

HOW TO: HOST A COMMUNITY PICK-UP EVENT

IN ADVANCE OF THE EVENT

- Pick the spot(s) where you'll clean up litter. Popular options include:
 - Public parks and trails
 - Downtown sidewalks and plazas
 - School grounds
 - Rivers or lakes
 - Ditches along roadwaysBe aware of who owns the property and make sure you have permission. For parks and public spaces, contact city hall or the city parks department.

- Pick your date, time and meet-up location.
 - Pick a time where temperatures will be comfortable and you'll have enough daylight.
 - Set an end time so volunteers know what to expect.
 - Meet where there's plenty of room to safely gather and park (not the side of the road).

- Gather supplies.
 - Gloves are a must for health and safety!
 - Trash grabbers
 - Trash bags
 - Brightly colored vests or reflective clothing (especially if working along roads)
 - Water and snacks for volunteers
 - Hand sanitizer or access to soap and water
 - Signage – put up a yard sign/banner with the name of your organization (so volunteers can find you & passersby know who to thank!)

6 QUICK TIPS

1. Plan ahead

Choose a well-timed date and safe location; secure permissions; gather supplies; coordinate waste disposal.

2. Make it easy to join

Invite potential volunteers with clear info on where, when, and what to bring.

3. Register the event with *Pick-Up Iowa*

Sign up at www.KeepIowaBeautiful.com.

4. Safety first

Gloves, grabbers, and bright clothing help keep volunteers safe.

5. Show appreciation

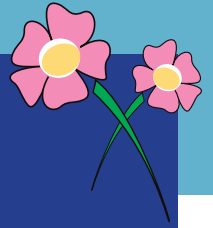
Offer snacks, social media shoutouts, or a small celebration for volunteers.

6. Share your impact

Take photos, track results, and share!



STAY CONNECTED



SAFETY TIPS FOR VOLUNTEERS

- Make a plan for disposing of trash.
Where will full trash bags go? Coordinate with your waste management company or recruit a volunteer with a truck to take bags to a disposal site.
- Recruit volunteers and publicize.
 - Make a flyer or graphic to post around town and online. Try Canva.com for free templates.
 - Where to share: City social media pages, local facebook groups, library, rec center, churches, school newsletters, nonprofit email lists.
 - Tell volunteers what to wear/bring – sturdy shoes, appropriate clothes, water, hat, sunblock, and supplies such as gloves or grabbers.
- Prepare and sign waivers.
Prepare a waiver for volunteers to sign that acknowledges the risks of participating in the event. Minors need a guardian to sign. Waivers can be signed in advance or at the event. Sample waivers:
 - [Adopt A Stream](#)
 - [Chicago Parks Foundation](#)

ON THE DAY OF THE EVENT

- Meet Up: Have volunteers meet in a central location to sign waivers, pick up supplies, review safety tips, and get assignments for where to go. Put up a sign or banner to help people find the meeting place.
- Work in Groups: Don't have volunteers work alone – working in small groups of 2-5 people is better for safety and visibility, and it's more fun!
- Flexibility: Add flexibility to work assignments so volunteers don't have too much/too little to do. Identify priority areas to start with, and additional areas to cover if time allows.
- Set an end time.
- Tell volunteers where to bring full trash bags.
- Provide water and snacks at the end. Bigger events could add entertainment or a food truck.
- Provide safety tips for volunteers (see side bar).

Litter can contain dangerous objects

- Avoid touching litter directly by wearing gloves and using trash grabbers.
- Do not open any sealed containers.
- Do not pick up sharp objects, needles, chemical or gas containers, unidentified containers or substances, or anything else that could be harmful.
- When in doubt, leave it!

Be aware of your surroundings

- Be cautious along roadways and make sure children are closely supervised if working near roads or water. Assign children to areas away from busy roadways and other hazards.
- Be aware of hunting seasons and locations when working in natural areas.

Prepare to be outside

- Wear proper clothing and sun protection – sturdy shoes, hats, sunscreen. If working in wooded areas, wear bug spray and check for ticks afterward.

AFTER THE EVENT

- Thank your volunteers in person, on social media, in your newsletter, etc.
- Share your success: Take pictures and share on your social media or newsletters, with the local paper, and with any groups that participated
- Share your pictures with Keep Iowa Beautiful!

CONTACT US:

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www.KeepIowaBeautiful.org

Thank you to Keep America Beautiful for their contributions to this flyer!

STAY CONNECTED

  @KeepIowaBeautiful keepiowabeautiful.com