

PARTNER WITH KEEP COLUMBUS BEAUTIFUL

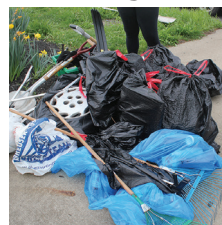
Keep Columbus Beautiful is a volunteer community improvement program within the City of Columbus, Department of Public Service, and an affiliate of national not-for-profit Keep America Beautiful.

Picking up litter and debris is everyone's responsibility. Visible litter indicates no one cares and leads to increased crime and economic decline. When **YOU** see litter on your lawn, sidewalk, parking lot or on the street...PICK IT UP!!

PLAN A PICK IT UP!! EVENT

- **Gather** friends, neighbors, church members, business associates or family.
- **KCB helps to:** suggest a location in need of abatement, a launch site, maps, liability waivers, safety checklists.
- Organized cleanup activities should take place on public access areas such as a street or waterway. Check to see if you need permission to work in a designated area. If you decide to cleanup in a **City park**, you will need to apply for a **Special Activities Permit** through the Columbus Department of Recreation and Parks. KCB will provide supplies and equipment.
- **Everything you need is ONLINE at www.keepcolumbusbeautiful.org.** Download from the FORMS and RESOURCES section to **register** your activity and to request the loan of (free) tools and supplies. Provide your name and contact information, the date, time and location of your activity (with street boundaries) and the number of volunteers you expect to participate. Set a specific day and time to pick up equipment from KCB for your event. Your registered event will be posted on the KCB website.

- **Drive in to the KCB Visitor and Supply Center**
Located at 1265 Marion Rd, Columbus Ohio 43207 in a City of Columbus warehouse on the city's south side, the center is open Monday through Friday from 7:30 a.m. to 4:30 p.m. You may drive directly into the warehouse where KCB staff will assist you with completion of paperwork and loading of your vehicle.
- **What equipment is available through KCB?**
Litter grabbers, gloves, safety vests, trash bags, rakes, shovels, wheelbarrows, pruners, shovels, brooms and other tools helpful for a litter abatement or beautification effort. Supplies are limited and used to support volunteer cleanups throughout the City of Columbus. The number of tools and other supplies provided are based on the size of your event, number of participants and availability within our inventory.
- **Scheduled Returns** All loaned equipment and supplies are to be brought back to the Visitor and Supply Center as soon as possible so materials can be made available for other volunteer projects. Trash bags are in high demand, so we ask any unused bags also be returned. Groups are kindly asked to assist us by washing and drying dirty/used cotton work gloves.
- **Data is important** KCB requires completion of a SUMMARY ACTIVITY FORM. Our program collects information for our national affiliate Keep America Beautiful and the City of Columbus. Make sure to keep track of the number of bags collected.



WHAT TO DO WITH COLLECTED LITTER...

- If your activity is near **city-owned 300 gallon containers** (usually in alleys) you may place your bags inside the container for regular collection. We ask groups to be courteous to residents and not overload one or two containers, but spread out your bag deposits in the area.
- If your activity is not within a 300 gallon area, KCB will establish a location for you to place the bags and notify the **Division of Refuse** for collection - **or** you can also place a collection request online with 311 or call (614-645-3111) to pick up the litter-filled bags.
- If you plan a very large cleanup, you may wish to contact a private refuse company to donate a dumpster/roll off or seek permission from a local business to place litter bags in their dumpster.

BEFORE A PICK IT UP!! EVENT...

- Visit your activity site prior to the event, look for any safety hazards. Develop a flier to invite participants - **PICK A RAIN DATE.**
- Food and Beverages always make for a successful event. Ask local businesses to support your efforts with a donation.
- Take before and after **photos** - post on social media or in newsletters.



PICK IT UP!! DAY...

- Meet at the agreed **launch site**, ask all participants to sign a liability waiver, distribute supplies and equipment, maps for large areas, and review safety rules.
- Small groups should work in pairs, large groups divided into teams. Assign them areas and timelines. **Goal:** collect litter from visible perception points first, such as: neighborhood gateways, main arteries, corridors and targeted residential streets/hot spots, entertainment areas.
- Leaders should make participants aware of **emergency procedures**, nearest police or fire station, first aid kits, make sure people are aware of traffic and their surroundings, dogs, or other animals.
- Exchange of **cell phone** numbers.
- **Youth** under 12 need adult supervision. Be aware of any volunteers with health/heat issues.



TIPS FOR A SAFE, FUN AND SUCCESSFUL LITTER CLEANUP.

- Volunteers should **dress for the weather**, use sunscreen/bug repellent, wear closed-toe shoes, long pants and shirts if in a wooded area to prevent ticks or poison ivy.
- ALWAYS wear a **safety vest** to identify you as a PICK IT UP Volunteer and GLOVES.
- **Hydrate** - keep water readily available and energy bars.
- DO not pick up hazardous materials-hypodermic needles, paint, explosive or flammable materials, old car batteries, items with bed bugs, animal carcasses, condoms, broken glass, urine filled bottles, etc.
- *If you have a 2 liter plastic bottle-dangerous sharps such as needles can be carefully collected and sealed into the bottle and disposed of with the litter in the trash bag.*
- LITTER Volunteers are **not** to pick up **BULK** items-make a note if your group spots unreported household bulk or illegally dumped items and report the location with detail to 311. Or report illegal dumping in process to 614-871-5322.

THE CITY OF
COLUMBUS
ANDREW J. GINTHER, MAYOR

DEPARTMENT OF
PUBLIC SERVICE

1265 Marion Rd. • Columbus, OH 43207
614-645-2421
www.keepcolumbusbeautiful.org



KEEP
COLUMBUS
BEAUTIFUL
KEEP AMERICA BEAUTIFUL AFFILIATE



**HOW TO
ORGANIZE A
PICK IT UP!!
EVENT**