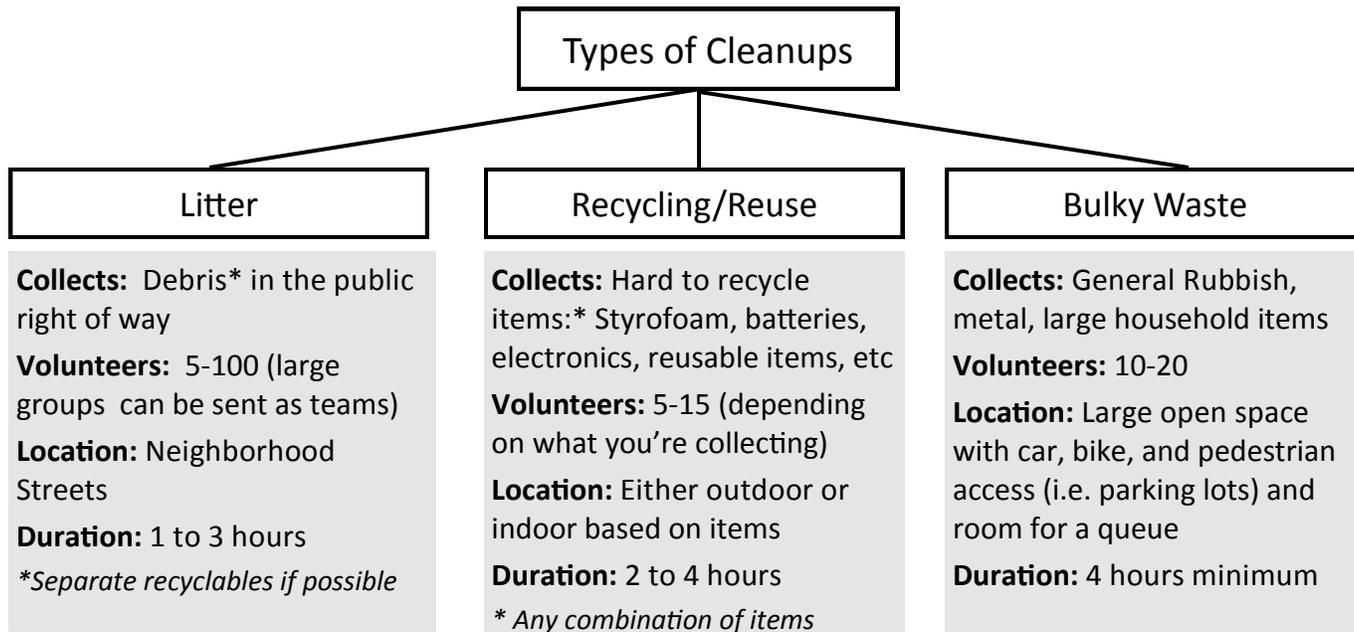


Neighborhood Cleanups: A Planning Guide



Select the type of cleanup (or combination of cleanups) that suits your

Funding per Neighborhood Association: \$425* FY 2014-2015

*Additional funding may be available for spring cleanups. Neighborhoods will be notified after March 1st.

Funding Uses:

Approved costs include:

- Cleanup site rental
- Hauler drop boxes
- Port-a-potty rental
- Supplies (gloves, trash bags and safety vests)
- Promotions/Advertisements (banners, flyers)
- Refreshments for volunteers such as coffee and doughnuts, pizza and soft drinks

Other costs must be approved in advance. Provide a draft budget when you register.

Metro Disposal Vouchers waive the tipping fees for the Metro Transfer Station

Extend your funding and capacity — partner with other organizations:

- Another neighborhood association
 - More volunteers, more outreach
- Coalition Supplies
 - A complete list is available at www.nwnw.org/resources/volunteer-tools/equipment-checkout/
- SOLVE
 - Free supplies for litter cleanups
 - Volunteer registration
 - Small grants through the SOLVE-IT Program (every April)
- Local institutions (churches, schools, businesses)
 - Potential location, litter waste disposal
- Multnomah County Alternative Community Service <http://web.multco.us/dcj-adult/community-services>
dori.a.larson@multco.us

Ready to begin planning a cleanup? Have an idea that's not addressed here?

Contact Jen at jen@nwnw.org or 503-823-4265 to schedule a chat.

Neighborhood Cleanup Checklist

CLEANUP PLANNING:

- Obtain Neighborhood Approval
- Choose a type of cleanup, location, date and time
- Contact Site Owner for Permission & map out site
- Prepare your cleanup budget
 - Contact Haulers/Recyclers
 - Seek Sponsors
- Notify Coalition of Event Details (Fill out cleanup form and budget outline)**
 - Deadline: March 1st or two months before your cleanup (whichever is first)**
- Present your project at community meetings
- Advertise and post flyers
- Identify Volunteers
- Gather Materials and Supplies
- Complete Metro Vouchers (if needed)

DAY OF EVENT:

- Set up Sign-In Table (sign-in sheets, waivers, pens, membership forms)
- Direct haulers and/or recyclers to situate their bins according to prepared site map
- Arrange supply station (bags, gloves, safety vests, grabbers)
- Place food and beverages in food area
- Give Metro Disposal Vouchers to waste hauler

AFTER EVENT:

- Keep NWNW supplies and correspond with Jen about retrieval
- Record Information on cleanup forms, send to NWNW or fill out online report form**
- Collect receipts, weight slips, and other required documentation and give to Jen (electronic copies ok)**
 - Deadline: 2 weeks after your event or as soon as possible**
- Recognize volunteers and sponsors
- Celebrate a job well done!