

# COMMUNITY CLEANUP CHECKLIST



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Community cleanups are a great way to show pride in your community. Some of the best places for cleanups are neighborhoods, parks, streams, beaches, and college campuses.

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## Planning Stage

- Identify a location for your cleanup with safety in mind.
- Contact the appropriate person at the desired location to request to host a cleanup at that location.
- Choose a date and time when the community is available to participate.
- Consider important dates, such as: MLK Day of Service (January), Earth Month (April), World Cleanup Day (third Saturday in September).
- Plan for the cleanup event to be one to two hours long.
- Consider seeking donations or funding for cleanup materials, such as bags and gloves.
- Recruit volunteers from local schools, community organizations, and senior centers.

## 4 Weeks Prior to the Event

- Invite local leaders to join the cleanup.
- Distribute fliers to local businesses, community bulletin boards, grocery stores, coffee shops, libraries, etc.
- The flyer should include the date and location of the cleanup and contact information of the organizer.
- Post a volunteer recruitment message on community social media pages or send to community contacts through email.
- Consider providing a map of the cleanup area. Consider using the County's online interactive mapping tool My Neighborhood at [bcgis.baltimorecountymd.gov/myneighborhood](http://bcgis.baltimorecountymd.gov/myneighborhood).

## 1-2 Weeks Prior to the Event

- Remind volunteers about the event, including the date, time, location, and where to meet.
  - Include what will be provided to them (bags, gloves, etc.).
  - Encourage volunteers to wear sturdy, closed-toe shoes, and, and clothing they don't mind getting dirty.
- Notify local businesses and encourage them to donate refreshments for volunteers.

## Week Prior to the Event

- Collect heavy-duty trash bags and gloves for volunteers.
- Prepare a "Cleanup Today" sign to display in your cleanup area on the day of the cleanup.
- Send out another reminder about the cleanup the day before the event.
- Scope out cleanup area to estimate how much trash will be collected to help with deciding how trash will be disposed. Refer to options for trash disposal below.



**CLEAN  
GREEN**  
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## Day of Event

- Consider flagging the boundaries of the cleanup area. Be sure to remove flagging when cleanup is complete.
- Gather volunteers before the cleanup begins to thank them for participating, point out any potential hazards, and distribute supplies (bags and gloves).
- Collect litter and separate recyclables from trash.
- Be sure to take photos to use on social media before, during, and after the event to invite others to join the cleanup and see the results.
- Record the number/size of bags, large items, and weight of the trash.
- Use hashtags #CleanGreenBaltCo, #trashtag, #LitterDoesntStopWhereItDrops.
- At the end of the cleanup, be sure to take a photo of all the litter collected.
- Dispose of trash collected (see options below) and take all event materials with you.

## Options for Trash Disposal

- If you only have a few bags, set them out with your household trash.
- If you have more, you could ask permission from a nearby commercial business to use their dumpster.
- If you do a large cleanup, contact the Baltimore County Bureau of Highways at 410-887-3560 or [highways@baltimorecountymd.gov](mailto:highways@baltimorecountymd.gov), preferably in advance, and ask them to pick up the bags, providing an exact location. You can also make a request via the BaltCoGo app (available for free from your app store) by selecting the option for a "Roads and Sidewalks Issue."

## Safety Tips

- Before starting the cleanup discuss how to handle any sharp/hazardous materials.
- Tell children to leave sharp materials and inform an adult if they see any.
- Provide a container for sharp or hazardous materials, for example, a coffee can.
- Purchase heavy duty gloves or encourage volunteers to bring their own.
- Encourage them to wear sturdy closed-toe shoes, and clothing they don't mind getting dirty.

## After Your Event

- Submit results of your cleanup at the link below to help your favorite Baltimore County public school win an environmental project grant, and help the County track litter efforts. Complete the simple form at [BaltimoreCountyMD.gov/CleanGreen15](http://BaltimoreCountyMD.gov/CleanGreen15)
- Continue to promote your efforts on social media!

**THANKS FOR ALL YOUR HELP TO KEEP BALTIMORE COUNTY  
CLEAN AND GREEN!**



**CLEAN  
GREEN**  
BALTIMORE COUNTY



# COMMUNITY CLEANUP CALL FOR VOLUNTEERS!

## Pitch in to Clean up **LITTER!**

WHERE:

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DATE:

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TIME:

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CONTACT:

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A community partnership to clean up litter and prevent the pollution of neighborhoods, local streams, and the Chesapeake Bay.



# BALTIMORE COUNTY

## LITTER CLEANUP SOCIAL MEDIA KIT

**Before you get posting, here are other steps you can take to promote your event:**

- Create a Facebook event for your Cleanup
- Message the Clean Green Baltimore County Facebook page and notify them about your event – we will add it to our page!
- Contact your community through social media, flyers, etc.
- Get permission from participants if you would like to post photos
- Helpful links:  
Facebook: @CleanGreenBaltCo @BaltCoGovt  
Hashtags: #CleanGreenBaltCo, #LitterDoesntStopWhereItDrops, #TrashTag, #CleanGreen15

### FACEBOOK

#### **A few weeks leading up to the event:**

"Want to make a difference in our neighborhood? Join for a community clean up to keep BaltCo beautiful! Sign up to participate on [Date of Event] at: [Event Link] #CleanGreenBaltCo #LitterDoesntStopWhereItDrops #TrashTag #CleanGreen15"

#### **The week of the event:**

"There's still time to sign up! Register now to join us in keeping Baltimore County clean: [Event link] #CleanGreenBaltCo #LitterDoesntStopWhereItDrops #TrashTag #CleanGreen15"  
*Ideally, provide a shortened link. Bit.ly and TinyURL.com are good resources for shortening links.*

#### **The day before the event:**

"On your mark, get set, clean up! Our community clean up is tomorrow! Join us at [location and time]. There's still time to register! Invite your friends, family, and neighbors to help. [Event link] #CleanGreenBaltCo #LitterDoesntStopWhereItDrops #TrashTag #CleanGreen15"

*Facebook graphics should have minimal text. It is a good idea to post pictures of participants from past clean ups on posts leading up to the event, if you have those photos available.*

#### **After the event:**

"Thank you to everyone who helped #cleanup. Every bit makes a difference."  
*Don't forget to thank sponsors too. Post before and after shots if you have them. Post pictures of your volunteers and all they collected. Include information such as number of volunteers, number/size of bags, large items and weight of items collected.*



**LITTER DOESN'T  
STOP WHERE  
IT DROPS**

Put litter in its place.



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Images available for download at  
[BaltimoreCountyMD.gov/LitterCommunityResources](http://BaltimoreCountyMD.gov/LitterCommunityResources)



## TWITTER

### A few weeks leading up to the event:

"It's almost here.... grab your friends and neighbors for a community #cleanup to keep #BaltCo beautiful! Be sure to sign up to participate on [Date of Event] at: [Event Link] #CleanGreenBaltCo #LitterDoesntStopWhereItDrops #TrashTag #CleanGreen15"  
*The Twitter character limit is 280 characters, so be mindful not to surpass that number.*

### The week of the event:

"Don't worry, there's still time to grab your friends and register for the clean up! Join us in keeping #BaltimoreCounty clean: [Event link] #CleanGreenBaltCo #LitterDoesntStopWhereItDrops #TrashTag #CleanGreen15"

### The day before the event:

"Less than 24 hours to go... Our community cleanup is tomorrow! Join us at [location and time]. There's still time to register! [Event link] #CleanGreenBaltCo #LitterDoesntStopWhereItDrops #TrashTag #CleanGreen15"

### After the event:

"Thank you to everyone who helped #cleanup. Every bit makes a difference."  
*Don't forget to thank sponsors too. Post before and after shots if you have them. Post pictures of your volunteers and all they collected. Include information such as number of volunteers, number/size of bags, large items and weight of items collected.*



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## INSTAGRAM

### A few weeks leading up to the event:

"Join your friends and neighbors at a community clean up on [Date]. Let's keep our neighborhood beautiful! Sign up to participate at: [location] #CleanGreenBaltCo #LitterDoesntStopWhereItDrops #TrashTag #CleanGreen15"  
*Post multiple photos of volunteers from past clean ups – on Instagram, you can share as many as 10 photos per post. If possible, Geotag the location. You can also tag the handles of community organizations (if you know them).*

### The week of the event:

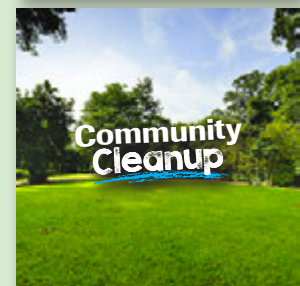
"Don't miss out... It's this week! Register now to join us in keeping our neighborhood clean: [Event link] #CleanGreenBaltCo #LitterDoesntStopWhereItDrops #TrashTag #CleanGreen15"  
*Post more pictures of others cleaning up. Geotag location.*

### The day before the event:

"Less than 24 hours to go... Our community cleanup is tomorrow! Join us at [location and time]. There's still time to register! [Event link] #CleanGreenBaltCo #LitterDoesntStopWhereItDrops #TrashTag #CleanGreen15"

### After the event:

"Thank you to everyone who helped #cleanup. Every bit makes a difference." *Don't forget to thank sponsors too. Post before and after shots if you have them. Post pictures of your volunteers and all they collected. Include information such as number of volunteers, number/size of bags, large items and weight of items collected.*



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