**Conducting a Clean Up in Conjunction with Keep Jonesboro Beautiful**

**Neighborhood Cleanups can be fun, and a great way to meet your neighbors. The following suggestions will increase your success.**

1. **Plan the Clean Up**
* Select the area
* Locate parking/meeting up area. Get permission to use a business or church parking lot.
* Choose a date and time
* Recruit volunteers using social media or flyers.
* Decide whether police presence is necessary if traffic is busy or the road is dangerous. If so, notify the police department. They require 7days advance notice. Availabity isn’t guaranteed due to possilbity of emergencies.
* Notify the Sanitation Department about the date of your event; Cindy is the preferred contact (992-7520). Tell Sanitation where you will leave bags for the workers to collect. It may be possible to leave the bags at the roadside or you many need to recruit someone with a truck to drive the route to collect the bags and take them to the collection point.
* Ask someone to take photos. This is important to document the activities.
* Keep tabs of the number volunteers and the number of bags collected (or tons if the Sanitation department is collecting large items). Turn this in to the coordinator Keep Jonesboro Beautiful (chair of litter committee).

**2. Promote the Clean Up**

* Make a simple flyer (date, time, and location) and hand them ou around the area or ask businesses to put them in a public space.
* Email people in your neighborhood or commission members and invite them to join you.
* Share a copy with the church or business where you are staging the cleanup so they can recruit members or employees.
* Utilize social media like Facebook and the [Nextdoor.com](http://Nextdoor.com).

**3. Manage the Clean Up**

* Manage your clean up!  The longer the route and more involved the streetscape, the more of an active role you will need to take in managing the event.
* Show up a half hour early.  Have the volunteers sign in (this serves as a release)
* If a police officer is assigned to your event, they will likely show up early.
* Be prepared with a statement for any media who shows up or recruit a spokesperson.
* Volunteers also show up early.  Explain the plan, give them bags, vests and supplies, and direct them to an area to work.  Make a mental note of where they are being sent. You may need to be on hand through much of the event to welcome late arrivers and send them where they are needed or redirect people to new areas.
* Starting on time!  Welcome everyone, thank them for coming, give your 30-second elevator pitch for KJB, introduce your police escort and let everyone get to work.  Remind everyone to watch for vehicles and be safe. Don’t pick up anything that looks hazardous such as needles or jagged glass.
* Keep in touch via text or phone with whomever is helping you (exchanged phone numbers in advance.)
* Thank your volunteers.
* Try your best to note how many volunteers show up and where they are from.  Are they part of a group?  Are they from the neighborhood?  Are they a commission member?  Or are they a person who just wants to help?

**Wrap Up the Clean Up**

* Send a handwritten thank you note to the church or business that hosted you.
* Report back to the KJB director on amount of litter collected and the number of volunteers. Forward photos.
* If requested, add the photos to the Google Shared drive and label the folder appropriately.