

2024 Instruction Sheet

Tips for a successful day!

See what surprises you discover while volunteering for Cleanup Columbia!

Supplies:

- Your supplies will be available for pickup at your selected pick up location.
- Please return vests, jersey gloves and unused bags to City Hall, 701 E. Broadway. There will be a clearly labeled bin in the lobby.
- It is helpful to us if the label on your supply bag or box remains intact
- The provided response card may be returned with your supplies.

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 in regards to your assigned location.
- Park vehicles in legal parking spaces off the roadside and not on shoulders. Do not obstruct traffic.
- If you are parking in a residential area, please make sure to park as close to the curb as you can. Also, make sure not to block driveways and mailboxes. Carpool if possible to reduce the number of vehicles on the street.
- Please do not 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 be cleaning 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 video. Photos are used to communicate and promote the city's volunteer program and this event. Members of the media may also be interested in catching volunteers in action. Let us know if you wish not to be photographed.
- Please share a picture or two of your crew with us! And post on social media with **#cleanupcomo!**

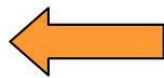
Important reminders:

- Cleanup Columbia is for trash pick-up on public property right of ways. 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 in groups. Care should be taken not to block driveways and sidewalks.
- 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 573-874-6271 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. Tie the bags securely.
- Signs, such as Garage Sale, etc. posted on street signs or traffic signals, or between the sidewalk and curb, or anywhere in our parks 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 place 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 bags to the nearest trailhead, place them in or around trash cans. Please 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.



Group bags like this



Along the roads



In parks and trails



What about recycling?

If you choose to sort recyclables from the litter, they must be taken to a recycling drop off center.

- Recyclables must be separated into *Containers & Fiber*:
 - Containers: rigid plastics, aluminum and steel cans, glass bottles and jars
 - Fiber: Office paper, cardboard, chipboard, newspaper, magazines, catalogs and phonebooks
 - Extremely dirty recyclables should be put in the trash
 - Plastic Bags and wraps ARE NOT recyclable by the City
- Locations of Recycling Drop off Centers:
 - Columbia College (Dulany Hall) – near 8th Street and Hickman Ave
 - Columbia College – near 7th Street and Hickman Ave
 - Downtown (The Armory) – along Park Ave, between 7th and 8th Street
 - Downtown (10th and Cherry) – south side of 10th and Cherry parking garage
 - South Providence – 3601 S Providence Road, on the outer road
 - State Farm Parkway – near Grindstone, north of E. Nifong Blvd
 - Parks Management Center – at Cosmo Park (east side), 1403 Business Loop 70 W
 - University of Missouri (East Campus Plant Growth Facility) – near E. Campus Rd and Ashland Rd

If you are assigned to a park: We invite you to pick up fallen branches and sticks if you have the time and the volunteer power! Winter does a number on trees! This will be a great help to our park mowers. Branches can be piled near drives or parking lots to be picked by park staff. Please do not block trails or drives.

Shopping carts: You may find shopping carts in parks or other areas. If your group has a truck you may return these to the store they came from, or note it on your response card to City staff and we will assist.

Report, Report, Report: Tracking your service is important! Each group leader will be given a postcard to report your service. Please return your postcard with your supplies or mail to Volunteer Programs. You can also log into our [volunteer database \(VicNet\)](#) to record your service, or shoot us an email at volunteer@como.gov.

HAVE FUN!

- Have members of your group bring a breakfast item to start the morning or enjoy lunch with your group!
- 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.

GET SOCIAL! #cleanupcomo

- Post pictures and update your friends on social media about your Cleanup Columbia adventures!
- Take a before and after photo of your area!
- Take photos of your group throughout the service, and with all of the litter collected at the end of your pick up!
- Use **#cleanupcomo** to help us tell the story of the difference you are making in our City!

Want an encore performance?

The logistics of this event make it challenging to hold more than once annually. There are other ways you can keep our city looking great year round!

- One-time litter pick-ups may also be arranged in an area of need along our roads, in our parks, or in our streams. Staff will work with you to find a location that needs your help! To learn more, Contact Volunteer Programs at volunteer@como.gov or 573-874-6271.
- Participate in the Adopt-A-Spot Litter Control Program. Volunteers are asked to make a two-year commitment to clean up their assigned spot a minimum of four times a year. A sign is placed in the adopted location to recognize the adopter's commitment. Contact the City's Volunteer Programs at volunteer@como.gov or 573-874-6271 to get involved.

Questions?

Contact Volunteer Programs at 573-874-7499, volunteer@como.gov or visit our website – www.como.gov/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!!

We also appreciate the assistance from City of Columbia Utilities – Solid Waste Division and Columbia Parks & Recreation.

ROADSIDE LITTER PICK UP

Safety Awareness and Precautions

Volunteers are responsible for their own safety. Please review these safety measures with your crew.

- Wear light colored, long sleeve clothing. **Open toed shoes (sandals, flip flops) are not allowed.**
- All volunteers must wear gloves. Avoid touching your face and phone during the cleanup.
- Children 16 and under must be accompanied by an adult. 1-5 adult to child ratio max. Keep children in sight at all times.
- Park vehicles in legal parking spaces off the roadside, not on the shoulder. Do not obstruct traffic.
- Pickup during daylight, when there is low traffic volume.
- **In order to stay alert, please avoid use of headphones and ear buds.**
- Follow pedestrian rules of the road and work against traffic so you are visible to drivers.
- Use caution when walking on slopes and watch for holes and obstacles.
- Bring water, sunscreen and hand sanitizer.
- Do not remove any hazardous substance. When in doubt, report to Volunteer Programs at 573.874.6271 or the City's Contact Center at 573.874.2489 for appropriate disposal.

Litter bags and trash items:

- Do not overfill the bags and please tie them securely.
- If your location map indicates "good bag locations", please place the bags in those locations.
- If no bag locations are indicated on your map, place bags in a central location along the road, on City right-of-way, in a pile that is located in a safe spot for our Solid Waste truck to stop. Please do not block drives, sidewalks, or create a blind spot for drivers.
- Place large debris, tires, or shopping carts next to the bags. **Do not place bags or trash in shopping carts.**



Once service is completed:

- **Report the # of hours spent, # of volunteers participating, # of bags collected, and the location of the bags to volunteer@como.gov, 573.874.6271, or the QR code below.**
- Return all jersey gloves, vests, and unused bags to 11 N 7th St (in the foyer) or to City Hall, 701 E. Broadway (return bin located across from the reception desk). Both buildings are open 8am-5pm, Monday-Friday.



City of Columbia litter bags are strictly for litter picked up along City streets, right-of-ways, and parks.



CLEANUP
COLUMBIA

PARK LITTER PICK UP

Safety Awareness and Precautions

Volunteers are responsible for their own safety. Please review these safety measures with your crew.

- Wear light colored, long sleeve clothing. **Open toed shoes (sandals, flip flops) are not allowed.**
- All volunteers must wear gloves. Avoid touching your face and phone during the cleanup.
- Children 16 and under must be accompanied by an adult. 1-5 adult to child ratio max. Keep children in sight at all times.
- Park vehicles in legal parking spaces off the roadside, not on the shoulder. Do not obstruct traffic.
- Be respectful of park users. If shelters are rented, please avoid them.
- Stay clear of construction projects.
- Pickup during daylight, during the park open hours of 6:00 a.m.-11:00 p.m.
- **In order to stay alert, please avoid use of headphones and ear buds.**
- Follow pedestrian rules of the road and work against traffic so you are visible to drivers.
- Use caution when walking on slopes and watch for holes, obstacles and snakes.
- Bring water, sunscreen and hand sanitizer.
- Do not remove any hazardous substance. When in doubt, report to Volunteer Programs at 573.874.6271 or the City's Contact Center at 573.874.2489 for appropriate disposal.
- If you come across someone's personal belongings, please leave them there.
- **Areas of concentration: around shelters, playgrounds, fields, tree and bush lines, ditches and parking lots.**

Litter bags and trash items:

- Do not overfill the bags and please tie them securely.
- Place the bags in or around park trash cans.
- Place large debris, tires, or shopping carts next to the bags. **Do not place bags or trash in shopping carts.**



Once service is completed:

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- Return all jersey gloves, vests, and unused bags to 11 N 7th St (in the foyer) or to City Hall, 701 E. Broadway (return bin located across from the reception desk). Both buildings are open 8am-5pm, Monday-Friday.



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STREAM & TRAIL LITTER PICK UP

Safety Awareness and Precautions

Volunteers are responsible for their own safety. Please review these safety measures with your crew.

- If raining, or you see the creek rising, please stop working and get to a safe area.
- If lightning is present, cancel the stream cleanup immediately.
- Wear light colored, long sleeve clothing. Open toed shoes (sandals, flip flops) are not allowed.
- All volunteers must wear gloves. Avoid touching your face and phone during the cleanup.
- Children 16 and under must be accompanied by an adult. 1-5 adult to child ratio max. Keep children in sight at all times.
- Park vehicles in legal parking spaces off the roadside, not on the shoulder. Do not obstruct traffic.
- Stay clear of construction projects.
- Pickup during daylight, during the park open hours of 6:00 a.m.-11:00 p.m.
- In order to stay alert, please avoid use of headphones and ear buds.
- Follow pedestrian rules of the road and work against traffic so you are visible to drivers.
- Use caution when walking on slopes and watch for holes, obstacles and snakes.
- Bring water, sunscreen, hand sanitizer and bug repellent. Deet is strongly encouraged when working in a wooded area.
- Do not remove any hazardous substance. When in doubt, report to Volunteer Programs at 573.874.6271 or the City's Contact Center at 573.874.2489 for appropriate disposal.
- If you come across someone's personal belongings, please leave them there.

Litter bags and trash items:

- Do not overfill the bags and please tie them securely.
- Place the bags in or around trailhead trash cans.
- Place large debris, tires, or shopping carts next to the bags. Do not place bags or trash in shopping carts.



Once service is completed:

- Report the # of hours spent, # of volunteers participating, # of bags collected, and the location of the bags to volunteer@como.gov, 573.874.6271, or the QR code below.
- Return all jersey gloves, vests, and unused bags to 11 N 7th St (in the foyer) or to City Hall, 701 E. Broadway (return bin located across from the reception desk). Both buildings are open 8am-5pm, Monday-Friday.



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