



# Adopt-a-Park & Public Areas Program

## Organizing a Clean-Up Project

Please contact the Program Coordinator at **791-3109**, to determine what park, street, or wash locations are available that are suitable for your group. After an area has been selected, you should:

- ◆ Designate a Group Leader to be the primary contact; other members may assist with coordination
- ◆ Designate a place to meet before cleanup begins to give instructions and to distribute trash bags
- ◆ Review safety guidelines below with all participants. Group leader should bring a First Aid Kit!
- ◆ Invite participants to bring their own gloves. Rakes and shovels are also useful for weeds/debris
- ◆ Make arrangements for the trash bags to be collected or disposed of properly; if recyclable materials are kept separate, take it home or to a recycling collection site as appropriate
- ◆ Return a Volunteer Work Report after each project to record hours and report maintenance needs

## Safety Guidelines

- ◆ Determine who is responsible for supervising child participants, away from busy or unsafe areas
- ◆ Use the Group Leader's first aid kit for minor scrapes or cuts; call 911 immediately to request assistance for any serious injury, or to report any suspicious or illegal activity present in the area.
- ◆ Wear sunscreen and a hat for sun protection; wear gloves at all times during the cleanup project (leather gloves recommended; latex or plastic OK for light pickup)
- ◆ Boots or sturdy closed-toe shoes are required (**absolutely NO open-toed sandals**)
- ◆ Drink water/hydrating beverages often; avoid caffeinated drinks; alcohol and all other impairing substances are strictly prohibited and volunteers may not be under the influence when volunteering
- ◆ Stay with your group in the designated cleanup boundaries. Stay out of storm drains and culverts, and other hazardous structures. Don't trespass on private property or neighbors' yards.
- ◆ Be cautious when working around construction debris, cactus, insects, wildlife, steep slopes and sharp rocks. Immediately report potentially unsafe or dangerous situations to the Group Leader
- ◆ Ask participants to return to the designated meeting place at the end of the cleanup to report problems or area maintenance concerns to Group Leader; supervise children at all times.
- ◆ Under no circumstances should you pick up any of the following items. Please alert group leader and others in the area immediately for these items! Report to Tucson Clean & Beautiful on volunteer report, for additional follow-up
- ◆ Call 911 for removal of hypodermic needles, medical waste, condoms, chemicals, dead animals & other extreme & immediate safety & health hazards; other sharp items such as broken glass may be collected with a broom/pan or shovel by an adult, or notify us of location