



# Adopt-a-Park & Public Areas Program

## Organizing a Clean-Up Project

Please contact the Program Coordinator at **791-3109** to determine the available park, street, or wash locations that are suitable for your group. After meeting with the Program Coordinator, 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 with Tucson Clean & Beautiful (TCB) for the trash bags to be collected if proper disposal options are not available on site. If recyclable materials are kept separate, take it home or to a recycling collection site as appropriate.
- ◆ 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. Return a Volunteer Work Report Form after each project and report the maintenance concerns to TCB.

## 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).
- ◆ Wear boots or sturdy closed-toe shoes (**absolutely NO open-toed sandals**).
- ◆ Drink water/hydrating beverages; avoid caffeinated drinks. Alcohol and other impairing substances are strictly prohibited and participants 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 areas. 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.
- ◆ Do not pick up any of the following: hypodermic needles, medical waste, condoms, chemicals, dead animals and other items posing health and safety hazards. Please immediately alert group leader and others in the area and notify TCB about the location of the items. Sharp objects such as broken glass may be collected with a broom/pan or shovel by an adult, or can be reported to TCB.