

## **KEEP CITRUS COUNTY BEAUTIFUL COMMUNITY CLEANUP GUIDELINES**

### **PLAN AHEAD**

1. Contact Keep Citrus County Beautiful to register your community project. We need to know a contact person, general location and date to start. We can provide trash bags, loaner vests and grabbers. Ask us for helpful hints on cleanups and other kinds of community projects.
2. Select a project leader and a date.
3. Determine the project area and the materials you will handle for a cleanup.
4. Decide whether participants will bring their own material to a central location or if you will provide collection service.
5. Contact Citrus County Solid Waste Management (Landfill) 527-7670 for a tipping fee waiver
6. Advertise and organize volunteers using word of mouth, community bulletin board, e-mail, phone tree, posters, newsletter, and/or website. Gather tools, first aid kit, water or other items you may need. Send KCCB more details on your project.

### **PROGRAM DAY**

1. Start with a volunteer meeting, go over assignments, safety procedures, list volunteers on a signup sheet. Sign student volunteer timesheets at the end of the event.
2. Thank your volunteers; handshakes are the very minimum. You can add certificates, notes, food and beverages, t-shirts or hats or another thank-you gift.
3. Take pictures - volunteers in action, before and after shots are impressive.
4. Deliver your material to the County landfill along with a copy of your fee waiver

### **AFTER THE EVENT**

1. Find out how much (by weight) you collected by contacting the landfill.
2. Send your photos to us along with a description of who participated, how many hours were volunteered, area cleaned up, amount of material collected and any fun or strange highlights from the event. Recognize outstanding service.
3. Write down what you would have done differently, ideas for a better project next time.
4. Plan another event. Add an improvement project to the cleanup. Plant a garden, be creative.

## **REGISTER YOUR EVENT WITH KCCB**

**CONTACT PERSON NAME**

**CONTACT PERSON PHONE/EMAIL**

**CLEANUP LOCATION**

**EVENT DATE**

**OTHER DETAILS**

Call 746-9393 or e-mail [keepcitruscountybeautiful@gmail.com](mailto:keepcitruscountybeautiful@gmail.com) with this information to register.