

Organizing a Community Clean-Up

√	Getting Started:	Comments
	<p>1. 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>	
	<p>2. Pick a target date for the event. Choose a date that is 45-60 days out and is scheduled the week/weekend before your community's scheduled bulk trash pickup week. Sanitation will pick up the trash collected as part of the bulk trash schedule. Establish a "rain date" if bad weather occurs on the scheduled date. Set a time for the event (for example, 8 am to 12 pm).</p>	<p>See Bulk Trash Information and Schedule below.</p>
	<p>3. 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>	
	<p>4. 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 or 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>	
	<p>5. 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>	<p>Equipment, Inquire City of Dallas Tool Loaner Program by contacting Alfred Beecham 214-670-0489 or email Alfred.beecham@dallascityhall.com</p>
	<p>6. 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 Joe Yanez, Planning & Neighborhood Vitality, Community Outreach Coordinator for assistance in identifying 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>Joe Yanez, 214-671-8873 or joe.yanez@dallascityhall.com</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, waiver/release forms. Invite a kick-off speaker, if desired. Distribute dos and don'ts list ex: don't tread on private property, don't go near poison ivy (distribute pictures of poison ivy and poison oak), wear clothing that offers optimal protection from elements, pants and bugs (mosquitos).</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 Joe Yanez, Community Outreach Coordinator that all major tasks are on track.	
	17. Ensure that drinking water is available for the event and have leaders ensure (via sight) that volunteers are drinking water. Make everyone aware of the signs and first aid for heat exhaustion and dehydration, <u>Volunteer Safety is your most important objective. Get address of the nearest Fire Station. Contact the nearest Fire station to the cleanup location and inform them of your cleanup.</u>	
	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 Joe Yanez, Community Outreach 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 and thank the volunteers and committee members. Identify restroom locations and assign volunteers their responsibilities.	
	26. Take photos of the event. Before and After pictures tell your cleanup story the best. Be sure before and after pictures are of the same location from the same angle, choose a landmark in the background.	
	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. Contact Joe Yanez to consider establishing next year's date (for annual events).	

Organizing a Community Clean-Up



Keep Our Neighborhood Beautiful!

Be sure you know your Bulk and Brush Week. Violations will result in a citation up to \$2000.

Know your Week

The City's Sanitation Department provides once-a-month bulk and brush collection for residential customers. Brush and Bulky Items can only be placed at the curb on your Set Out Days. The Thursday, Friday, Saturday & Sunday before your collection week are designated as your Set Out Days (below). Keep your neighborhood beautiful: if your neighbor is setting material at the curb on the wrong Week, please call 3-1-1.

You may either go to DallasBulkandBrush.com to learn your bulk and brush week or call 3-1-1 to determine your week. The color-coded calendar below highlights the collection weeks. **Week 1 = Blue, Week 2 = Green, Week 3 = Yellow, Week 4 = Red.** Your collection calendar and other information can be found at DallasBulkandBrush.com

What items are collected?

- First, make sure your brush is separated from bulky items.
- Large Limbs, Shrubbery, Bagged Leaves
- Furniture, Appliances*, Carpet, Mattresses and Box Springs
- *Appliances with Freon (e.g. refrigerators) are **not** accepted.*

What items are NOT collected?

- New construction or remodeling debris, bricks, concrete or dirt*
- Tires, electronics (e.g. televisions, computers, etc.), and car parts
- *Cost Plus service is available to retrieve certain construction materials or if you missed the bulk and brush collection pickup. Call 3-1-1 for a free estimate.*

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See Bulk Trash Calendar Next Page

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2016 Bulk and Brush Collection Calendar

Collection Weeks: ■ = Week 1 ■ = Week 2 ■ = Week 3 ■ = Week 4

JANUARY 2016

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

FEBRUARY 2016

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

MARCH 2016

S	M	T	W	T	F	S
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

APRIL 2016

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY 2016

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE 2016

S	M	T	W	T	F	S
				1	2	3
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

JULY 2016

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

AUGUST 2016

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER 2016

S	M	T	W	T	F	S
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

JULY 2016

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

AUGUST 2016

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER 2016

S	M	T	W	T	F	S
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

OCTOBER 2016

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

NOVEMBER 2016

S	M	T	W	T	F	S
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

DECEMBER 2016

S	M	T	W	T	F	S
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SET OUT DAYS

Week 1		Week 2		Week 3		Week 4	
December 31 – January 3	June 30 – July 3	January 7 - 10	July 7 - 10	January 14 - 17	July 14 - 17	January 21 - 24	July 21 - 24
January 28 - January 31	July 28 – July 31	February 4 - 7	August 4 - 7	February 11 - 14	August 11 - 14	February 18 - 21	August 18 - 21
March 3 - March 6	September 1 - 4	March 10 - 13	September 8 - 11	March 17 - 20	September 15 - 18	March 24 - 27	September 22 - 25
March 31 - April 3	September 29 - October 2	April 7 - 10	October 6 - 9	April 14 - 17	October 13 - 16	April 21 - 24	October 20 - 23
April 28 - May 1	November 3 - 6	May 5 - 8	November 10 - 13	May 12 - 15	November 17 - 20	May 19 - 22	November 24 - 27
June 2 - 5	December 1 - 4	June 9 - 12	December 8 - 11	June 16 - 19	December 15 - 18	June 23 - 26	December 22 - 25