

# HOW-TO GUIDE



# Organize a Cleanup



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[#ISFCleanup](#)

# 1 DECIDE WHAT KIND OF CLEANUP DO YOU WANT TO DO?

## WHERE DO YOU WANT TO CLEANUP?

- Along a river or lake
- Beach
- Neighborhood
- Trail
- Other



## PUBLIC EVENT

Public Events will appear on the ISF Website Cleanup Map and will be open for anyone to join.

## CLOSED EVENT

Closed Events will appear on the ISF Cleanup Map but can be joined by invitation only.

## PRIVATE EVENT

Private Events WILL NOT appear on the ISF Cleanup Map until AFTER the event is over. Private Events can be joined by invitation only.

# 2 VISIT THE SITE BEFORE THE CLEANUP.



- Where will people park? Is there a fee? .....
- Are there fees for entry, or restricted hours at the location? **Yes/No**
- Where will people meet up and register? .....
- Are there any other big events planned at the location on the same day? **Yes/No**
- Are there bathrooms and will they be open during the event? **Yes/No**
- How large of an area do you want to cleanup? .....

**TIP:** Area size may depend on how many people you expect to participate. It is good to determine the area in advance and to show people where the boundaries are. Groups should start at opposite ends and meet up in the middle.

- Is the cleanup area safe? Are there any unsafe terrain or traffic areas? **Yes/No**

- Are there sensitive areas such as wildlife habitats or nests that people should avoid? **Yes/No**
- Where will you dispose of collected trash?
  - Will you keep recyclable items separated from other trash?
  - Are there trash and/or recycle receptacles at the location and are they large enough to accommodate the cleanup trash? If not, will you need to arrange for pickup/drop off with the local city or town?

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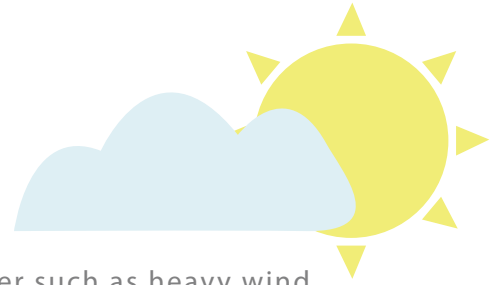
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## 2 VISIT ...CONTINUED...

### WILL IT BE A “RAIN OR SHINE” EVENT OR WILL YOU CANCEL/RESCHEDULE IN BAD WEATHER?

**TIP:** A list of registrants’ emails will help you contact them in case of cancellation.

**NOTE:** During a “Rain or Shine” event, should extreme weather such as heavy wind, thunder or lightning occur, all participants should seek safety and shelter.



## 3 PREPARE FOR YOUR EVENT!

### ○ REGISTER YOUR EVENT WITH ISF CLEANUPS

Visit: [isfoundation.com/cleanups/organize-cleanup](https://isfoundation.com/cleanups/organize-cleanup)

Registering your ISF Cleanup is vital. Positive actions motivate others to get involved. Your Team Leader Report will be included in the information and statistics provided on the ISF Website. Your reports, photos, videos and Cleanup information may be featured on the ISF Website, in an article, or on ISF Social Media. It is important to share your inspirational stories and your success with the world.

### ○ PROMOTE YOUR EVENT TO ENCOURAGE MORE PARTICPATION.

- Share Public Cleanup Events on Social Media. You can use the postable/printable flyer, available in your Team Leader Account Dashboard, and fill in your Event information.
- Use a Press Release to help spread the word. The template is available in the Team Leader Account Dashboard.



**TIP:** Instead of printing lots of individual flyers, hang a few in high traffic areas like coffee shops, libraries, etc. And remember to print responsibly and always recycle.

# 3 PREPARE ...CONTINUED...

## GATHER MATERIALS & SUPPLIES.

- Gloves -At least 1 pair per participant.

Be sure to have at least 1 pair of gloves per participant. Reduce waste by using reusable garden gloves. Or, ask participants to bring their own reusable gloves.

For gloves visit: <https://amzn.to/2CrukyD>

- Bags and/or Buckets to collect trash. Assign one color bag for trash and another color bag for recycling.

For bags visit: <https://amzn.to/2J4gKIV>

- “Sharp” Objects Container, for safety. Use an empty soda bottle with a lid, or a similar container, to put sharp items into and seal it up before disposing of it.

- Luggage Scale – to weight trash. If you plan on doing more cleanups, purchasing a small, inexpensive scale is a good idea.

For scales visit: <https://amzn.to/2CoCibB>

- Printed Participant Waiver/Sign-in Sheets.

All participants must sign the Waiver, even if they have already done so online. Participants must sign-in at the event. Remember to double check the completed waivers and match the waivers to the participants. **This is a must!**

- Pens and/or Pencils.

For pencils visit: <https://amzn.to/2CqkFby>

- Printed Litter Collection Forms.

The information on these forms will not only document the positive impact of your efforts but will inspire others to help our planet.

- Clipboards or table.

For Sign-in Sheets & staying organized.

For clipboards visit: <https://amzn.to/2CnkA8h>

- Posters, Signs, or Flags.

Use these to indicate registration/meet up areas and cleanup area boundaries. Flags and white boards are great choices because they are reusable.

- First Aid Kit.

A simple kit containing antiseptic wipes, antibacterial ointment, and bandages is suggested.

For First Aid Kits visit: <https://amzn.to/2CoG7xo>

- Camera or Smart Phone.

To take photos and video of the event and to



# 4 EVENT DAY THE BIG DAY IS HERE!

## BE PREPARED AND ARRIVE EARLY.

Aim to arrive at least 30 minutes before the start of the event. Allow enough time to prepare and set up posters, flags, and the registration area.

## MAKE SURE THAT EVERY PARTICIPANT SIGNS-IN AND COMPLETES THE WAIVER.

Every Participant **must** fill out and sign the Waiver in order to participate in the event.

## WELCOME THE PARTICIPANTS AS A GROUP.

### Be Cheerful!

Cleanup Events are fun and impactful, and the participants are here to make a difference.

## SHARE RELEVANT INFORMATION YOU LEARNED DURING YOUR SITE VISIT.

This is the time to go over bathrooms, sensitive locations, safety concerns, etc.

Some safety concerns include:

- Sharp objects such as broken glass or syringes should only be handled by adults and should be placed safely into the “Sharp Objects” Container.
- Dead animals and any items that participants are unsure of should NOT be picked up.
- If participants encounter any stranded or entangled wildlife, contact the local Fish and Wildlife Office. Here is a link:

[www.fws.gov/offices/statelinks.html](http://www.fws.gov/offices/statelinks.html)

## EXPLAIN THE CLEANUP AREA, THE BOUNDARIES & CLEANUP STRATEGY.

It is best if participants start at the farthest ends of the cleanup area and work their way back to the registration/meet-up location.

## REVIEW THE LITTER FORMS AS A GROUP AND EXPLAIN HOW TO FILL THEM OUT.

Be sure to emphasize the importance of the Litter Forms. The information that participants provide on these forms will document the positive impact of their efforts and will inspire change and others to help our planet.

## ASK PARTICIPANTS TO WORK IN GROUPS OF 2-4.

Bags can become heavy. One person should carry a regular trash bag and their partner should carry the bag for recyclables. In Groups of 3 or 4, additional people should fill out the Litter Form and take photos.

## DISTRIBUTE CLEANUP SUPPLIES.

It is best to wait to distribute the supplies until after important information is covered. This way you can avoid losing participants' attention.

## REMIND PARTICIPANTS TO TAKE PHOTOS AND TO SHARE THEM

Have participants use the social media handles and hashtags found on the litter forms. **#ISFCleanup**

## ASK PARTICIPANTS TO RETURN TO THE REGISTRATION/MEETUP LOCATION AT A SPECIFIC TIME.

Suggested return time is 15 minutes prior to the event end time.

## 5 START YOUR CLEANUP!



# 4 **EVENT DAY** ...CONTINUED...

## EVENT WRAP-UP:

- When they return to the registration/meet-up area, assist participants in weighing/estimating their collected trash.
- Collect all Litter Forms and check the Forms for accuracy and completeness. Make sure that all collected trash and recycling bags find their way to disposal areas and that you leave the area clean and tidy.
- Thank the participants!

# 5 **AFTER THE EVENT** **THANK YOU FOR YOUR EFFORTS!**

## COMBINE THE DATA FROM ALL OF THE LITTER COLLECTION FORMS.

The information on these forms will not only document the positive impact of your efforts but will inspire others to help our planet.

## FILL OUT THE ISF TEAM LEADER REPORT VIA THE ISF WEBSITE.

Please remember that your ISF Cleanup Team Leader Report is very important. Positive actions motivate others to get involved. Your Report, photos, videos and Litter Form information may be featured on the ISF Website, in an article, or on ISF Social Media. It is important to share your inspirational stories and your success with the world.

## UPLOAD YOUR SIGN-IN SHEET/WAIVERS.

If you do not have access to a scanner, photos of the forms will work too. Please be sure that the photos clearly show the details and writing on the forms.

## UPLOAD YOUR PHOTOS & VIDEO.

## SHARE YOUR SUCCESS ON SOCIAL MEDIA.

- Please use #ISFCleanUp
- And use ISF's Social Media Handles:
  - [facebook.com/ISFoundation/](https://facebook.com/ISFoundation/)
  - Twitter: @IS\_Foundation
  - Instagram: @isfofficial



**GIVE YOURSELF A HAND  
YOU HAVE SUCCESSFULLY COMPLETED YOUR  
CLEANUP EVENT!**

