

Organizing a Community Clean-Up

√	Getting Started:	Comments
1.	<p>Form a committee of community members to take the lead in organizing the event. Determine your goal for the event, and the issues you want to focus on (for example: neighborhood clean-up, assisting senior citizens or neighbors who are impaired, information fair, graffiti removal, etc.)</p>	
2.	<p>Pick a target date for the event. Choose a date that is 45-60 days out to allow plenty of time for planning and to be sure any City resources are available. Establish a “rain date” if bad weather occurs on the scheduled date. Set a time for the event—four hours or less works best (for example, 8 am to 12 pm)</p>	
3.	<p>Create a general “To Do” list for the event and Delegate “To Do” categories to committee members. Members should recruit volunteers from the community to assist them with accomplishing tasks as needed. Possible categories include: publicity, refreshments/food, equipment needs, volunteer recruitment, donations, set-up & clean-up after the event, clean-up route development.</p>	
4.	<p>Consider possible event locations. Preview the clean-up area to determine if the area to be addressed is a good match for the expected number of community volunteers. Identify a headquarters area where everyone gathers for the event (for example, a rec center, church, park) and any parking needs. Verify whether there is a cost to use the facility or parking area. Ensure restrooms will be available for participants.</p>	
5.	<p>Develop a budget for the event, if applicable. If food or equipment is needed, who will provide? Determine what will be donated, what can be provided by the City, and how any other needed funds will be obtained. Set guidelines for how volunteers will be reimbursed for any event purchases.</p>	
6.	<p>Establish a meeting schedule and operating rules for the committee, such as status reports, reimbursement for event purchases, sponsor support, storage locations for materials/donations, and committee member back up.</p>	

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√	60-30 Days Before the Event:	Comments
7.	<p>Contact your Service Area Coordinator for assistance in identifying the City clean-up services available for a successful event (for example, the hand tool program) and to be sure there are no conflicting events already scheduled.</p> <p>See list of Service Area Coordinators at www.dallascityhall.com/scs/service_area_coordination, or contact the main number for City of Dallas Strategic Customer Services: 214-670-5551.</p>	
8.	<p>Check on event logistics such as any needed clearances, permits, event security or safety needs, waiver forms, and equipment. Confirm parking location availability, if needed.</p>	
9.	<p>Develop your materials such as publicity flyers, e-mails, donor requests, event evaluation form, event logo, volunteer sign-in sheet. Invite a kick-off speaker, if desired.</p>	
10.	<p>Identify potential sponsors to support the event with donations as needed (neighborhood businesses may donate food, funds, or other items for the event). Begin contacting sponsors for donations.</p>	
11.	<p>Create a draft of the event day's work schedule.</p>	
12.	<p>Identify areas with the greatest need and designate clean-up routes to address the area. Use a map for easy route planning. If there are elderly residents with problems such as high weeds, consider contacting them for permission to have volunteers assist them during the event.</p>	
13.	<p>Continue regular committee meetings to stay on track.</p>	

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√	20-10 Days Before the Event:	Comments
	14. Meet with committee to ensure that all tasks are on track.	
	15. Establish volunteers' responsibilities on the event day , confirm the event day work schedule, obtain volunteers' contact information.	
	16. Confirm with your Service Area Coordinator that all major tasks are on track.	
	17. Ensure that drinking water is available for the event.	
	18. Ensure that all necessary equipment and required City services are available for the event.	
	19. Confirm any sponsor participation.	

√	5 Days – Day Before the Event:	Comments
	20. Confirm with your Service Area Coordinator that all major tasks are on track.	
	21. Ensure that drinking water is available for the event.	
	22. Ensure that all necessary equipment and required City services are available for the event.	

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√	On the Event Day:	Comments
	23. All committee members arrive at least 30 minutes - 1 hour before the event begins. Confirm volunteer sign-in, answer logistical questions, and assist with set-up as needed.	
	24. Be sure that borrowed or loaned equipment is signed out & signed in at the end of the event.	
	25. Introduce speaker (if applicable), explain the purpose of the event, thank the volunteers and committee members. Identify restroom locations and assign volunteers their responsibilities.	
	26. Take photos of the event.	
	27. Ask volunteers to complete evaluations of the event to identify successes & areas for improvement. Thank them again for their participation.	
	28. Be sure that staging area is clean before committee members depart.	

√	After the Event:	Comments
	29. Review the evaluation forms for lessons learned.	
	30. Thank sponsors for donations.	
	31. Post or distribute photos for publicity.	
	32. Consider establishing next year's date (for annual events).	