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**Clean Up Guide**

Our simple guide covers everything from volunteers to posting on social media!

1. **Research the problem in your community and how best to approach it:**

* Learn how litter affects the environment and the surrounding community.
  + Keep America Beautiful 2020 Litter Study
    - <http://kab.org/litter-study>
  + Here are some takeaways!
    - “50 billion pieces of litter equates to 152 pieces of litter for every U.S. resident.”
    - “90% of U.S residents reported that litter is a problem in their state.”
    - “Cigarette butts continue to be the single most littered item in the United States. Followed by food packaging films and wrappers.”
    - “Over 800 million pieces of fast-food packaging were littered on United States roadways and waterways.”

1. **Organize a cleaning group:**

* Look beyond your neighbors for volunteers! Explore your options
  + Invite family, friends, or members from clubs, churches, and media to serve on your clean up committee.

**FOLLOW THESE 8 STEPS TO MAKE THE MOST OUT OF YOUR CLEAN UP!**

1. **Select an appropriate site, date, and time:**

* **Choose a public location:**
  + A park, river, canal, or a similar community site is ideally accessible for all. Think of using public transportation or bicycles too. Make boundaries for the area so volunteers don’t stray too far
* **Select a date:**
  + Choose a date that best works for everybody to ensure full participation! You can choose any date you like, just be aware and plan for weather for that chosen date!
* **Time:** 
  + Depending on where you are, choose a time that allows for plenty of daylight and comfortable temperatures for volunteers.
* **Duration**
  + Be aware of the volunteers you are working with, people can get tired, so don’t make your clean up too long. Most commonly, clean ups take from two to four hours.

1. **Plan your Cleanup:**

* Determine the number of people needed to clean the area.
* Determine transportation needs to get people to and from the cleanup.
* **Online**
* Use Facebook or VolunteerMatch to create the event, manage volunteer sign-up, and share event information.
* **Offline**
* Put up posters around the neighborhood, on the elevator in your apartment building, on the bulletin board in your building, etc. Get creative!

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* Clean up Kits include:
  + One 5-gallon bucket
  + 1 Adult Sized Litter Grabbers
    - We also have child-sized grabbers; please specify your need when making an appointment.
  + 2 Trash Bags
  + 1 Pair of Gloves
  + 1 Package of Masks (10 masks)
    - Ensure all volunteers have what they need, (supplies, water, snacks, maps, etc.) before beginning the clean up.

1. **Line up support and supplies and arrange for disposal and recycling:**

Be sure to check out these links of Phoenix resources for proper waste disposal, recycling, and hazardous waste collection.

* Phoenix Residential Recycling
  + <https://www.phoenix.gov/publicworks/residential-recycling>
* Phoenix Community Recycling Stations
  + <https://www.phoenix.gov/publicworkssite/Pages/ECOStations.aspx>
* Phoenix Hazardous Waste Collection Options
  + <https://www.phoenix.gov/publicworks/garbage/hazwaste>

1. **Supplies:**

* Write a list of items you might need, like water, snacks, area maps, additional trash bags, etc.
* Keep Phoenix Beautiful will provide clean-up kits:
  + We provide kits by appointment only
  + We can supply one kit or more.
  + Reserve your kits on our website, at <https://www.keepphxbeautiful.org/volunteer>

1. **Orientation and Safety Talk**

* **Remember: Safety First!**
  + Ensure all volunteers know where they are going to clean and the safest way to get there.
  + Two people make a team
  + Wear gloves and closed-toe shoes
  + Bring a hat, sunscreen, and water
  + Watch your footing
  + If something is too heavy, get help
  + Children must have adult supervision
* **Keep the Environment Safe** 
  + Vegetation is sensitive
  + Wildlife is best kept wild
* **What to Remove** 
  + Trash and Litter (tiny to large, anything created by humans)
  + Recyclables
* **What to Leave** 
  + Nature
  + Animals
  + If you are questioning whether to pick the item up, don’t pick it up and mark the location on a map.
    - Hazardous Materials (Mark it and alert the necessary authority)
    - Phoenix Police Non-Emergency Number
      * (602) 262-6151
      * Press option #4 “Make a Report”
      * Report the location of hazardous material

1. **Post to social media and record your data!**

* After your cleanup, RECORD IT! How much trash did you collect? Did you find anything interesting? Let us know by filling out this Follow-Up Form
  + <https://bit.ly/3oQxG5z>
* Publicize the success of the event on social media – Use the hashtag #MyBeautifulPHX
* **Share your photos with Keep Phoenix Beautiful**
  + Tag us @
    - Facebook: KeepPhoenixBeautiful
    - Instagram: KeepPhxBeautiful
    - Twitter: @KPB\_AZ
* Share your images with friends and family.
* Say thanks to volunteers, organizations, or any additional support you may have received.

**You are a KPB champion in helping our city be clean, green, and beautiful!**

**Thank You for participating in My Beautiful PHX!**

**Be sure to continue to use your #MyBeautifulPHX clean-up kits!**

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