



2023 TOOLKIT

September 11 - November 19, 2023

Keep Texas Beautiful (KTB) is grateful to both our affiliate communities and residents of the state of Texas at large for the dedication they show year after year to Keeping Texas Beautiful. This toolkit is designed to help your community plan and execute a successful cleanup event with KTB's guidance and support.



HOW KEEP TEXAS BEAUTIFUL CAN HELP

KTB can provide support in the following areas:

- **Cleanup Supplies** including trash bags, gloves, hand sanitizer and more for all community cleanups, with additional supplies for TXDOT maintained roadways (litter grabbers, safety vests, sunscreen, bug repellent) and waterways (mesh onion bags)
- **Education** including webinars, toolkits, blog posts, resources, and opportunities to learn from KTB affiliates across the state
- **Wider Reach** including opportunities to promote your event, learn from fellow affiliates across the state, and demonstrate the wider impact of your work

ELIGIBILITY & REQUIREMENTS

- Anyone can participate, but **Please Check Our Affiliate Map** and reach out to their coordinator to request supplies if you are **not an affiliate** of Keep Texas Beautiful.
- **Supply Requests** are open August 21st - October 27th: **Request Here**
 - Supply requests must be submitted **3 weeks before** your event

If you receive free cleanup supplies from KTB, **you must agree to submit a trash report** to the **Texas Litter Database** no later than **2 weeks after** your cleanup event.

Please use the checklists and resources in the following pages for a successful event!

BEFORE YOUR EVENT

It's helpful to scout out your location, consider community involvement, and plan logistics and contingencies ahead of time. Here are some things to consider:

SCHEDULE YOUR EVENT

- **What communities have agreed to participate?** Consider local businesses, schools, civic groups, and other community groups with existing volunteer bases
- Cross-check other community calendars and event schedules to ensure everyone has a chance to participate

CHOOSE A SITE

- Will your cleanup take place at **one central location, or at multiple sites?** If at multiple sites:
 - Is there a central location to meet?
 - Will transportation be provided to other locations?
 - How will volunteers pick up and return supplies and offload trash?
- Will you need to **secure permissions** or request a permit for your location?
- What **safety concerns** might you need to plan for? Examples might be wildlife, temperatures, proximity to busy roadways, etc.
- Is the cleanup site **accessible**, or are there physical challenges in the terrain that potential volunteers should know about?
- What does **parking** look like? Will volunteers have access to **restrooms**?
- How will **supplies** be distributed at this site?
- How will **trash be picked up** or offloaded during this cleanup?

WHO CAN VOLUNTEER?

- Consider who in your community might **be a good fit** for your event, and consider **how they already receive information** (see "Promoting Your Event")
- **Are there volunteer roles available for a variety of abilities? Can children participate?** Consider other roles volunteers can help with, such as:
 - signing in participants, handing out supplies, distributing and collecting liability waivers, taking photographs of cleanup, giving directions and/or safety speeches, handing out food and water, cleaning off and packing supplies when they're returned, weighing and/or counting garbage bags, and more
- **How will volunteers register** for the event?
 - Consider both online and offline contact methods such as online registration forms, contact email address, and phone number

BEFORE YOUR EVENT

PROMOTING YOUR EVENT

- **Social media and press releases** are a simple way to reach large audiences.
 - See Keep Texas Beautiful's [Fall Sweep Social Media Kit](#)
- Submit your event to [KTB's Event Calendar](#)
- Does your city or county have platforms that can be used to spread the word?
 - **Post flyers** in physical spaces in your community, such as school and church bulletin boards, libraries, city facilities, local businesses, etc.
 - What avenues are there for **local media** to promote the event (newspapers, TV stations, radio stations)?
- **Consider reaching out to local businesses**, civic groups and clubs, neighborhood associations, and organizations with existing volunteer bases to spread the word
- **What information do volunteers need to know ahead of time?**
 - Make sure that **information is communicated in advance to volunteers**, such as such as location, time and date, appropriate attire, what will be provided (supplies, food, water, etc) so they come prepared and know what to expect.

ITEM CHECKLIST - PLAN AHEAD

- **Cleanup supplies:** How will you distribute?
 - Do volunteers pick up supplies ahead of time or the day of the event?
 - Will you give out individual supplies, or pre-made kits?
 - What is your retention plan for supplies (safety vests, litter grabbers, etc)
- **What documents do you need to have on hand?**
 - Sign-in sheets
 - [Volunteer Liability Waivers](#)
 - [Cleanup Trash Report Sheet](#)
 - [Fall Sweep Wrap-Up Report Sheet](#)
 - Any printed safety tips you would like to supply
 - Instructions for trash pick-up and collection (if necessary)
- **What kind of setup is required?**
 - Tables, tents, chairs, way to load supplies in and out, clipboards, pens, food





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DURING YOUR EVENT

SET UP

Arrive early to set up and post appropriate signage for attendees. At your check-in station, ensure you have pens, pencils and sign-in sheets ready for your volunteers.

Consider:

- Flow of events (trash drop-off, central meeting points, etc)
- Volunteer roles
- Data collection
- Supply Return

WELCOME YOUR VOLUNTEERS

Emphasize the importance of data collection. Make sure group leaders have their Safety Speech, Volunteer Welcome, Volume to Weight Estimation Sheet and Data Card. It is easier to collect data as items are picked up, rather than sorting and tallying everything after you clean.

Tell volunteers what to do with the filled bags of trash and set a meeting time for the end of the cleanup so that everyone returns at the same time. Kids should always have adult supervision.

ESTABLISH A POINT-PERSON

A point-person will stay at the check-in station in case of health emergencies or any late arrivals.

DOCUMENT YOUR CLEANUP

Take before and after photos of the cleanup site as well as shots of your **volunteers in action** and a **final group picture** with all of the trash collected. You can submit these with your data card or tag **@KeepTXBeautiful** online with **#KTBFallSweep**.

If you have a scale with a hook, **use it to weigh the trash bags**. If you don't have a scale, you can use a standard conversion of **15 pounds per trash bag** to estimate the overall weight of your collected trash. As the volunteers finish, **remind them to review the information they entered into the Cleanup Trash Report** and then make sure they submit! **Collect all completed paper data forms** to submit to Keep Texas Beautiful. Ensure all trash is left in the designated drop-off location and that **no materials are left behind** as you leave the cleanup location.



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AFTER YOUR EVENT

SUBMIT YOUR DATA TO THE TEXAS LITTER DATABASE

- Submit your trash report here: Fall Sweep 2023
 - **Note:** do not create a new event, please make sure you submit a trash report under the existing event Fall Sweep 2023 (code E-ps)
- Check the User Guide for brief video tutorials
- **Come to Office Hours** for help submitting your trash report!
 - Wednesday, October 18 at 12:00 PM: Register Here
 - Wednesday, November 8 at 12:00 PM: Register Here
 - Wednesday, December 6 at 12:00 PM: Register Here

SUBMIT YOUR WRAP-UP REPORT

We ask that you **submit a brief summary of your efforts** throughout the season here: Fall 2023 Wrap-Up Report

THANK YOUR VOLUNTEERS!

Appreciation goes a long way, and giving them shout-outs via social media posts and newsletters can help everyone's efforts feel recognized and valued.

SHARE YOUR EVENT PHOTOS & TAG US!



Keep Texas Beautiful



@KeepTexasBeautiful



#BeautifyTX #KTBFallSweep #KeepTexasBeautiful

We're excited to support your cleanup efforts this Fall Sweep season!

For additional support, please contact ktbcleanup@ktb.org

