

Welcome 2011 Great American Cleanup Coordinators!

Thank you for your involvement in the 2011 Great American Cleanup (GAC). For those of you who are new to the GAC, the Keep America Beautiful™ Great American Cleanup is *the nation's largest organized annual cleanup, beautification, and community improvement program*. Millions of volunteers nationwide take part annually in this exciting event!

Our local Milwaukee cleanup runs from **March 1st through May 31st**. This means that you can host a cleanup sponsored by the Great American Cleanup on any day beginning March 1st through May 31st. This year's official Great American Cleanup Kickoff Day is **April 16th from 9:00AM to 12:00PM**. You can choose to host your cleanup event on this day or any other day during the three month period. You may also choose to host more than one cleanup event, if you would like. Here are some things that will help you get your cleanup rolling.

Pick the site that you would like to clean! Do you know of a local park or waterway that could use some attention? Or maybe you know of a neighborhood block near your home, a school, or your place of work that could use some quality cleaning? Your cleanup can be anywhere you choose-just let us know when you register.

We will provide the supplies. Working with KGMB, we are able to provide you with cleanup supplies that will benefit you in your cleaning. We will provide GLAD trash bags for your volunteers, along with a limited supply of gloves. Please remember to return any borrowed gloves and any other tools you borrow to KGMB after your cleanup event. This way other GAC volunteers ask your volunteers to bring their own gloves. We can also provide rakes and shovels, but again, these are limited and only available for weekend beautification events in the City of Milwaukee.

Register! If you have not already registered to be a GAC site coordinator and receive supplies for your cleanup, please do so by completing our online registration form. You can access this form by going to <http://www.kgmb.org>. You may also register by mail by sending us the enclosed paper copy registration form to the KGMB office or by faxing it to (414)272-5060.

Pick up your supplies! Supplies are available for pickup from KGMB on Fridays (except for Good Friday, pickup is on Thursday) from 8:30am until 6:00pm. If you borrow rakes or shovels, your pickup day will be on the **Thursday** before your cleanup at KGMB.

Share your success stories (& photos) with us. Please keep a record of the number of volunteers, the number of bags of litter collected, and miles of rivers, streets and shorelines cleaned. Please also send us photos of your event! (Digital only please). Submit this information by filling out our **Wrap-Up report form**, which can be accessed at <http://www.kgmb.org>. Alternatively, you may mail or fax the enclosed wrap-up form.

Enclosed you will find:

- "How to Organize a Litter Cleanup & Thank You Gathering"
- Registration form and Wrap-Up Report form
- Volunteer sign-in sheet for event day

You are truly making a difference! On behalf of Keep Greater Milwaukee Beautiful and the residents of southeastern Wisconsin, thank you for your efforts in the 2011 Keep America Beautiful™ Great American Cleanup.

Sincerely,

Kate Rudolph

Great American Cleanup Program Coordinator

Kate@kgmb.org

Tel (414)272-5462, ext. 104 Fax (414)272-5060



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DO I DO? The Basics:

Keep Greater Milwaukee Beautiful Presents: How to Organize a Litter Cleanup

- 1) COME TO AN INFORMATIONAL MEETING (*optional*)



Great American Cleanup Information Meetings take place annually in early spring. If you are interested in attending an informational meeting, please RSVP to Kate Rudolph at Kate@kgmb.org or at 414.272.5462x104.

2) REGISTER

To sign-up, simply fill out the online [Site Coordinator Registration Form](#) at www.kgmb.org (If you are unable to fill out the online form, you may register by mail by sending in the registration form included in this packet.)

3) PICK UP SUPPLIES

Supplies are available for pickup from KGMB (1313 W. Mount Vernon Ave.) on Fridays only from 8:30am until 6:00pm. You will select your pickup date when you register.

4) RECRUIT VOLUNTEERS

Volunteers are the most valuable asset of the GAC. Ask friends, family, co-workers, neighbors, schools, anyone who has a vested interest in keeping our community clean and green. We ask that your volunteers sign-in at your cleanup event using either the sign-in sheet provided or one of your own. See below "WHAT NOW...Get the Word Out."

5) REPORT BACK

Turn-in an online [Wrap-Up Report Form](#) at www.kgmb.org. This report must be turned two-weeks after the completion of your last cleanup event but no later than June 5th, whichever is sooner. (If you are unable to fill out the online form, you may send in the paper form by mail or fax.)

WHAT NOW? Beyond the Basics:

Get the Word Out! Design flyers or posters that you can pass out in your community or to local businesses. Promote your cleanup at block watch meetings or civic gatherings. We have Great American Cleanup posters available – just ask! Please add that you are part of Keep Greater Milwaukee Beautiful's Great American Cleanup in any materials you produce. You can also contact the media directly in advance of your cleanup. We can also help provide you with media contact information.

Approach local businesses for support. Many businesses are willing to donate food, beverages, coupons or other items to your cleanup, especially if the area around their business will be cleaned up as well. Be sure to thank your sponsors for any support!

Beautify whatever you can – "cleanup" doesn't mean just trash! Make your neighborhood more beautiful by planting flowers or trees, or by reporting and removing graffiti. This will discourage crime in your community and will help prevent future littering. It is another positive activity in which your volunteers can participate.

Safety first! Be sure to inform your participants of safety measures during the cleanup. An adult supervisor should be present for every 5-6 youth volunteers. Be careful with items such as glass and other "sharps." If you find any questionable items, contact the proper authorities with the location of the items so they can properly dispose of them.

What to do with the Litter you Collect: Each community has specific guidelines, so it is important to check with your local Public Works Department if you plan on collecting more trash than your garbage container will hold. In the City of Milwaukee, the number for the Department of Public Works is (414) 286-2489.

Show your appreciation. Organize a "Thank You" gathering for the volunteers and coordinators to applaud their hard work and dedication to help Keep Greater Milwaukee Beautiful. Distribute "Thank You" coupons.

Here are some other ideas:

- Create a contest around the amount of litter collected. Weigh or count the bags and give prizes for best efforts.
- Decide if you will have refreshments. You may want to ask local businesses to help provide refreshments, or you may want to make it a "Potluck Picnic" where participants bring treats to share.
- Identify local entertainment. Are there any musicians, singers, public speakers, or performers in your neighborhood that you could ask to perform? Music is another way to effectively create an atmosphere that's upbeat and fun!
- Have a youth group design a colorful banner to express the day's theme. Examples could include: "We Keep Greater Milwaukee Beautiful" or "Neighborhood Pride" or "Keep America Beautiful!" Positive messages make everyone feel great!
- Games and relays are an easy and inexpensive way to generate an atmosphere of fun and celebration. Face painting is always a favorite.
- Give a prize for the most unusual or unique item picked up.

WHAT'S UP in 2011? GAC Updates:

Expanded Tool Program: Again this year, we have a limited supply of shovels and rakes available for cleanup events in the city of Milwaukee. If you chose to borrow tools they will need to be picked up from KGMB on the Thursday immediately before your event and returned the Monday immediately after.

Go Milwaukee County Parks! If you interested in helping host a Milwaukee County Park cleanup on April 17th from 9am-12pm, please contact Kate Rudolph at Kate@kgmb.org or 414-272-5462x104. Several sites public sites are available.

Special Note to School Groups & Scouts: We do not need the names of each child on the volunteer sign-in sheet. Instead we prefer that you list the name of the teacher (or troop leader) and the number of kids. Thank you!



2011 GREAT AMERICAN CLEANUP

Sponsored by Keep Greater Milwaukee Beautiful, Inc.

SITE COORDINATOR REGISTRATION FORM



PART A: COORDINATOR INFORMATION

Coordinator's First Name _____ Last Name _____

Group/Organization Name _____

Address _____

City, State, Zip _____

Day Phone _____ E-mail _____ @ _____

Birthday (optional if over 18 years): _____

Name of Parent or Guardian (if under 18): _____

PART B: EVENT INFORMATION

Cleanup Location: _____

Will your cleanup(s) be located within the City of Milwaukee city limits? (for data recording purposes only)

Yes No

Is this a community-wide cleanup for a town, village or city located within southeastern Wisconsin?

Yes No

Cleanup Date (mm/dd): _____ (If you are planning several cleanups, please list start date)

Start time of cleanup: _____ Estimated duration (hours) of cleanup: _____

Estimated # of Volunteers: _____ (If you are planning several cleanups, please count volunteers for each day they volunteer)

Would you like KGMB to post your cleanup information and contact information on our website calendar, so interested volunteers can contact you about joining the cleanup?

- Yes, please list my first name and phone number as the contact.
- Yes, please list my first name and e-mail address as the contact.
- No, thank you.

PART C: CLEANUP KIT REQUEST

Number of Bags requested:

25 50 75 100 125 150 175 200 Other _____ (please indicate as a multiple of 25)

Number of Coupons requested (no more than 1 per volunteer): _____

Are you interested in borrowing gloves for your beautification or cleanup event?

Yes No If yes, how many? _____

Gloves are available on a first-come, first-serve basis. Maximum: One per volunteer. If gloves are still available, they will be included in your kit. We cannot guarantee gloves and ask that you encourage volunteers to bring gloves.

Are you interested in the Borrow A Tool (B.A.T.) program for your beautification or cleanup event?

City of Milwaukee residents only. Tools must be picked up from KGMB on the Thursday prior to the event and returned the following Monday. A copy of your Drivers License ID will be required as a deposit. If tools are still available for the date you requested, you will be contacted at the phone number and/or e-mail address you provided above.

Yes No

If yes, please indicate the number of tools you would like to request next to the name of the tool:

Leaf Rake _____ Garden Rake _____ Square Shovel _____ Round Shovel _____

Broom _____ Barn Shovel _____ Street Shovel _____ (limited)

Litter Grabbers _____

When will you pick up your kit? :

KGMB (1313 W. Mount Vernon Ave., Milwaukee)

*If you are choosing to pick up your cleanup kit from KGMB, please choose a **FRIDAY** beginning March 4th when you will come in to pick up your cleanup kit. We are open on Fridays for kit pickup from 8:30am to 6:00pm. Please note kit pickup for Friday, April 22nd has been replaced with Thursday, April 21st. We will not be open Friday, April 22nd.*

Choose and circle one of the following dates (please record this date—you will not be reminded):

March	4	11	18	25	
April	1	8	15	21 (Thursday)	29
May	6	13	20	27	

Note: A \$25.00 voluntary donation fee is appreciated for any groups of 100 or more. Thank you!

Please check here if you would like a receipt for your taxes sent to you

DISCLAIMER: I agree to have participants sign in, and to distribute cleanup supplies and "Thank You" coupons to the cleanup volunteers. I acknowledge and assume all responsibility and risk as a result of any volunteers who participate in my cleanup. Keep Greater Milwaukee Beautiful, Inc., its Board of Directors, staff, and volunteers will not be held liable for injury or damage. I agree to return the volunteer sign-in sheets, evaluation form, gloves, and any unused cleanup supplies and coupons to the KGMB office after our cleanup. I understand that if I fail to return this information/supplies by June 2, 2010, KGMB may not be able to distribute supplies or coupons to myself or my group in the future. **By initialing on the line, I agree that I have read and understand the preceding and will abide by its terms (required).** _____



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SITE COORDINATOR WRAP-UP REPORT

Please fill out this form after your cleanup. Thank you



Please return this Evaluation/Wrap Up form, volunteer signup sheets, and any leftover cleanup supplies or "Thank You" coupons to KGMB within 2 weeks of your last cleanup date, or **June 2th** (whichever is first).

**In order to be eligible to receive supplies for your next cleanup, you must return this form.*

PART A: COORDINATOR INFORMATION

Coordinator's First Name _____ Last Name _____

Group/Organization Name _____

Phone _____ E-mail _____

PART B: CLEANUP/BEAUTIFICATION EVENT INFORMATION

Event Location: _____

Event Date (mm/dd): _____ (If you hosted several events, please list start date)

Please describe your beautification and cleanup activities:

Did you host more than one cleanup/beautification event? Yes No

If yes, how many cleanup and/or beautification events did you host? _____

PART C: RESULTS

Estimated total duration (hours) of cleanup(s): _____

of Volunteers: _____ (If volunteers participated on more than one date, please count them for each time they participated)

of Bags of Litter Collected _____

Unusual or unique Items Collected: _____

If applicable: Miles of streets, roads & highways cleaned _____ OR # blocks cleaned _____

If applicable: Miles of rivers, lakes & shorelines cleaned _____ OR list starting and ending location : _____

If applicable: Number of community structures cleaned _____

Was your cleanup located within the City of Milwaukee limits? Yes No

Additional Comments:

Return this form & leftover supplies to:
Keep Greater Milwaukee Beautiful, Inc.
1313 W. Mount Vernon Ave. Milwaukee, WI 53233
Phone: (414) 272-KGMB Fax: (414) 272-5060