



# TEAM UP TO CLEAN UP

## 2024 City-Wide Volunteer Clean-up Campaign

### Group Leader Guide

- ✓ Register your group for a collection area, email us at [ktb@troyal.gov](mailto:ktb@troyal.gov) or call us at 334.670.6025.
- ✓ Pick up supplies at City Hall. Be sure to schedule a pickup time with us so that we have them ready for you.
- ✓ Have all group members sign the Registration Waiver before you begin collecting litter.
- ✓ Be Prepared! Each individual or group should have a cell phone, a first aid kit, hand sanitizer, plenty of drinking water.
- ✓ Call 334.670.6025 (afterhours email [ktb@troyal.gov](mailto:ktb@troyal.gov)) to report where you left the filled bags and any bulky items, if you have placed them in a location by the road.
- ✓ The registered location should only be within the City street ROW and/or City property boundary. Ask permission from the property owner before going on any private property.
- ✓ Take pictures. Make sure to email pictures of your clean-up to [ktb@troyal.gov](mailto:ktb@troyal.gov). Post pictures to social media and tag Keep Troy Beautiful.
- ✓ **Within one week after your scheduled Clean-Up, your team must return supplies provided by KTB and the signed waiver and survey to Troy City Hall.** In order for your team and team members to be eligible for any giveaway drawings associated with the 2024 Team Up to Clean Up campaign, we need all of the following items returned to us within a week of your scheduled clean-up: Any and all supplies other than bags provided by KTB, Waiver, Event Recap and Participant Survey, and photos from your group's pick up (please email these to [ktb@troyal.gov](mailto:ktb@troyal.gov)). **We must have the survey returned to keep being able to provide supplies.**

### Litter Clean-up Activities - Safety First

- ✓ **Stay safe** – Pick a location that you feel safe. Use extra caution by busy streets and on slopes. Watch for traffic. Work as a team or with a buddy. Wear a safety vest and/or highly visible clothing and make sure you pay attention to traffic and other conditions around you while collecting litter or trash.
- ✓ **Avoid personal injury** – Wear clothing appropriate for the weather and field conditions. Only pick up litter or trash that you can individually manage. Don't exceed your physical weightlifting limitations. Report finding any hazardous materials, weapons, or medical waste to local officials for their safe removal. **Leave these potentially dangerous waste items alone and report their location to the Police at 334.566.0500.**
- ✓ **Stay Hydrated and Energized** – Single-serve packaging of food and water is appropriate at this time. Keep in mind single-use gloves are not effective unless changed prior to each activity.
- ✓ **Minimize physical contact with litter** – It is best to use some type of litter grabber and/or protective work gloves to protect yourself from cuts, scrapes, and any contaminant that may be on the collected litter or trash.
- ✓ **Keep your hands away from your face** – Wash hands thoroughly and don't touch clothing and then your face. During and after collecting litter, do not touch your face with gloved hands or hands that have not been washed and sanitized.
- ✓ **Secure the collected materials** – In an abundance of extreme caution, secure the collected litter in closable plastic bags or a trash container with a secure lid.
- ✓ **Post-Cleanup Activities** - If you used any litter collection equipment, e.g. litter grabber, vest, or bucket, spray or wipe with a disinfectant prior to storage or return. Carefully remove gloves and other protective clothing. Wash and sanitize your hands.



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### Registration Waiver

Individual Name: \_\_\_\_\_

Group Name: \_\_\_\_\_

Group Leader Name: \_\_\_\_\_

Leader's Cell Phone #: \_\_\_\_\_

Leader's Email: \_\_\_\_\_

*Use as many forms as needed for your group.*

Full Name (Print legibly here)	Age	I am over 18 and I have read, understand, and agree to the Waiver & Photo Release below. (Signature here)	As the legal guardian of a participant under 18, I have read, understand, and agree to the Waiver & Photo Release below. (Signature here)	Date

#### Waiver:

I acknowledge that as a volunteer participant with Troy's City-Wide Volunteer Clean-up Campaign - Team Up to Clean Up, I am responsible for my own conduct and safety. The City of Troy and Keep Troy Beautiful and event sponsors and event coordinators are not legally responsible for my actions and I hereby waive any right to make claims or lawsuits against them in the event of an accident that does not result from the willful, wanton, or intentional misconduct on their part. I or my organization carry adequate insurance to protect me against liability claims.

#### Name & Photo Release:

My signature indicates that I have read and grant the City of Troy and Keep Troy Beautiful to use and reproduce any and all names, photographs and video images that have been taken of me during the event for any purpose whatsoever including, but not limited to: publications, website, Facebook, twitter, Instagram, news releases, advertising, trade, display, and exhibition without further compensation to me. In giving this consent, I further release the City of Troy and Keep Troy Beautiful and any event sponsors and event coordinators from liability of any personal or proprietary right I may have in connection with such reproduction or use.



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## 2024 City-Wide Volunteer Clean-up Campaign

### Registration Form

Individual Name: \_\_\_\_\_

Group Name: \_\_\_\_\_

Group Leader Name: \_\_\_\_\_

Leader's Cell Phone #: \_\_\_\_\_ Leader's Email: \_\_\_\_\_

Which category best describes your group?

- |                                 |                                       |
|---------------------------------|---------------------------------------|
| <input type="checkbox"/> Family | <input type="checkbox"/> Individual   |
| <input type="checkbox"/> Church | <input type="checkbox"/> Business     |
| <input type="checkbox"/> School | <input type="checkbox"/> Other: _____ |

Preferred Cleanup Location (within City Limits): Please mark two in case one is already assigned.

- |  |  |
|--|--|
| <input type="checkbox"/> Bicentennial Park                   | <input type="checkbox"/> Park Street           |
| <input type="checkbox"/> Butter & Egg Road                   | <input type="checkbox"/> Pike County Lake Road |
| <input type="checkbox"/> Downtown District                   | <input type="checkbox"/> S. Brundidge Street   |
| <input type="checkbox"/> Elm Street (east of George Wallace) | <input type="checkbox"/> S. Three Notch Street |
| <input type="checkbox"/> Elm Street (west of George Wallace) | <input type="checkbox"/> Second Avenue         |
| <input type="checkbox"/> Enzor Road                          | <input type="checkbox"/> Shellhorn Road        |
| <input type="checkbox"/> George Wallace Drive                | <input type="checkbox"/> Smart Road            |
| <input type="checkbox"/> Gibbs Street                        | <input type="checkbox"/> Trojan Way            |
| <input type="checkbox"/> Henderson Highway                   | <input type="checkbox"/> Wiley Street          |
| <input type="checkbox"/> Other Street or Area: _____         |  |

Preferred Cleanup Date and Time: \_\_\_\_\_

Number of Volunteers: \_\_\_\_\_

By submitting this form, you understand that the City of Troy, Keep Troy Beautiful, event sponsors, and event coordinators are not legally responsible for your or your team's actions and you and your team hereby waive any right to make claims or lawsuits against the City of Troy, Keep Troy Beautiful, event sponsors, and event coordinators in the event of an accident that does not result from the willful, wanton, or intentional misconduct on your or your team's part. By submitting this form, you understand that you or your organization carry adequate insurance to protect me against liability claims.

By submitting this form, you understand that within one week after your scheduled Clean-Up, your team must return supplies provided by KTB, the signed waiver to Troy City Hall, and survey. We must have the Event Recap and Participant Survey returned to keep being able to provide supplies. In order for your team and team members to be eligible for any giveaway drawings associated with the 2024 City-Wide Volunteer Clean-up Campaign - Team Up to Clean Up, we need all of the following items returned to us within a week of your scheduled clean-up: Any supplies other than bags provided by KTB, Waiver, Event Recap and Participant Survey (To complete online visit [www.troyal.gov/ktb](http://www.troyal.gov/ktb)), and photos from your group's pick up (please email these to [ktb@troyal.gov](mailto:ktb@troyal.gov)).

Please return the completed registration form to Troy City Hall, 306 E. Academy Street, Troy, AL or by email to [ktb@troyal.gov](mailto:ktb@troyal.gov). A representative from Keep Troy Beautiful will contact you within a couple of days with additional information. Please contact us at 334.670.6025 or email ([ktb@troyal.gov](mailto:ktb@troyal.gov)) for additional information or if you have further questions.



# TEAM UP TO CLEAN UP

## 2024 City-Wide Volunteer Clean-up Campaign

### Event Recap and Group Survey

Thank you for volunteering to take part in the 2024 City-Wide Volunteer Clean-up Campaign - Team Up to Clean Up! We are thrilled you participated! Your information on this survey is important to us! The information gained from this input will help us plan next year's event and give us insight as to littering behaviors. *\*Mandatory*

1. \*Group/Team Name: \_\_\_\_\_
2. \*Location of the clean-up event: \_\_\_\_\_
3. \*Date of the clean-up event: \_\_\_\_\_
4. \*How many volunteers showed up for the clean-up event? \_\_\_\_\_
5. \*How many bags of litter did your group collect? \_\_\_\_\_
6. How long did it take to clean-up your assigned location?
  - a. Hours \_\_\_\_\_
  - b. Minutes \_\_\_\_\_
  - c. Days \_\_\_\_\_
7. How many collection sites did you have and where were they? \_\_\_\_\_  
\_\_\_\_\_
8. What were the weirdest finds while cleaning the area? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. What was your greatest challenge and what did you enjoy most? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. Suggestions for next year: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Return this completed form to Troy City Hall when you drop back off the supplies OR you can text or email your group name, number of participants, location, date, and number of bags collected to [ktb@troyal.gov](mailto:ktb@troyal.gov).