



Neighborhood Coordinator Checklist

**You've agreed to host a neighborhood cleanup.
What do you do?**

One to two months ahead:

- Submit your Neighborhood Cleanup Request form for a FREE neighborhood cleanup.
- Identify appropriate drop-off locations and obtain permission, if necessary.
- Recruit volunteers and determine what kind of supplies you need (signs, prepare lists of items that are or are not acceptable, gloves, rakes, garbage bags, etc.
- Prepare a work schedule for the volunteers.

At least one week prior to the event:

- Canvas the neighborhood with event announcement/flyers and deliver to each home in the participating neighborhood.
- Be sure to identify any neighbors with special needs and see how you can assist them.

At least two days ahead:

- Contact the Solid Waste & Recycling Manager and make sure you have all the phone numbers you will need during the event, including the number for the Waste Control driver of the drop boxes.
- Make sure all the volunteers have your phone number.
- Meet as a group with your volunteers and make sure they understand what the plan is and who is doing what.

The night before:

- Be sure you charge your cell phone.
- Contact all of your volunteers and make sure they are still planning to attend, and that they know when and where they report for their shift.
- Confirm all contact numbers with the Solid Waste & Recycling Manager.

The day of the cleanup:

- Keep your cell phone with you at all times.
- Be at the drop-off site early enough to make sure that the drop boxes are delivered and set up where they are supposed to be.
- Set up a table where the event sign-in and sign-out sheet is kept. Make sure that ALL volunteers sign in and record the number of volunteer hours when they sign-out.
- Bring extra copies of the event flyer on hand that identifies the materials that are and are not accepted in case interested neighbors stop by for more information.
- Make sure that your volunteers find time to periodically rest during the event and that plenty of bottled water is made available to them.

When the event is over:

- Make sure that ALL volunteers have signed out and recorded their hours. If some hours are blank, you may estimate the volunteer hours as best as you may recall.
- Make sure everyone leaves with the tools and equipment they arrived with.
- Make sure you have designated a few volunteers to help you clean up the drop-off site. It is important that this site is just as clean after you leave as before you arrived.
- Make sure you contact the Waste Control driver and let him know the event is completed and they can come and retrieve the last box(es).
- Make sure that the completed Liability Waiver form and the signup sheet, with the recorded number of volunteer hours, are turned into the Solid Waste & Recycling Manager within a few days following the event.
- Consider sending a brief thank-you card to your volunteers within a week after the event is over. This may get them more inclined to volunteer again next time one is planned in your area.
- **IMPORTANT.** Fill out and submit the “Post-Event Survey,” to the Solid Waste & Recycling Manager. Your comments are very important, as this is an opportunity for you to let us know how your event went. Your suggested recommendations, if any, will allow the City to make appropriate program changes for future neighborhood cleanup events.