

Lead the Cleanup Charge How to Organize a PICK IT UP! Event

LITTERACY
Matters!

Litter not only looks bad but it impacts the health of our community and our environment. This is one of many reasons why LITTERacy matters. Host a PICK IT UP! Event where volunteers will learn the effects of litter and how to care for their community as they clean up our streets together.



STEP 1: Plan Ahead

Choose a day (and a rain day date just in case, too!) several weeks ahead of time. Then, you'll want to:

- Pick a location in a public area, such as a waterway or a street.
- Estimate the number of volunteers, supplies and time the cleanup will take.
- Note potential safety hazards, choose a cross street to place litter bags for pickup and take "before" pictures of the area on your site visit.
- Fill out the [Keep Columbus Beautiful Event Registration and Supply Request Form](#).



STEP 2: Visit the Keep Columbus Beautiful Visitor and Supply Center

Visit our center to collect the supplies you'll need during the event. We can help:

- Estimate your group's needs based on size
- Provide litter grabbers, safety vests, gloves, trash bags, shovels and more
- Answer questions regarding cleanup safety
- Coordinate trash bag pickup



STEP 3: Set Volunteers Up for Success

Arm your volunteers with the information they need to stay safe and have fun ahead of time. Advise them to:

- Wear gloves, close-toe shoes and clothes that cover the body
- Wear a safety vest or bright colors
- Use sunscreen and bug repellent
- Stay hydrated and keep high energy foods on hand
- Stick with a buddy and be aware of their surroundings
- Place litter in the appropriate bags and location for pickup
- Watch out for and avoid potentially hazardous materials



STEP 4: Host Your **PICK IT UP!** Event

Follow these tips to keep your volunteers safe and ensure they enjoy a well-organized event.

- Set up a meeting spot for before and after the event with maps of the area, a first aid kit, hand sanitizer and a supply pickup table.
- Have all volunteers sign a Liability Form.
- Make volunteers aware of potential hazards, such as volunteer allergies, roadways and dangerous litter.
- Divide volunteers into teams and assign cleanup areas, ensuring adult supervision for minors.
- Use cell phones to stay in contact during the cleanup and reconvene hourly to check in.
- Remember to take progress photos along the way!



STEP 5: Complete the Cleanup

After your PICK IT UP! Event, congratulate everyone for a job well done! You may also want to:

- Thank your volunteers
- Keep a log with names and contact information for your next cleanup
- Take “after” photos of the cleanup area

STEP 6: Return supplies to Keep Columbus Beautiful Supply Center

Report your cleanup data using the Event Summary Form, and let Keep Columbus Beautiful know the cross street of the litter bags to ensure a timely collection.



REGISTER YOUR EVENT NOW:

Fill out the Keep Columbus Beautiful Event Registration and Supply Request Form at [KeepColumbusBeautiful.org](https://www.KeepColumbusBeautiful.org)



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