



# TEAM UP TO CLEAN UP

# City-Wide Volunteer Clean-up Campaign

## Group Leader Guide

### Getting Ready

- ✓ Register your group for a collection area at Troy City Hall, Planning Department, 301 Charles W. Meeks Ave, Troy, AL, email us at [ktb@troyal.gov](mailto:ktb@troyal.gov), or call us at 334.670.6025.
- ✓ Have all group members sign the Registration Waiver before you begin collecting litter.
- ✓ Instruct your group members to wear clothing appropriate for the weather and field conditions.
- ✓ Be Prepared! Each group should have a cell phone, a first aid kit, plenty of drinking water, and enough trash and recycling bags to accommodate the size of the group and the collection area.
- ✓ The registered location is only within the City street ROW and/or City property boundary. Ask permission from the property owner before going on any private property!
- ✓ Bring your own safety gear; gloves and vests are not provided.

### Litter Collection Day

- ✓ Wear protective gloves and clothing.
- ✓ Work as a team or with a buddy, particularly when moving heavy objects.
- ✓ Use extra caution by busy streets and on slopes.
- ✓ Seek shelter if a storm warning is issued.
- ✓ Leave these potential dangerous waste items alone and report their location to the Police at 334.566.0500.
- ✓ Call 334.670.6025 (afterhours email [ktb@troyal.gov](mailto:ktb@troyal.gov)) to report where you left the filled bags and any bulky items.
- ✓ Litter collected on private property should be placed with the property owner's dumpsters or trash receptacles.
- ✓ Take pictures.
- ✓ Have fun!

### After Litter Collection

- ✓ After your pickup, drop your waiver (with the items listed below) off at Troy City Hall NO LATER THAN May 5, 2017. In order for your team and team members to be eligible for the drawing to the \$100 VISA Gift Card, courtesy of TB&T, we need all of the following items returned to us by May 5, 2017. Items we need back to successfully record the Troy's 4th Annual City-Wide Volunteer Clean-up Campaign - Team Up to Clean Up outcomes are as follows:
  - Waiver
  - Any supplies other than bags provided by KTB, such as litter grabbers, vests, gloves, etc.
  - Event Recap and Participant Survey (To complete online: <https://www.surveymonkey.com/r/PDJX7M8> )
  - Photos from your group's pick up to be used promoting future events please email these to [ktb@troyal.gov](mailto:ktb@troyal.gov))
- ✓ Save the date for 2018: March 1, 2018 – April 30, 2018

**For photos and updates on litter pickups visit our facebook page at  
<https://www.facebook.com/keepstroybeautiful>**