



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 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) 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. 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). **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.