



ORGANIZING A COMMUNITY LITTER CLEAN UP

The items listed below are in general order of sequence. Start with the first one and check the boxes as you finish each task; when all the boxes are checked you should be ready to go!

- Identify the project leader or leaders. **MAKE SURE THIS PERSON KNOWS THEY ARE RESPONSIBLE FOR THE PROJECT!**
- Choose a good date and time for your clean up. This should be a date *at least* a month away, with two to three months even better. Saturdays are the day you'll get the best turnout.
- Identify a "headquarters" for the clean-up day- firehouse, grange, town hall, etc. This place should have a large parking lot and shelter for volunteers and workers.
- Reserve the use of that place for that day. A letter requesting the use of that site is best.
- Contact your local transfer station or waste hauler to make arrangements for collected litter to be disposed of. Most will provide free disposal for such projects.
- Determine how you'll get the bags of litter from your roadsides to the disposal site.
- Make a list of the areas you want cleaned and prioritize the list.
- Identify clubs, service organizations, families, and businesses most likely to help.
- Contact these groups and ask them to help on your date.
- Assign an area to clean to each of the participating groups or individuals. Ask them to assist by recruiting other individuals or groups.
- If possible, map the town or target area and color in the sections as you assign them.
- Assign someone to deal with refreshments. Coffee and doughnuts? Hot dogs? Sandwiches? Soda? Will you need a grill? Cups, plates, utensils, trash cans? Don't forget clean up!
- Ask local businesses if they will make donations of food and drinks for your clean up day.
- Estimate how many individuals will be cleaning and multiply that number by 4 to determine how many bags to order (most volunteers don't fill more than 4 bags on any given day).
- Call NH the Beautiful the time, date and amount of bags you will pick up. Call or email Paula Dow at 603-736-4401 or nhtb@nrra.net.**
- Ask local newspapers and radio stations to publicize the day starting a month in advance.
- Make it easy for interested people to contact you – give phone numbers, email addresses, etc.