



HOW TO PLAN A CLEANUP!

Planning your event (months to 2 weeks before)

- Register your cleanup date and a rain date (www.norfolk.gov)
- Come to training 1- 2 weeks prior to your cleanup!
- Pick a spot to clean or get assignment from KNB and visit it prior to your cleanup date.
- Estimate the number of volunteers needed and how many you can safely manage.
- Determine cleanup boundaries, meeting time, parking and registration place. Prepare a map of the site if this helps you.
- Determine how you will dispose of trash and/or recycling collected.
- Recruit volunteers give them location, where to park, start and expected end time. Choose a phone number and/or e-mail address for volunteers to RSVP and/or contact you with questions; share this contact so others can help recruit.

Before your event (1 week to a couple of days before)

- Reach out to volunteers to remind them to dress appropriately (closed toed shoes) and given them a weather outlook of your cleanup day
- If applicable, assign tasks to volunteers ahead of time such as sign in coordinator, supply coordinator, recycling coordinator, cleanup coordinator to make sure trash is placed correctly for pick up and/or a report coordinator so all data is accurate.
 - Teach others so they can lead in the future.
- Pick up supplies at the Ernie Morgan Environmental Action Center from 8:30 am to 5:00 pm.
 - Call or email to schedule pick up

Day of event!

- Bring sign in sheet, report form, and supplies
- Set up a place for volunteers to check in.
- Bring a cell phone and/ or first aid kit to the event in case of emergency.
- Keep your volunteers safe! Read Safety Guidelines to group and then have all volunteers sign-in.
- Take photos during the cleanup
- Immediately after your cleanup, call 441-1347 to request trash pickup if needed (it is okay to leave a message).
- Send in your report and sign in sheet ☺
 - Online: www.norfolk.gov/knb
 - Email: knb@norfolk.gov
 - Fax: 757-441-5285
 - Mail: Keep Norfolk Beautiful | 3500-A Granby Street | Norfolk, VA 23504



KEEP NORFOLK BEAUTIFUL | Our Mission: To Lead Citizens Toward Environmental Stewardship

ADDITIONAL NOTES

Supplies for registered groups based on availability:

- Trash Bags
- Gloves

Supplies available for loan:

- Safety Vests (mandatory for streets greater than 35mph)
- Water Jugs
- Litter Grabbers
- Rakes/Shovels/simple garden tools

Social Media – Follow and/or like us online!

Post your awesome pics and tag us in them.

- **Facebook:** Keep Norfolk Beautiful
- **Twitter:** @KNB_VA
- **Instagram:** @KeepNorfolkBeautiful
- **Hashtags:**
 - #keepnorfolkbeautiful
 - #dobeautifulthings
 - #livinglitterfree

THANK YOU FOR VOLUNTEERING WITH US!