ORGANIZE A CLEANUP: IT'S FUN & EASY!

1. DEFINE EVENT
2. FORM YOUR GREEN TEAM
3. INFORM KAB
4. OUTREACH, PROMOTION, AND RECRUITMENT
5. PREPARE YOUR VOLUNTEERS
6. HOST EVENT
7. REPORT RESULTS
8. SAY THANK YOU!
DEFINE EVENT
☐ Location – Pick a park, roadside, beach, waterway, empty lot, etc. that needs cleaning.
☐ Duration – How long do you think it’ll take? 9 a.m. – noon? All day?
☐ Date & Rain Date – Saturday the 7th or alternate, Saturday the 14th
☐ Estimate Volunteers – How many hands will it take?

FORM YOUR GREEN TEAM
☐ Engage friends and family to help.
☐ Contact local waste district – How will you dispose of waste?
☐ Enlist your community – Find sponsors and supporters. Check with local government and businesses, too.

INFORM KAB
☐ Register your event with us online at KeepArkansasBeautiful.com.
☐ Request supplies from what KAB can offer for events.
☐ Send us your fliers or photos so we can share them on social media.

OUTREACH & RECRUITMENT
☐ Identify and recruit volunteer prospects – scouts, church groups, neighbors, etc.
☐ Spread the word – Use fliers, social media or online calendars to inform the community.
☐ Promote – Involve your local media for volunteer recruitment.

PREPARE YOUR VOLUNTEERS
☐ Sign in sheets – Have photo and liability waivers available.
☐ Gear up – Remind your volunteers what to wear based on event conditions.
☐ Tools – Ask volunteers to bring specialized tools, etc., if needed.
☐ Safety first – Don’t forget water, first aid kits or energy snacks.

HOST EVENT
☐ Assign tasks and areas.
☐ Take photos to show off your volunteers in action!
☐ Keep track of your collection results.

REPORT RESULTS
☐ Complete the Event Wrap-Up Report within 10 days of your event.
☐ Send us photos so we can help promote your success!

SAY THANK YOU!
☐ Don’t forget to thank volunteers and supporters!