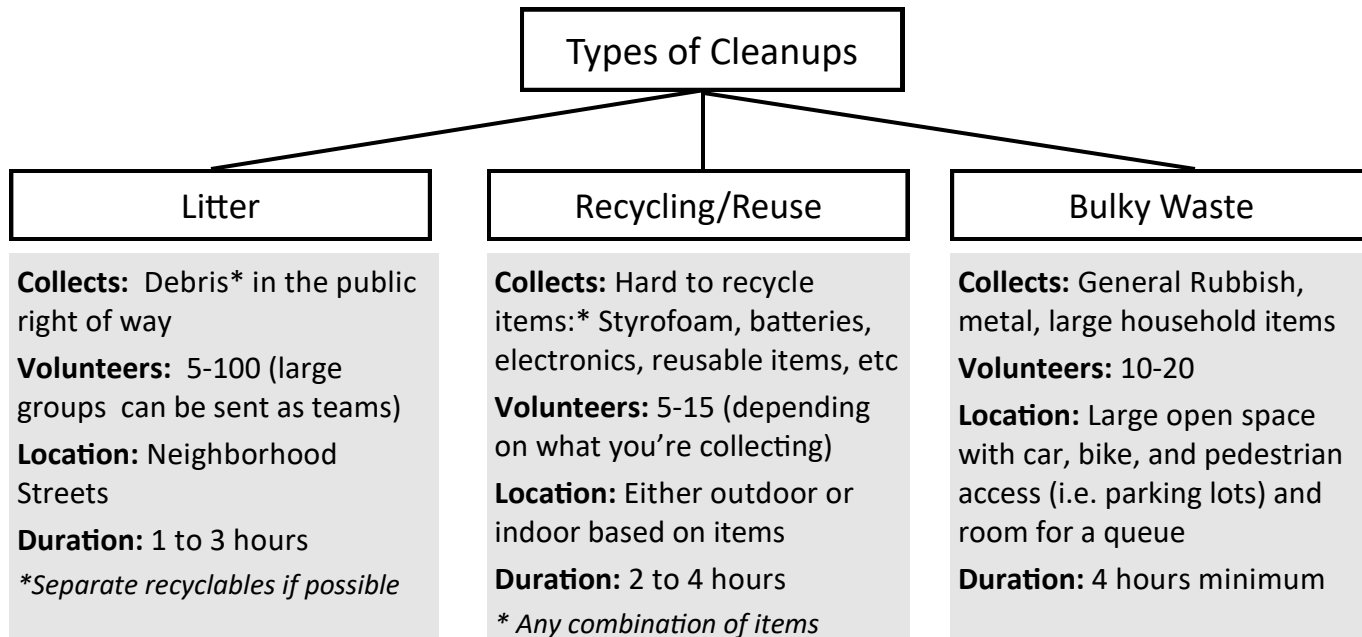


# Neighborhood Cleanups: A Planning Guide



**Select the type of cleanup (or combination of cleanups) that suits your neighborhood needs.**

## Funding per Neighborhood Association: \$525\*

\*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
- Metro tipping fees

**Other costs must be approved in advance.**

**Provide a draft budget when you register.**

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](http://www.nwnw.org)
- 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](mailto:dori.a.larson@multco.us)

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

Contact Doretta at [doretta@nwnw.org](mailto:doretta@nwnw.org) or 503-823-4211 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

## **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

## **AFTER EVENT:**

- Keep NWNW supplies and correspond with staff 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 NWNW (electronic copies ok)**
  - Deadline: 2 weeks after your event or as soon as possible**
- Recognize volunteers and sponsors
- Celebrate a job well done!