



# Clean Up - Give Back

\*Non-Profit 501(c)(3) EIN 82-4822640

## Flexible Service Program

### Full Details



## What is the Flexible Service Program?

Clean Up - Give Back's Flexible Service Program is a program that allows individuals and groups to serve their communities, and receive community service hours on their own schedules and near their own locations: anywhere in the United States.

## Synopsis of the Program

Participants in the Flexible Service Program can perform a variety of tasks (find on p. 2) to earn community service hours. If an individual has a special skillset and would like to perform a task not listed on this PDF, then they **MUST** ask our representative in advance, and have said task approved. Individuals with court-ordered hours **MUST** complete 50% of their hours through Trash Cleanup. When you have finished your hours, we will email you a Service Completion Letter, addressed to your court system or whomever it may concern. Clean Up - Give Back's staff members monitor your hours as you follow the program rules.

## Requirements to Join:

- Clean Up - Give Back accepts ethical participants of any age that agree to follow the rules of the program
- Individuals under 18 must have a guardian's approval
- Individuals with court-ordered hours should make sure their court system works with Clean Up - Give Back
- All participants **MUST** pay the \$29.99 program fee
- Once you pay the program fee, you can schedule a time to pick up your materials from our headquarters
- If you live far from Des Plaines, IL and need your materials mailed, there is a \$10 shipping fee

\* The Flexible Service Program allows court-ordered participants to complete a maximum of 50 hours of service. However, those who display good behavior will receive extensions of 50 hour terms. Extensions will be evaluated by staff members at the end of your current term.

\* Individuals who cannot afford the Flexible Service Program may contact us about waiving the fee. Shipping fees will **NOT** be waived.

## Program Rules

- All participants should behave in an ethical manner while they are representing Clean Up - Give Back, especially while wearing our hi-vis branded vest
- All participants with court-ordered hours **MUST** have their tasks approved **BEFORE** they are served
- If any of these rules are disregarded, participants may be issued a warning, or removed from the program without a refund, at the discretion of a staff member
- Any tasks performed before the program fee is paid will **NOT** be certified by Clean Up - Give Back
- When you are cleaning up, you must follow the rules for Trash Cleanup listed on Page 3 by the book
- Once Clean Up - Give Back sends you your service completion letter, it is your responsibility alone to submit it to whomever requires it from you

\* Remember that the primary purpose of this program is not only to acquire service hours. It is to serve your community! Keep this in mind throughout your participation in the program and enjoy your time!

Call/Text: +1(847) 224-8592

Email: [info@cleanupgiveback.org](mailto:info@cleanupgiveback.org)



If you have an issue with a staff member of Clean Up - Give Back, please email [support@cleanupgiveback.org](mailto:support@cleanupgiveback.org), and we may issue you a different staff member.

**\*Individuals receiving court-ordered service, please read:**

As previously stated, you must have your tasks approved before they are served, and 50% of your hours must be acquired through Trash Cleanup. If you have an issue with any of the rules which solely apply to court - ordered individuals, Please remember that community service hours are regulated by a number of court systems in the United States. Please refrain from arguing with a Clean Up - Give Back staff member, and check with your court system. If you have extenuating circumstances from your court system: have them email us, and we may re-evaluate how you are awarded hours.

## All Task Details:

Once you have paid the program fee, please initiate communication with Clean Up - Give Back. Your Staff Member will approve, discuss, and log your hours. Text, Phone, and Email all work!

**Call/Text: +1 (847) 224-8592 Email: [info@cleanupgiveback.org](mailto:info@cleanupgiveback.org)**

### 1.) Trash Cleanup (No Limit per Individual) (Recruiting Limit +3 per day) (50% of C-O Hours)

- All materials required for proper trash cleanup are provided for Flexible Service Program Participants. Includes: Trash Grabber, Hi-Vis Branded Vest, Garbage Bags, Nitrile Gloves, and an Info Pamphlet.
- You will receive an additional recruiting hour per individual you bring with you to clean up. However, you must clean for at least 1 hour, and include all additional persons in your before AND after photos. You may earn a maximum of 3 recruiting hours per day. Feel free to bring friends & family for a better experience!
- All rules and a guide to trash cleanup are on p. 3 of this PDF.

### 2.) Design a Clean Up - Give Back Advertisement (No Limit)

- Design a flyer or other media that advertises Clean Up - Give Back or one of our programs. One flyer will generally earn you 2 hours. However, if creating the flyer/advertisement involved an abundance of effort, please call us and we may award you with more hours. Clean Up - Give Back receives all usage rights of the flyers designed within the program.

### 3.) Place a Clean Up - Give Back Advertisement in Public Building(s) (No Limit)

- Select one of the program flyers at the bottom of the "Flexible Service Program" page of our website, print out some copies and place them in public buildings near you. You must have permission from the building keeper to place each flyer, and send us a photo of each placement. You earn .5 Hours per flyer.

### 4.) Review Clean Up - Give Back on Google/Yelp (Limit +2 per Individual)

- Once you have completed at least 3 service hours in the program, you can review Clean Up - Give Back on Google and Yelp! Reviews must contain text. You will receive 1 service hour for each review. We encourage you to be honest, and we will award hours regardless of a positive or negative review.

### 5.) Interact with Clean Up - Give Back's Online Media (Limit at Discretion of Staff Member)

- If you have social media, you may contact your staff member for the program and tell them which social media platforms you have. They will then provide you with some options for posts to like and/or share, and award service hours accordingly. LinkedIn is most helpful to Clean Up - Give Back.

### 6.) Be Creative (Limit at Discretion of Staff Member)

- If you have a special skillset and would like to perform a task not listed on this PDF, please let your assigned staff member know, and they will work with you to find you additional service opportunities.

# Trash Cleanup - Full Easy Guide

Once you have signed up for the program, please message Clean Up - Give Back at +1 (847) 224-8592. If you cannot use text, then email at [info@cleanupgiveback.org](mailto:info@cleanupgiveback.org)

In one of your first texts, please include the following information:

- Your full name, or the name that will be included in your service completion letter
- The number of hours you intend to complete
- Your preferred email
- The county in which your court system resides, if your hours are court-ordered

Once you have messaged us, begin searching near your location for an area in need of cleaning. If you are having trouble, let us know and we can find a place for you to clean up.

Let us know once you arrive near the area to clean, and include how long you tentatively plan to clean. Also include a selfie from your chin down each hour you are out, displaying that you are wearing our branded vest.

\*Photos are only used for documenting purposes, will NOT be shared, and will be deleted after your completion of the flexible service program.

Program members with court-ordered hours are subject to surprise checks to ensure program integrity. If the staff of Clean Up - Give Back or a court system finds that one is abusing the monitoring system, they will be removed from the program, and won't receive a refund.

Once you have completed your cleanup session, send us a photo of the trash you collected, and send an additional text that includes the following information:

- The number of hours you completed this session
- The TOTAL number of hours you have completed

Remember that the Flexible Service Program exists for YOUR convenience.

We hope that this program suits your needs, and if it doesn't, let us know and we will do our best to find a solution that works for you!

Thank You!

6:30



3

23



Clean Up - Give Back

Hi CUGB! I recently signed up for the Flexible Service Program. Here is the information Required! My Name is: John Doe I need 25 Service Hours by 5/05/23 I am in the Cook County District My Email is abc@123.com

Read

Amazing! When you decide to Clean on your schedule please refer to the pdf on the proper way to coordinate with us!

Read

Hi again CUGB! I just arrived at Schiller Woods - South on Des Plaines River Road to clean for 1 hour. I am attaching a selfie in vest as required.

Selfie.PNG

Great! Do remember that the staff members of court systems do surprise checks on mandated volunteers while they are out cleaning to ensure their integrity!

Hi again CUGB! There are no worries there. I completed my 1 hour of service and here is the information required: Total Hours Completed: 1 Hours Remaining: 24 And here is the photo of the trash!

Trash.PNG

Thank you so much for helping make Schiller Woods more Beautiful!



iMessage