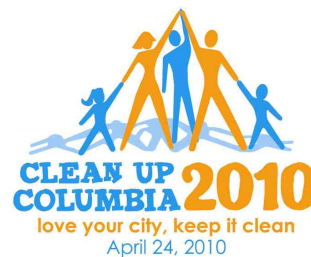


2010 Instruction Sheet

CLEANUP COLUMBIA – APRIL 24, 2010

Tips for a successful day!



- **Thank you for participating in Cleanup Columbia!**
This has grown into a tremendous event where hundreds of volunteers make a huge impact in just a few hours. Thanks!

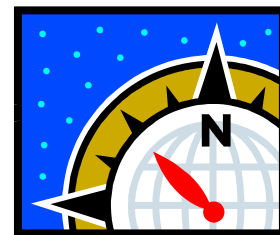
Notes on supplies:

- **Please double check your supplies** when you pick them up to make sure you have the correct number of bags, gloves, vests, lunch tickets, etc.
- **If you run out of trash bags** we will leave some bags behind our office at 3601 South Providence Road.
- **Please return vests or signs** that you borrowed for your group. These can be returned at the picnic or brought to 3601 South Providence Road. We will be able to use these items again for next year's event!
- **Gloves:** We would like to limit the gloves we provide to student groups only; adult groups will be asked to provide their own gloves. Hopefully you have a pair from working at home. This will help stretch our resources.
- **Please return all gloves** that are provided by the city – we'll wash those that are used and reuse them for future cleanup events,
- As the number of t-shirts for Cleanup Columbia was limited, please **return any leftover shirts** at the picnic or to our office at 3601 South Providence Road. If you took shirts for members of your group who ended up not participating, we would like those shirts returned to give to someone who may not have received one.
- Please **be accurate with your request for BBQ tickets**. Please be courteous to our sponsors and lunch volunteers by only asking for enough tickets for those who will attend the event. You are welcome to change your meal count if needed.



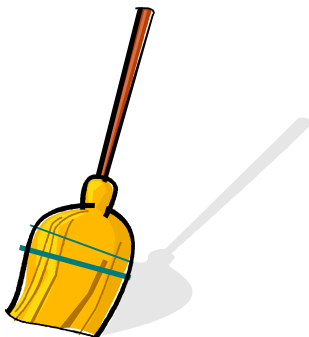
Where to go and park:

- **Your group has been given a specific cleanup location.** We encourage you to visit this site in advance to be certain that you know where you are going. Let us know if you have any questions or concerns so we can address those with you before April 24.
- **Park vehicles in legal parking spaces** off the roadside and not on shoulders. Do not obstruct traffic.
- **Please don't park in a business lot** during their hours of operation without asking them first.
- **Remember that parking meters** are enforced on Saturdays.



What to bring and wear:

- **Consider bringing a broom and dustpan** when you clean, particularly if you are assigned to a park and will clean off a shelter or concrete pad.
- **Wear comfortable clothing and sturdy shoes.** Remember that you will be doing a lot of walking and bending over while picking up trash!





Say Cheese!

- **By registering for Cleanup Columbia**, you and members of your group agree to be photographed or videotaped. We have several volunteer photographers for Cleanup Columbia and they may visit your group. Photos are used to communicate and promote the city's volunteer program and this event. Members of the media are also expected to catch volunteers in action. If you prefer not to be photographed, please let us know.

When you are cleaning...

- **All cleanup** needs to be completed by **noon** - no trash pickup should occur after this time. This will allow City trash trucks time to pick up all the litter and take it to the landfill before it closes.
- **Cleanup Columbia is intended for trash pick up on public property right away.** This includes curbs, sidewalks, parks, trails and streams. Trash should not be collected from private property.
- **Filled bags should be tied and left on the curb.** Please don't place several feet off the road as that will require additional time and work for the refuse drivers.
- **If you are uncomfortable with any items you** find and think you might have found a hazardous material please leave it and call Volunteer Programs at 874-7499 or the Public Works Volunteer Office at 874-6271 and let us know what you found and where it is. City staff will pick it up.
- **Any sharp items (glass, etc.) should be placed in another container** before being put in the trash bag. Sharp objects can puncture the bag and possibly injure staff or volunteers.
- **Please fill bags to no more than 50 pounds** for the safety of city staff who will pick up the bags.
- **Signs, such as Garage Sale, etc. posted on street signs or traffic signals** can be removed and thrown away. Posting them is against city ordinance.
- You will be asked to **leave your trash in a specific location** - please follow those instructions.
- **Please pile multiple bags in the same spot** if possible. This will make picking up the bags more efficient by reducing the number of stops.
- **If picking up along a trail or stream** please take your filled bag to the nearest trailhead, place them near trash cans and do not block the trail. If you have an item that is too large to carry, please let us know and we'll ask a staff member to pick it up.

Keeping track:

- **Reporting your efforts:** Each group leader will be given a postcard to report your efforts. Please return the postcard at the BBQ or mail it to Volunteer Programs. For those cards returned at the BBQ, we will be recognizing the special efforts that you report! We will also have an online form available on our website so you can submit this information electronically.

What about recycling?

We encourage you to sort out the recyclables in the trash you pick up. This year, the trucks picking up the trash will also pick up recycling that is placed in a blue bag along the streets. Please use a blue bag you have from home or be sure to pick up a few with your supplies.

If you are picking up in a park or along a state highway, please take your recyclable items to a recycling receptacle or put them with your home recycling.



Recycling receptacles can be found at the following locations:

- Gerbes (Paris Rd. and West Broadway locations)
- Home Depot on Clark Lane
- State Farm Parkway off Nifong connector
- Moser's Price Chopper (Business Loop 70)
- Columbia College campus at Dulany Hall, 608 N. 8th St.
- Columbia Regional Airport
- Downtown (Southside of 10th & Cherry Garage)
- Patricia's IGA (North Keene Street)
- Behind Schurz Hall (MU) off Ashland Gravel Road



Recyclables will require two sorts:

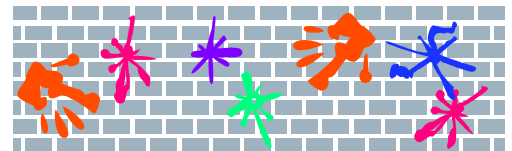
- 1) Only containers are recycled in the blue bag or in the drop off recycling bins. This includes glass bottles & jars, aluminum cans, metal food cans, #1 & #2 plastic containers (Find # inside arrows on bottom of container)
- 2) Paper/fiber is placed in a paper sack/cardboard box, or it can be bundled and placed at your curb for pickup on your regular trash day or placed in a drop off recycling bin. This includes corrugated cardboard, boxboard, chipboard, office paper, newspapers, magazines, catalogs, phone books.

Safety Tips – Please share these with other members of your group!

- General supervision of children: The recommended supervision ratio of adults to children is:
 - 1:8 for participants aged 14 to 16 in either traffic or non-traffic areas
 - 1:5 for participants 13 and under in non-traffic areas
 - 1:2 for young children (13 and under) who participate in traffic or parking areas.
- Keep children ages 12 and under in sight at all times.
- Always face oncoming traffic.
- Have water available.
- Avoid overexertion.

Graffiti: Help our community with this issue

Addressing the graffiti issue is becoming more important for the City of Columbia and we invite you to be part of the solution. What you can do:



- Please check your cleanup area for graffiti on street signs or other public property. If you find some and are interested in helping, we can provide your group with a bottle of remover.
- If you would like to regularly patrol this area for graffiti, you may keep the remover. If not, please bring the bottle and remaining contents back to us with your supplies.
- Please take note if you find graffiti in the area you are working and also how much you remove if you do so. Photos of graffiti you find along with the location is also helpful. The online Cleanup Columbia reporting form will include some areas where you can provide this feedback.
- Graffiti removal as part of Cleanup Columbia is limited only to only public property: street signs, street lights, blue mail boxes, etc.

Ready for an encore performance?

Every year we have many volunteers who enjoy Cleanup Columbia so much that they request we hold this event multiple times each year! The logistics of this event make it difficult to do more than once annually, but there are other ways you can keep our city looking great year round!

- **Participate in the Adopt-A-Spot Litter Control Program** managed by Columbia Public Works. Volunteers are asked to make a one-year commitment to pick up their assigned area at least four times annually and adopters have a sign placed in their area to recognize their commitment. To get involved, contact the Public Works Volunteer Program at 874-6271 or pw-volunteer@GoColumbiaMo.com. Public Works can also arrange a one-time litter pick up in an area that needs attention.
- **Pick up litter in a stream** in cooperation with the Public Works Stormwater Program. Staff can work with you to find a location that needs your help! To learn more, contact Mona Menezes at 817-6447 or mona.menezes@GoColumbiaMo.com.

Other Important Notes

Cleanup Columbia supply pick up and lunch will take place rain or shine. Please be prepared for the weather. If your group would like to reschedule for a different date, please be in touch with our office so we can request that your filled trash bags be picked up. Please check your e-mail for updates if we anticipate bad weather.

Questions? Contact Volunteer Programs at 874-7499, volunteer@GoColumbiaMo.com or visit our website – www.GoColumbiaMo.com/Volunteer. We update information about Cleanup Columbia on a regular basis.

Thanks again for your participation in Cleanup Columbia! This is a fantastic community effort because of volunteers like you!!

Thanks to the Golden K Kiwanis Club, Firestone Tires, and to Columbia Public Works for their special help with Cleanup Columbia and to all our event sponsors:

