2016 Instruction Sheet

CLEANUP COLUMBIA – APRIL 9, 2016

Tips for a successful day!

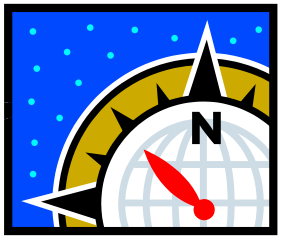
- **Thank you for participating in Cleanup Columbia!** This has grown into a tremendous event where hundreds of volunteers make a huge impact in just a few hours. Thanks!

Notes on supplies:

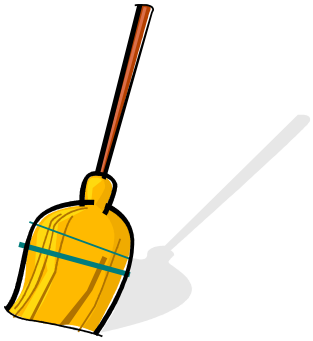
- **Please double check your supplies** when you pick them up to make sure you have the correct number of bags, gloves, vests, etc.
- **If you run out of trash bags** we will leave some bags behind City Hall - 701 East Broadway and at the Rock Quarry House at Rock Quarry Park - 2002 Grindstone Parkway.

- **Please return vests or signs** that you borrowed for your group. These can be returned to Rock Quarry House until 1 p.m. the day of the event or to City Hall, 701 E. Broadway and left at the information desk. 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. 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.

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 9.
- **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 the appropriate permission.



- **Remember that parking meters** are enforced on Saturdays except in City of Columbia parking garages.

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, 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 started <u>no later</u> than 10 a.m. 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 of way.** 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 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 may 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. DO NOT place them sporadically along the street.
- **If picking up along a trail or stream** please take your filled bag to the nearest trailhead, place them near trashcans 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 with your supplies or mail it to Volunteer Programs. You can also log in to Volgistics and submit this information electronically.

What about recycling?

We encourage you to sort out the recyclables in the trash you pick up. Please use a blue bag from home, or keep separate and either take to a recycling receptacle or put with your own home recycling. Please do not put plastic bags in recycling bins; discard them in regular trash after you have dropped off the recyclables.

Recycling receptacles can be found at the following locations:

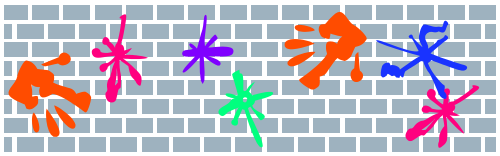
- Downtown
  - Southside of 10th & Cherry Garage
  - Armory Lot – Park Ave.
  - 5th and Locust, west of the parking garage
- Home Depot on Clark Lane
- Behind Shurz Hall (University of MO) off Ashland Gravel Road
- Dulany Hall (Columbia College) off 8th Street
- South end of Pannell Street (Columbia College by Wightman Bldg.)
- State Farm Parkway off Nifong connector
- Moser's (Business Loop 70)
- Providence outer road – West side just north of Gerbes

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 through #7 plastic containers.
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, and phonebooks.

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 cleaning solution.
- If you would like to regularly patrol this area for graffiti, you may keep the cleaning solution. If not, please bring the cleaning solution 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 are also helpful.
- Graffiti removal as part of Cleanup Columbia is limited only to only public property: street signs, streetlights, blue mailboxes, 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**. Volunteers are asked to make a two-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 City's Volunteer Program at 573-874-6271 or volunteer@GoColumbiaMo.com. City staff 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 Michael Heimos at 573-817-6447 or mhjeimos@GoColumbiaMo.com.

Ways to add some fun to your cleanup!

- Have members of your group bring a breakfast item to start the morning.
- Take photos so you have a memento from your cleanup!
- Have a contest among members of your group for who finds the most interesting item or picks up the most litter.
- Arrange for your group to have lunch after your cleanup. There **will not be** a post-event lunch this year for all volunteers.

Other Important Notes

Cleanup Columbia 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 573-874-7499, 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!!

Thank you to our sponsors:

KOMU TV 8, the Mid-Missouri CW, 102.3 BXR, KFRU AM 1400, the Columbia Daily Tribune, Landmark Bank, and Sonshine Graphics

We also appreciate the special assistance from Columbia Public Works and Columbia Parks & Recreation.

POWER UP TO CLEAN UP!