

2016 Clean Cities Sweep

Part of the Great American Cleanup



Sponsored in part by:



REGISTRATION PACKAGE

Community Group

Keep Charleston Beautiful

823 Meeting Street • Charleston, SC 29403

579-7501 (telephone) • 724-7300 (fax) • GilletteJ@charleston-sc.gov

www.KeepCharlestonBeautiful.org



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Clean Cities Sweep takes place in **April**. Enclosed you will find the information and forms needed to register your group (all groups sizes are welcome) for a volunteer project. Volunteer projects average around 2 hours and can be any event that helps the community and the environment.

Upon registration you will receive a confirmation email/phone call to schedule a supply pickup date. Supplies include GLAD bags, yard bags, gloves, 1 free T-shirt, and other project specific materials.

Awards: Neighborhood groups will be eligible for the Georgia Smith Award (\$50 and recognition at City Council) and all registered CCS groups are eligible to win the overall project award (award presentation at City Council). Awards are based on final reports and before and after images.

We look forward to working with you to make Charleston litter-free and beautiful!

2016 CCS DATES:

February-April

Community Group Registration

March-April

Community Supply Pickup

Supply pickup will be between the hours of 9am-3pm Monday-Thursday. We will contact you when supplies are ready for pickup.

April 30th, 9:30am

KCB Clean Cities Sweep Kickoff

Volunteers and individuals who do not have a group or project and wish to join forces with KCB can volunteer for 2 hours on Saturday. Location TBD, all ages welcome.

April 18-25

Clean Cities Sweep week

Group projects may be a one-time event or an ongoing project throughout the week. Most events average 2 hours.

May 1, 4pm

Post-Event Reports & Photographs DUE

Post-event reports and "before" & "after" photographs due.

May 7th

CCS Judging

CCS winners will be notified on or before May 11, 2016

TBD

Awards Presented at Charleston City Council Meeting

The top CCS groups will be recognized at City Council. Groups will receive more information when they receive their award notification.

Pre-Event Planning Tips

Visit our website, www.KeepCharlestonBeautiful.org, to find tips, photographs, safety sheets, and more.

First, decide on the type of event, the date(s), and the location of your CCS project. If you need ideas feel free to contact the KCB office.

KCB suggests you visit the project location prior to registering. If needed, make sure you get permission from all appropriate parties. KCB can help with location suggestions.

Determine if, how, and who will maintain the project throughout the year. If you are planting a garden or trees consider installing low-maintenance, drought-tolerant plants; think about what is necessary to keep the project looking good year-round. If you are painting a mural, establish who will be responsible for touchups as they are needed. If you are doing a litter cleanup, think about how you will keep the area clean after your project.

If you are planting trees contact No Cuts (PUPS) at 1-888-721-7877 for utility marking before you start.

Take "before" and "after" photographs to submit with your post-event report; double check that they are of the same area.

Create partnerships with local groups and businesses. This is a great opportunity to recruit sponsors and volunteers. Engage the help of local groups, business partners, and other community members. Don't be shy!

Make sure you have all the equipment you need: brooms, shovels, rakes, safety vests, gloves, and trash bags for volunteers. If you need these let us know.

Make sure there are restroom facilities available at or near your worksite.

If you ask for donations from area businesses (i.e.; equipment rental, plants, refreshments), send a letter well in advance stating your specific request and then follow up with a visit or call.

Fill out the post event form directly after your event! KCB really does need this information!

Lastly, have a fun, safe, and rewarding CCS project. Remember to thank your sponsors and volunteers for their support and hard work. **Thank you for helping keep Charleston beautiful!**

2016 CCS Community Registration Form

Group: _____

Contact Name: _____

Telephone Number: _____

Email Address: _____

Mailing Address: _____

Is this your first time coordinating a Clean Cities Sweep project? **YES** **NO**

Type of Event(s): Cleanup Beautification Other: _____

Date of Clean Cities Sweep project(s): _____ Start & End Time: _____

Estimated number of adult volunteers: _____

Estimated # of youth volunteers (ages 1-16): _____

Would you like us to share your event with our volunteer groups? **YES** **NO**

If so, how many additional volunteers do you want? _____

Will you be able to take before and after pictures? **YES** **NO**

of GLAD Bags needed: _____

Yard bags needed: _____

Additional Materials: Safety vests Pickup sticks Yard tools Other: _____

*We cannot guarantee additional materials but we will do our best to secure items while supplies last.

Cleanup events- Where will you put the trash and garbage you collect after your event? PLEASE do not leave trash or yard bags along roadways or in public spaces. Contact Keep Charleston Beautiful to discuss collection options for materials you collect.

- Yard waste goes in Paper Bags
- Litter goes in Glad Bags
- Recycling must be taken to a County drop-site; Recycle.CharlestonCounty.org.

Each CCS group will receive **one** complimentary t-shirt for the project coordinator. Shirts sizes will be matched as long as supplies are available. Additional t-shirts may be purchased from our office for \$12.

T-Shirt Size: _____

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Frequently Asked Questions

- Do I have to do my project during CCS?
 - No, Keep Charleston Beautiful works with volunteers all year, you can do a project whenever is most convenient for you and your volunteers. We focus efforts for promotional reasons around April and Earth Day. Clean Cities Sweep is just one of many annual events we host to raise awareness for litter prevention and community involvement. We would love to work with you for CCS and other events!
- What supplies do CCS groups get?
 - Each year the supplies change based on grants and donations. Generally groups get GLAD bags, yard bags, gloves, pickup sticks, and safety vests. On occasion, Keep America Beautiful sponsors provide water and other materials which we then distribute to the CCS groups.
- What do groups win?
 - Volunteers win the thanks and gratitude of Keep Charleston Beautiful representatives and the community as a whole. We do have recognition events for top projects and when possible host volunteer appreciation events for all CCS volunteers.
- Where do I put the litter I collect?
 - We ask groups make arrangements for their trash either with us or within their team. Please do not leave your trash on the side of the road or in a public space.
 - Different materials get picked up by different trucks, please bag items correctly: Paper bags-yard waste; GLAD bags-litter/manmade trash; Large limbs and shrubbery left in a neat pile, large bulk items left in a separate neat pile. The City cannot collect tires. If your cleanup event finds tires you will need to contact KCB to set up a special pickup, 579-7501.
- Can children come to events?
 - It depends on the event. KCB does host youth friendly cleanups. We ask parents and guardians to consider the event and the child. We discourage anyone under the age of 17 from working along a roadside or in a marsh. If you are not sure if an event is right for your child, give us a call and we will let you know, 579-7501.