

Organize a Group! Designate a group of friends, family members, neighbors, co-workers, church members, etc. to do a cleanup. All volunteers are welcome to join. No group is too big or too small!
IMPORTANT NOTE: Volunteers under 18 years of age

1. must have a parent/guardian sign the release form **prior to the cleanup**
2. must have an adult supervisor present at the cleanup

Pick a Date & Time! Choose a date that works well for all volunteers involved. Typical cleanup time is Saturday, 9am to noon. You should never conduct a cleanup at night.

Identify a Park to Clean! Choose from the [list of parks](#) or the cleanup coordinator will assign one.

Register Online! Submit an online [registration](#) for your group's cleanup. Registration is required and must be completed 3 days prior to your desired cleanup date. Once you have completed an online registration, you should receive an email confirmation within 3-4 days.

Pick Up Cleanup Supplies! Your email confirmation will include a supply pickup date. This date is typically the Friday before your cleanup. **Supplies may be picked up 9am-5pm** at [the Environmental Education office](#), 4200 W Plano Pkwy, 2nd floor Plano, TX 75093. Park cleanup supplies include vests, bags and gloves. You must sign in and out on the supply clipboard at the office to avoid being charged any fees for lost or unreturned items.

Be a Leader! Designate a team leader from your cleanup group to let volunteers know meeting times, location, and what to bring/wear. The team leader is also responsible for going over safety tips and cleanup procedure with volunteers, distributing supplies, and making sure each participant signs the liability forms.

Meet Up! Meet at pre-arranged spot before cleanup to sign liability waivers and go over general safety tips, how to get bags of litter picked up to one spot after cleanup, etc.

Important Info for Park Cleanup Volunteers

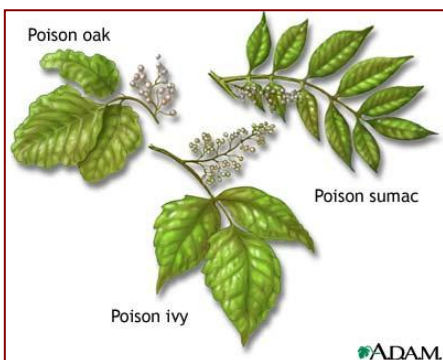
Cleaning a park can be a wonderful experience. These areas are small pockets of amazing natural beauty. As in any "nature experience" you must remember that this is a place where a variety of animals, insects and unusual plants live.

- ✓ **Protect your hands & feet!** Wear garden gloves (or the provided disposable gloves) and sturdy closed-toe shoes.
- ✓ **Beware of poison ivy!** Wearing long sleeves and long pants will help you avoid any contact with poison ivy, poison oak or poison sumac. Usually these plants can be identified by their leaves of three and reddish stem. See pictures below. Remember, "Leaves of three, let it be."

Autumn Dillon, Community Cleanup Coordinator
4200 W Plano Pkwy (2nd floor) Plano, TX 75093
Office: (972) 769-4369 Fax: (972) 769-4219
autumnd@plano.gov
www.livegreeninplano.com

- ✓ **Avoid wildlife!** It is best to avoid any contact with wildlife. They are not interested in you as long as you are not interested in them!
- ✓ **Use the buddy system!** Always work in groups of two or more and exchange contact numbers if your group decides to separate.
- ✓ **Wash your hands!** After conducting a cleanup, always wash your hands before you eat.
- ✓ **Hydrate & Energize!** Bring a reusable water bottle. Single-use plastic bottles are some of the most commonly littered items. Pack a “zero waste” snack or lunch to re-energize. “Zero waste” meals include little to no packaging, which often ends up as litter.
- ✓ **Slip! Slop! Slap! & Wrap!** The [American Cancer Society](#) recommends you SLIP on a shirt, SLOP on sunscreen, SLAP on a hat and WRAP on sunglasses to protect yourself from ultraviolet light whenever you are outdoors.
- ✓ **Repel pests!** Parks filled with thick brush and tall grasses can be a home to many pests, including fire ants, mosquitoes & chiggers. Keep them away by lightly applying bug repellent to your ankles, legs, arms and waist.
- ✓ **Take a camera!** Shoot “before” and “after” photos & send them to cleanup coordinator!
- ✓ **Have fun!** A cleanup can be hard work, but still fun at the same time! Have a contest to see who can find the strangest littered item, or who can collect the most bags. Remember to enjoy being out in nature and explore areas that you might not always get to see!

Poison ivy, oak and sumac



Poison oak



Poison ivy



Poison sumac



Autumn Dillon, Community Cleanup Coordinator
4200 W Plano Pkwy (2nd floor) Plano, TX 75093
Office: (972) 769-4369 Fax: (972) 769-4219
autumnd@plano.gov
www.livegreeninplano.com

Post-Cleanup Checklist

- Check that every cleanup participant or parent/guardian has signed the provided liability forms
- Total final cleanup numbers & [email](mailto:autumnd@plano.gov) to cleanup coordinator at autumnd@plano.gov
 - ✓ Total # of bags collected _____
 - ✓ Total # of cleanup hours _____
 - ✓ Total # of volunteers _____
 - ✓ Number of volunteers over 18 yrs. _____
 - ✓ Number of volunteers under 18 yrs. _____
- Designate volunteers to separate recyclables from trash items (it's appreciated if you have the time)
- Dispose of trash bags in nearest dumpster & place recyclables in recycling container
- If unable to dispose of 15+ bags or large items, place them at street corner location and call cleanup coordinator (972.769.4369) to arrange pickup
- Total up tallies on Litter Index sheet & return with supplies or via [email](mailto:autumnd@plano.gov): autumnd@plano.gov or fax: 972.769.4219
- Return supplies (pickup sticks, vests, unused bags/gloves) to the 2nd floor of [the Environmental Education office](#): 4200 W Plano Pkwy, 2nd floor Plano, TX 75093
- Return signed liability forms to cleanup coordinator with supplies or via [email](mailto:autumnd@plano.gov): autumnd@plano.gov or fax: 972.769.4219
- [Email](mailto:autumnd@plano.gov) any cleanup photos to cleanup coordinator at autumnd@plano.gov
- Complete post-cleanup [survey](http://www.surveymonkey.com/s/VWMJPBB): <http://www.surveymonkey.com/s/VWMJPBB>
- Thank volunteers and yourself for making Plano a cleaner, more beautiful community!