

# Checklist. 10 Steps to a Successful Clean Up – Give Back .Org Campaign

Spread this work amongst the various Board Members. Each Board Member agrees to assume responsibilities.

1. Set a date, time and place for the campaign. (Consider a one-hour delay in case of heavy rain). The campaign should be limited to 2 – 2 ½ hours. A lot can be accomplished in 2 hours without exhausting the volunteers. The location can be determined by considering areas that are most in need, but do not pose undo danger to the volunteers. Also consider areas such as parks, near the library, post office, or other public buildings to show appreciation to the community.

2. Organize a group of at least 10 volunteers. A large group makes the campaign much more meaningful. If you have more than 25 volunteers, consider breaking them into two groups. If the volunteers come from one club or company, they can make a sign such as: “Girl Scout Troop 205 -- Making the Community Beautiful”. Or “Doug’s Machine Shop -- Giving Back to Our Community”. Encourage having a sign so that the community can see who is providing this wonderful service. If there is no group or sponsor, the community understands it is volunteers from Clean Up – Give Back .Org’s Local Chapter only.

3. Contact the mayor’s office, local police, sheriff’s department, or other applicable government unit and give them the details of the cleanup campaign. Ask if a safety officer is willing to be on hand if the area being cleaned is next to traffic. This is very important and required that authorities be contacted. It is not a requirement that a safety office be at the campaign, but they should be notified and it is helpful to have the support of the government body.

4. Ensure supplies are on hand: (each person should wear at least one glove for safety purposes)

- Vests
- Pickup Utensils
- Gloves
- Garbage Bags
- Signs or traffic cones
- Water for Volunteers

5. Local business, government units or clubs may sponsor your campaign. They can donate at [www.cleanupgiveback.org](http://www.cleanupgiveback.org) and get a receipt, or give a check. A sponsor should donate a minimum of \$100. If they send a check (instructions on the website – “contact us” section), they will be mailed a tax deductible receipt for their records. If you receive a sponsorship for an event, give the sponsor credit by announcing their sponsorship if the event is carried in the newspaper or on the local radio station. A sponsorship is not necessary for a campaign, but businesses appreciate being able to sponsor campaigns, and these funds go directly to giving work opportunities to those less fortunate.

6. Have a Board Member call the local radio station or newspaper to announce the upcoming campaign. Most newspapers and radio stations will announce the campaign as a Public Service Announcement. This creates enthusiasm for the event and informs the community. If there is a sponsor, or corporate volunteers, please acknowledge them.

7. For the day of your campaign, consider asking a local grocery or restaurant to donate water or refreshments for the volunteers. Businesses appreciate the opportunity to provide refreshments.

8. On the day of the campaign, appoint one person to consider safety for the volunteers and ensure all are safe from traffic or other dangers. If there is police, fire, or public safety at the event, they will provide this function.

9. Arrange for the trash bags to be picked up after the campaign (by local garbage service or by a volunteer).

10. On Cleanup Campaign Day, have a signup sheet for volunteers to receive the newsletter (attached) count and keep track of # of Volunteers, # of Trash Bags, & Take Pictures of Them! Send photos and picture of signup sheet to [info@cleanupgiveback.org](mailto:info@cleanupgiveback.org).

\*\*\*\*\*Email [info@cleanupgiveback.org](mailto:info@cleanupgiveback.org) if you have other ideas for successful campaigns\*\*\*\*\*

# Clean Up – Give Back .Org

## \*\*\*\*\* Volunteer Signup Sheet \*\*\*\*\*

**Name**

**Home Email for newsletter**

1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____
16.	_____	_____
17.	_____	_____
18.	_____	_____
19.	_____	_____
20.	_____	_____

Date \_\_\_\_\_

Location \_\_\_\_\_

# Trash Bags filled ½ or more \_\_\_\_\_