



VOLUNTEER FACT SHEET

Below is our online toolkit and activity ideas. Once you've had your event, we encourage you to celebrate your hard work and accomplishments with neighbors, friends and family.

Project Ideas:

1. Litter cleanup
2. Plant trees, shrubs and gardens
3. Revitalize your local park

Clean up Event Steps (instructions attached):

1. Define the purpose of your project
2. Gather a team
3. Set a date
4. Layout a plan including: tools & materials needed, budget and instructions for day-of
5. Execute and have fun
6. Celebrate
7. Share your results with Keep Texas Beautiful (info@ktb.org)

Results: The goal of your project should be to take the knowledge learned at your affiliate KTB event and apply it to your neighborhood to improve your community's environment. Focus on results with immediate impact, i.e. # of trees planted, pounds of litter collected, yards of fence painted, etc.

Resources: For more information on hosting a Keep Texas Beautiful Fall Sweep visit our website or contact your local affiliate for tools and resources available in your community.

LITTER CLEANUP

Before the Event:

- Organize a cleanup committee of family, friends and neighbors who share your passion for the cause
- Visit the area you are planning to clean.
- Determine areas to target and set boundaries
- Take "before" photos
- Register your event online at www.ktb.org
- Contact your local sanitation or public works department to see if they advise you use any special trash bags/receptacles you may need, or can provide hauling services for bulk items
- Prepare with equipment you'll need (bags, gloves, litter pickers, rakes, or shovels), any permissions required and make volunteers aware of equipment needed and appropriate clothing they should wear.



Day of Event:

- Set up an assembly area for volunteers to gather prior and after the cleanup
- Ensure you have all materials i.e. trash bags, gloves
- Arrange collection locations for filled litter bags and bulky items
- Conduct a safety talk at the beginning of the activity so volunteers know how to safely pick-up litter
- Assign volunteers responsibilities
- Have a first-aid kit on hand, and provide access to water
- Take 'during' photos
- Record your results (i.e. pounds of litter), take "after" photos

Tips for bagging litter/bulk items:

- Make sure you have identified cans for litter vs. recyclables
 - o Recyclable items: paper, cards, cardboard, glass bottles and jars, metal tins, can and aerosols, plastic bottles, pots, tubs and trays (check with your local trash hauler for local recycling standards)
 - o Non-recyclable items: Food waste, shredded paper, wood, electricals and cables, clothing and textiles
- Separate non-recyclable items such as cables and electronics for distribution to their proper disposal area post event.

Safety tips:

- Wear gloves; thick-soled, closed shoes; long pants; and long sleeve shirts
- Wear sunscreen and bug repellent
- Be aware of your surroundings and any potential hazards
- Wash hands with antibacterial soap after the cleanup

PLANT TREES, SHRUBS, AND GARDENS

Before the Event:

- Organize a cleanup committee of family, friends and neighbors who share your passion for the cause
- Visit the site, determine areas to be planted
- Take "before" photos
- Register your event online at www.ktb.org
- Set goals such as # of trees planting
- Research any trees and plants that you are thinking of planting.
 - o Consider using native plants to your area
 - o Make sure you have enough space for your plant to grow
- Draw up your design



- Prepare with equipment you'll need, any permissions required and make volunteers aware of equipment needed and appropriate clothing

Day of Event:

- Set up an assembly area for volunteers to gather prior and after the event
- Ensure you have all materials i.e. gardening gloves, tools: large and small shovels, rakes
- Arrange collection locations for filled litter bags and bulky items
- Assign volunteers responsibilities
- Have a first-aid kit on hand
- Apply any necessary safety parameters i.e.: signage on roadways to make passing vehicles aware of planting
- Take 'during' photos
- Record results, i.e. # of trees/plants planted, take "after" photos

Tips for planting:

- Trees
 - o Dig your hole a couple of inches deeper than the bottom wrapped part of the tree that contains the roots, and twice as wide
 - o Place the tree in your hole and fill the area around the root ball with soil
 - o Build the soil up in a mound around the tree's trunk, slightly higher than the level ground
 - o Water the tree once you're done to thoroughly drench the roots
 - o Water regularly until established
- Flowers
 - o Set plants atop the ground and space them evenly
 - o Soak the plants while they are still in their original pots
 - o Gently pry apart matted roots so they'll spread in the soil
 - o (If available) add slow-release flower food into each hole and mix into soil
 - o Place flower plant in soil, cover with dirt, and water thoroughly
 - o Water regularly, as needed
- Plants (look for native plants)
 - o Dig a hole slightly bigger than the size of the pot the plant is currently growing in
 - o Use a tool (garden fork) to loosen the base of the hole and add additional compost
 - o Soak the roots of the plant in a bucket of water prior to planting then invert the pot and gently take the plant out
 - o Place the plant in the hole
 - o Fill the root of the plant with additional soil
 - o Water plant to drench roots
 - o Water regularly, as needed

PARK REVITALIZATION

**Before the Event:**

- Determine what you want to accomplish; event ideas: o Equipment/fence painting, graffiti removal, surface replenishment, etc.
- Meet with any local park/council reps to share ideas/get approvals
- Organize a cleanup committee of family, friends and neighbors who share your passion for the cause
- Determine how much time the project warrants
- Determine which skills are needed for specific effort
- Set a date and location
- Create job descriptions
- Take 'before' photos

Day of Event:

- Set up an assembly area for volunteers to gather prior and after the event
- Ensure you have all tools needed for specific project
- Assign volunteers responsibilities
- Have a first-aid kit on hand
- Apply any necessary safety parameters
- Take 'during' photos
- Record results, i.e. acres of parks cleaned & improved, and take "after" photos

Tips for to get you started:

- Think about what types of activities you want to happen in your park to help you decide what equipment you'll need or changes you want to implement o i.e. if you want it to be a place for relaxing, gardens and benches may be a best suited project; if you want it to be place for socializing, picnic benches may be more desirable
- When you have gathered your team and started brainstorming your project, bring pictures and videos to show people the possibilities
- Learn your community's needs. You may have had a need for a playground 10 years ago, but now those children are grown; talk to your community members and those who regularly use the park to ensure your project meet their current needs

Once you've decided on your project contact a Keep Texas Beautiful staff member and/or your local affiliate for project support.