

# Starting a Local Clean Up – Give Back .Org Chapter



Dear Community Leader,

Anyone can volunteer with our organization with a one-time commitment of two to three hours to work on a cleanup campaign.

Starting a Local Chapter, however, demonstrates a strong commitment to our mission and a great desire to serve the community. Thank you for your willingness to learn more about this commitment in order to make a decision about starting a Chapter. Your leadership can do far more than help make the community more beautiful. Clean Up – Give Back .Org seeks to instill a sense of community pride and caring in those who volunteer. When people work on a cleanup campaign, this care and concern for the community develops naturally, and friendships develop with others who care about the community – the Chapter President and the Local Board are the catalysts for making this happen! We are grateful for your consideration to start a Chapter and be our partner.

## **Below are the requirements for starting a Chapter:**

1. Recruit a **Local Board** with eight to twenty members. **Each Board Member becomes a lifetime member (\$25).**

Board Members can be anyone that will help support the Chapter: Friends, Scouts or Scout Leaders, Business Owners, Colleagues and Family Members. **This is a great opportunity for outstanding high school or college students to serve on the Local Board and put their Board “Community Service” on their resume.** Each member of the Local Board becomes a member of Clean Up – Give Back Org. and must sign the Board Member Agreement. (Volunteers are **NOT** required to join or contribute financially, but any donations are welcome.) The Board Member Agreement is recommended by the IRS for Non-Profit Organizations. The Chapter Secretary will maintain the Board Member Agreements for the Chapter.

2. Fill out the attached **New Chapter Application** (if you are under 18 you need a sponsor) along with the **Board Member Agreement** and email them to: [info@cleanupgiveback.org](mailto:info@cleanupgiveback.org) and pay a membership donation on the website suggested (\$25.00). The Local Board Chair (Chapter Board President) is appointed after review of the application by the President of the Corporation (currently Mrs. Donna Adam). The President of the Corporation will contact you after review of your application, and further discuss the Chapter and next steps. If you desire the President to visit or Skype with the Chapter Board after it is organized, please let us know this. You can mail the application to:  
Clean Up – Give Back .Org, 684 Lee Street Box 32, Des Plaines, IL 60016 or email to [info@cleanupgiveback.org](mailto:info@cleanupgiveback.org).

3. You and the Local Board will determine the Chapter name which may include Clean Up – Give Back .Org in the title. For example, a name could be: “Dade County Clean Up – Give Back .Org” or “East Iowa City Clean Up – Give Back .Org”. For large cities or counties, there is obviously room for multiple chapters. You can choose a small area of a town, or a neighborhood that you would like to focus on. Try to choose a name that reflects your Chapter. There can only be one Chapter at a school. If someone desires to start another chapter, they must organize as a community group.

4. As President, you will conduct Chapter meetings with the Board to further the mission. Libraries, Community Centers and Government Units are very helpful to supply space for Chapter Board Meetings. You can invite volunteers or others who may help but voting is **limited to the Board**, by simple majority vote, after any input from members and volunteers. Chapters are most successful if meetings are conducted at least every other month, however at minimum Chapters are required to have an Annual Meeting in January each year to discuss the direction of the Chapter, clean up campaigns, and goals for the upcoming months/year. Meeting dates and times are determined by the Board.

5. Local Chapters will endeavor to have cleanups or other events at least monthly during nice weather. The President and/or Board Members can further promote the Mission of Clean Up – Give Back .Org by attending community (Kiwanis/Lions/other) club meetings. The President may use the logo on business cards with their President Title and Chapter name along with contact information. Community groups are more willing to support our mission when they are familiar with the Local Chapter.

6. Try to set up the Local Board so that it will continue in the future, even if you choose to rotate off. If you are in school, the Chapter can continue after you graduate. With this in mind, ask Board Members to serve in the capacity of Vice-President, Secretary, Communications Director, etc. Ask a board member to chair each Campaign Event. This gets everyone on the Board involved. As members rotate off, consider a succession plan to recruit other Board Members.

7. Lastly, read and become familiar with “**Checklist. 10 Steps to a Successful Clean Up – Give Back .Org Campaign**”.

## New Chapter Application:

If you under 18, you must have a school or parent-sponsor for the Chapter. They must fill out and sign the application. If you are starting a school Chapter, you must check with your school as you need their support for the Chapter.

Are you 18 years of age or more? Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_ Applicant \_\_\_\_\_ School or Parent Sponsor (if under than 18)

Name:

Street Address:

City, State

Zip Code:

Email:

Phone:

Signing below signifies you have read the requirements of starting a Chapter, and the Checklist for Successful Campaigns and agree to follow the requirements to serve the Chapter in Capacity of President or Sponsor to the best of your ability:

Signature \_\_\_\_\_

Chapter President

School or Parent Sponsor

Applicant Only:

How did you learn about Clean Up – Give Back .Org?

Do you currently have individuals in mind to recruit for the Board? Do you need help with this process?

How do you believe you can help further the Mission of Clean Up – Give Back .Org?

Do you have any questions or concerns? Or need further information?

# Board Member Agreement

The mission filed with the Internal Revenue Service for Clean Up – Give Back .Org is as follows:

## Nonprofit Purpose

This corporation is organized exclusively for charitable purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c) (3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

## Specific Purpose

CLEAN UP – GIVE BACK .ORG is organized to provide individuals and organizations the opportunity to make their community better through clean-up campaign opportunities. When fully funded, CLEAN UP – GIVE BACK .ORG will also provide work opportunities for those less fortunate within the community.

The specific objectives and purpose of this organization shall be:

- a. to provide clean up opportunities for trash pick-up for individuals and organizations to help make their community better and more beautiful;
- b. to provide trash pickup utensils, safety vests, trash bags and other safety devices and equipment to make clean up campaigns possible;
- c. to co-ordinate with local government bodies in order to provide positive clean-up campaign experiences;
- d. to provide opportunities for those in the community who need/want community service hours; and
- e. to provide work opportunities for those less fortunate in the community who may not otherwise be able to work.

Board Members may have information that is meant to be confidential, which may have been discussed at Chapter Meetings, with the Chapter President, or with other Board Members. Board Members shall use discretion and good business judgment in discussing the affairs of the Clean Up – Give Back .Org with third parties.

When working in the capacity of a Board Member for Clean Up – Give Back .Org, I agree to act in “the best interest of Clean Up – Give Back .Org.” and support the purposes (mission) of the organization discussed above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Duties of Executive Officer Positions

Board Member duties will be assigned by the President to all Board Members so that each has responsibilities. These are guidelines. President assigns to ensure all duties are covered.

## **President**

1. Complete New Chapter Application and Board Member Agreement.
2. Recruit several Board Members for the Local Chapter. Once regular meetings begin, the Board can recruit and approve new Board Members. A larger board will ensure enough volunteers for all cleanups with individuals who can contribute to make successful cleanups.
3. Meet with local police or safety officials as chapter is established to discuss cleanup campaigns, inviting other board members.
4. Determine location and timing of Local Chapter Meetings.
5. Conduct Local Chapter Meetings.
6. Ensure all officers carry out their responsibilities, and appoint duties to Board Members-at-Large as needed.
7. Attend all cleanup campaigns.
8. Consider attending community meetings in your area to speak about and represent Clean Up – Give Back, ie Chamber of Commerce/Kiwanis/ Lions Clubs etc.
9. Work with Clean Up – Give Back President to ensure any financial fundraising proceeds are split 50/50 between Local Chapter and Clean Up – Give Back national organization.

## **Vice-President (Campaign Logistics Coordinator)**

1. Identify areas needing cleanup in the Community (forest preserves, low-income, parks) and solicit input from other Board members or members of the community. Identify areas that are safe to walk and clean, and where parking is available.
2. Present potential areas for cleanup to Board for discussion.
3. Serve as “Safety Officer” on day of cleanup.
4. Maintain all supplies for cleanup campaigns: including vests, grabbers, garbage bags, gloves, water.
5. Place signage at cleanups.
6. Notify local police before the cleanup if in a high-traffic area.
7. Contact local public works before the cleanup to ensure trash will be properly disposed after the campaign.

## **Secretary**

1. Collect and maintain the Board Member Agreements for the Chapter. Encourage Board members to make an annual donation to support local and national chapter or solicit donations within the community. Funds are split 50/50.

2. Maintain minutes for each Board Meeting.
3. At each meeting, read minutes from previous meeting. If a campaign has occurred since the last meeting, report statistics of the clean-up -- number of volunteers, number of volunteer hours, number of trash bags filled, approximate number of pounds of trash removed and general feedback from the volunteers or community.
4. Read the checklist for successful cleanups at the board meetings to keep the information at top of mind.
5. Provide a sign-in sheet (located at bottom of website) for each cleanup that counts #of volunteers, #number of trash bags, estimated number of pounds of trash removed from the environment.
6. Try to keep a running total of statistics for the club, reporting at each meeting how much trash has been removed from the environment.
7. Maintain signup sheets for cleanup campaign.

### **Communications Director:**

1. Publicize the Cleanup Campaign. Send details of the cleanup to local newspapers or media outlets.
2. For every cleanup campaign, poll Board Members to solicit a corporate sponsor for a donation of trash bags, water or a financial contribution. Financial contributions can be made on the website [www.cleanupgiveback.org](http://www.cleanupgiveback.org) and will be split 50/50 with the local chapter. These donations will help further the mission of Clean Up – Give Back. Communicate with the sponsor to ensure signage for the sponsor is posted. If the sponsor is a club, ensure club poster is displayed.
3. Take photographs throughout each cleanup campaigns, getting a picture at beginning and end of the campaign, with the trash collected if possible. Provide the Social Media Director with pictures. Email select photos to [info@cleanupgiveback.org](mailto:info@cleanupgiveback.org) for inclusion on website.
4. Work to get the chapter known in your area.
5. Set you own goals for the community to learn about the work you are doing. Communicate your goals at chapter meetings.

### **Webmaster & Social Media Director**

1. Work closely with Communications Director to take pictures and publicize each event and after pictures of cleanups on social media.
2. Work with Clean Up – Give Back to set up Facebook Group, Instagram, free Website connected to [www.cleanupgiveback.org](http://www.cleanupgiveback.org). (see pdf entitled Chapter Website and Social Media Accounts).
3. Maintain any social media accounts for chapter and the website.
4. Set goals to increase traffic to website and social media.

### **At-Large Board Members**

President shall assign At-Large Board Members any duties of Executive Officers, or other responsibilities can be assigned to Members-at-Large by the President including fundraiser events, soliciting community for gloves, white kitchen bags with strings, water, financial donations or other items needed by the Local Chapter.