

# ORGANIZE A CLEANUP: IT'S FUN & EASY!

2 FORM YOUR GREEN TEAM

3 INFORM KAB

4 OUTREACH, PROMOTION, AND RECRUITMENT

5 PREPARE YOUR VOLUNTEERS

6 HOST EVENT

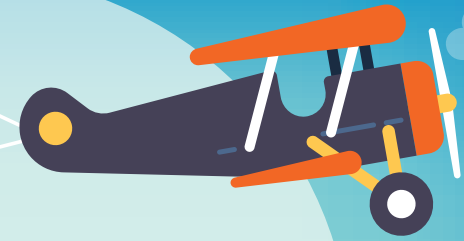
7 REPORT RESULTS

8 SAY THANK YOU!

1 DEFINE EVENT



# CLEANUP TO-DO LIST



## DEFINE EVENT

- Location – Pick a park, roadside, beach, waterway, empty lot, etc. that needs cleaning.
- Duration – How long do you think it'll take? 9 a.m. – noon? All day?
- Date & Rain Date – Saturday the 7th or alternate, Saturday the 14th
- Estimate Volunteers – How many hands will it take?

## FORM YOUR GREEN TEAM

- Engage friends and family to help.
- Contact local waste district – How will you dispose of waste?
- Enlist your community – Find sponsors and supporters. Check with local government and businesses, too.

## INFORM KAB

- Register your event with us online at [KeepArkansasBeautiful.com](http://KeepArkansasBeautiful.com).
- Request supplies from what KAB can offer for events.
- Send us your fliers or photos so we can share them on social media.

## OUTREACH & RECRUITMENT

- Identify and recruit volunteer prospects – scouts, church groups, neighbors, etc.
- Spread the word – Use fliers, social media or online calendars to inform the community.
- Promote – Involve your local media for volunteer recruitment.

## PREPARE YOUR VOLUNTEERS

- Sign in sheets – Have photo and liability waivers available.
- Gear up – Remind your volunteers what to wear based on event conditions.
- Tools – Ask volunteers to bring specialized tools, etc., if needed.
- Safety first – Don't forget water, first aid kits or energy snacks.

## HOST EVENT

- Assign tasks and areas.
- Take photos to show off your volunteers in action!
- Keep track of your collection results.

## REPORT RESULTS

- Complete the Event Wrap-Up Report within 10 days of your event.
- Send us photos so we can help promote your success!

## SAY THANK YOU!

- Don't forget to thank volunteers and supporters!

