here that I don't need to use at all?
- Are there items that I'm throwing in the trash that I could recycle, whether in my curbside blue bin or through another program?
- Are there items here that I can reuse / upcycle?
- How can I spread the word to my friends, neighbors, family members about issues of waste and consumption? Can I get involved in my neighborhood groups to help take action on these issues?



Template 4: Goals!

Whether it's for your block, an event, or your personal waste audit, creating SMART goals is key!

Goal	How is it SPECIFIC?	How is it MEASURABLE?	How is it ATTAINABLE?	How is it REALISTIC?	What is the TIMELINE?

Stay in Touch!

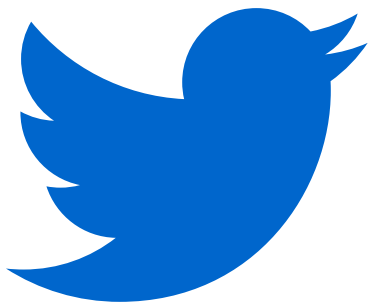


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