

HOW TO ORGANISE A CLEANUP

BEFORE THE CLEANUP

- ✧ Select a cleanup location, ensuring beforehand that it is both safe and accessible to volunteers;
- ✧ Confirm with Green Council the date, timing and location of your proposed cleanup;
- ✧ Recruit cleanup volunteers;
- ✧ Arrange for someone to take photos and/or video of the event;
- ✧ Contact the Food and Environmental Hygiene Department (FEHD) regarding the provision of plastic gloves, bags and debris collection;
- ✧ Consult with the FEHD on recyclable materials;
- ✧ Print out the ICC data cards for your volunteers and bring along a scale with which to weigh the rubbish bags;
- ✧ Ensure procedures are in place concerning the correct handling of:
 - ◆ medical waste (syringes, etc.) and sewage waste (condoms, tampons etc.)
 - ◆ dead, entangled, or injured animals
 - ◆ medical emergencies
- ✧ Cleanup Organizers shall take the liability for participants' safety during the cleanup.

ON THE DAY OF THE CLEANUP

- ✧ Set up your volunteer check-in point & have the gloves, bags, data cards and pencils ready;
- ✧ Brief the volunteers on the division of labour and the importance of accurate data collection;
- ✧ As the volunteers return, collect & check their data cards, then weigh the rubbish.
- ✧ Oversee the sorting of recyclable debris (if necessary);
- ✧ Make sure that all the rubbish is taken away by the FEHD.

IMMEDIATELY AFTER THE CLEANUP

- ✧ Congratulate yourselves, your site coordinators, and all the volunteers for a job well done;
- ✧ Total the number of people, weight and distance covered in your cleanup and report to Green Council;
- ✧ Gather all the used data cards and send them or an electronic file back to Green Council within 2 weeks of your cleanup; &
- ✧ Please send a copy of any photos, newspaper clippings, information or media announcements to Green Council.

B e s t o f a l l , h a v e f u n !