



Clean Neighborhoods Pledge

You can count on us to help keep our community clean by participating in the Community Cleanup program.

We, the community, promise to:

1. Establish a Cleanup committee that includes representatives of civic groups, churches, businesses, neighborhood associations, and schools.
2. Assign individuals to handle specific roles to assist in volunteer recruitment, public awareness and special project oversight.
3. Document and report program results.

The Community Cleanup program promises to:

1. Establish links with public and private sector groups to facilitate the delivery of resources.
2. Provide communication and marketing tools to help create awareness for your activities.
3. Inform the public with status updates and statistics.

Please print (except for signature):

Community representative	Community organization	

Address/Zip	Phone	Fax

Signature	Date	

Please fax, mail or email completed form to: Keep Jackson Beautiful
 P.O. Box 12513
 Jackson, MS 392036
 KeepJacksonBeautiful@gmail.com



Canvassing Your Community

Block

Cross Streets

Organizer's Name

Phone

Organizer's Address

Contacting your neighbors

Check all that you plan to do:

- | | |
|--|---|
| <input type="checkbox"/> A. Call on phone | <input type="checkbox"/> D. Speak to community groups |
| <input type="checkbox"/> B. Go door-to-door | <input type="checkbox"/> E. Write letter |
| <input type="checkbox"/> C. Post Clean Neighborhoods materials | <input type="checkbox"/> F. Other _____ |

Talking to your neighbors

The success of your neighborhood beautification program depends on getting the word out to your neighbors. Speaking in person with each resident on your block is the best way to communicate your enthusiasm. If you have trouble reaching people at home, try locating their telephone numbers and call them. As a last resort, hang flyers on their doorknobs. Don't place anything in their mailbox (**It is Illegal**).

When you're able to reach your neighbors and find they are willing to participate, ask them if they would not mind putting their names, addresses and telephone numbers on the — Community Cleanup Volunteer List form.

Spreading the Word Worksheet

Person responsible for communications

Phone

Address

Recruitment Methods

Check all that you plan to use:

- | | |
|---|---|
| <input type="checkbox"/> A. Civic club newsletter | <input type="checkbox"/> H. Photography |
| <input type="checkbox"/> B. Door-to-door campaign | <input type="checkbox"/> I. Posters |
| <input type="checkbox"/> C. Flyers | <input type="checkbox"/> J. Presentations |
| <input type="checkbox"/> D. Local service organizations | <input type="checkbox"/> K. Press release |
| <input type="checkbox"/> E. Mail notices | <input type="checkbox"/> L. Site signs |
| <input type="checkbox"/> F. News story | <input type="checkbox"/> M. Telephone |
| <input type="checkbox"/> G. Newspaper calendar | <input type="checkbox"/> N. Word of mouth |

Five Key Questions

What points will be emphasized in communications?

Which community newspapers, radio and television programs are your targets?

Who will be your official photographer to take —before, —during and —after shots of all projects?

Who will collect published news stories, correspondence and pictures?

Who will prepare a file of accomplishments to submit to Keep Jackson Beautiful?

Planning Session Flyer



Help keep our neighborhood beautiful!

You can make a difference by playing an important part in improving our neighborhood. We need your help to implement the Keep Jackson Beautiful's Community Cleanup program, an ongoing community cleanup and beautification initiative.

If you can imagine a neighborhood free of litter and debris...no more abandoned cars, overgrown lots or other unsightly nuisances...right of ways lined with flowers, trees and shrubs...a safer, more prosperous place to work and live...then you can see what a difference the cleanup program can make to the appearance of our community.

The Keep Jackson Beautiful and the City cannot do this alone so please encourage your neighbors, family and friends to help us make our neighborhood a showplace. Join us for our first neighborhood planning session.

Date

Time

Location

Organization

Safety Tips

As we work to assist with cleaning up your neighborhood, we should all exercise caution so that we can prevent this day from being marred by any injury.

The following is a list of Safety Tips that will help us make this day a great success for all:

- ❖ Watch out for traffic.
- ❖ Be on the watch for snakes around logs, tall grass and other likely places.
- ❖ Under no circumstances should you attempt to pick up syringes or hypodermic needles!
- ❖ Avoid contact with poison ivy and/or poison oak.
- ❖ Be alert to stinging insects, especially fire ants.
- ❖ Do not attempt to compact (squeeze) trash sacks to gain room for more trash. Injuries from broken glass or jagged objects often occur as a result of this practice. Fill the sack with what goes in easily and then get another bag— we have plenty to go around!
- ❖ Be careful to recognize your own physical limitations.
- ❖ Your community organizer has a First Aid Kit should aid be necessary.
- ❖ Involve your precinct police in your cleanup, and make sure they are aware of your plans. Let them know where you will be, and when you plan to be there. They will be able to assist you with parking, traffic and other safety concerns.
- ❖ Be aware of private property, and get permission from landowners before going on their land.
- ❖ Organize into teams, volunteers should be in pairs and have team leaders become familiar with cleanup safety information.
- ❖ Roadside litter can be dangerous. Do not open coolers, jugs, bottles and other sealed containers.
- ❖ Make sure volunteers wear gloves, appropriate clothing, and safety gear.
- ❖ Report any suspicious or dangerous items to police immediately.
- ❖ Children under the age of 8 are not recommended for volunteering in cleanups
- ❖ Make sure children are not left unattended near abandoned property, highways or water.
- ❖ Make sure there is a hydration station for children and elderly

Special Notes

Please put aluminum cans into separate bags so that they can be recycled and used again for something else.

Also, see your cleanup organizer for specific instructions on the handling of tires at your site.

Cleanup Workday Agenda Sample

Time Will Vary	Activity	Materials
9:00 a.m.	Organizers arrive Waste haulers arrive Containers placed Registration area/table setup	1 small table with chair Morning refreshments
9:15 a.m.	Final crew assignment made Signs placed in areas targeted for work	Signs/posters
9:30 a.m.	Volunteers begin arriving Register Volunteers (Waivers) Assign to crews Issue name tags/T-Shirts	Waiver forms Name tags
9:50 a.m.	Group begins to rally Organizers welcome and give pep talk	Trash bags Other tools Place crews together Distribute equipment bags
10:00 a.m.	Crews leave for work site Work begins	
10:15 a.m.	Bagged litter placed curbside Loaders load truck Trucks transport bagged litter Party arrangements begin (hospitality crew)	Beverages First aid supplies Bags
1:00	Volunteers begin returning Volunteers and equipment checked in	
1:30 p.m.	All volunteers returned Wrap-up by Organizers Party begins	Food and beverages
2:00 p.m.	Volunteers begin leaving Cleanup crew cleans site Organizers submit report to Solid Waste Organizers report heavy trash to Solid Waste	

Community Cleanup Volunteer Liability Form

Community Cleanup Volunteer Registration Form: *Release of Liability*

I, _____, for myself and my heirs, executors, administrators and assigns, hereby release, indemnify, and hold harmless the **Keep Jackson Beautiful , and City of Jackson (further referenced as Partnering Agencies)** and the organizers, sponsors, and supervisors, of all cleanup activities, from all liability for any and all risk of damage or bodily injury or death that may occur to me (including any injury caused by negligence), in connection with any volunteer projects in which I participate and in connection with Keep Jackson Beautiful's exercise or failure to exercise or perform a "discretionary function" of the Keep Jackson Beautiful. In addition, Partnering Agencies have permission to utilize any photographs or videos taken of me for publicity or training purposes. I will abide by all safety instructions and information provided to me for volunteer projects and activities.

I understand that there are possible dangers associated with volunteer work, including, but not limited to, forces of nature including but not limited to weather, water, unstable terrain and wildlife hazards, which may result in property damage or loss, physical injury, disease or death. I understand that my participation is voluntary and may involve sustained strenuous physical activity. I have no known physical or mental condition that would impair my capability to participate fully, as intended or expected of me.

Further, I expressly agree that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by the State of Mississippi, and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect. It is expressly understood by all parties that this release applies only to activities in connection with any volunteer project in which I participate in **community cleanups**.

I have carefully read the foregoing release and indemnification and understand the contents thereof and sign this release as my own free act.

Signature _____ Date _____

Guardian _____ Date _____
(If under the age of 18)

Notes:

Cleanup Event Name: _____
Cleanup Date & Time: _____

Thank You For Volunteering!!!!

Supervising Volunteers

Supervision Tips

Basic characteristics of successful volunteer supervision are:

- ❖ Communicating well
- ❖ Expressing appreciation for work

When volunteers are asked to accept assignments, it's important to fully explain:

- ❖ The purpose of the job
- ❖ When the job is to begin and end
- ❖ What the job entails
- ❖ How best to do the job

Job assignments made by organizers

ORGANIZER'S TEAM

Task	Volunteer Assigned	Phone
Volunteer orientation	_____	_____
Equipment/tools	_____	_____
Sign-in/sign-out	_____	_____
Refreshment team	_____	_____
First aid	_____	_____
Photos	_____	_____
Roving	_____	_____
Gardeners	_____	_____
Litter collectors	_____	_____
Sweepers/rakers	_____	_____

Property Survey

Please use one form per address:

Submitted by _____ Date _____

Organizer _____ Phone _____

Area of city (neighborhood) _____

Address of property surveyed _____ Zip code for property _____
 (If no address, site by address next to or across the street from property)

Neighborhood Nuisances

Check all situations that apply and try to take a photograph:

- | | |
|---|---|
| <input type="checkbox"/> Illegal trash pile on private property | <input type="checkbox"/> Illegal placement of heavy trash at residence |
| <input type="checkbox"/> Dangerous building-vacant and open | <input type="checkbox"/> Open storage of tires |
| <input type="checkbox"/> Junked, inoperable vehicle stored on site | <input type="checkbox"/> Hazardous chemicals (do not touch, move or clean up) |
| <input type="checkbox"/> Cars parked on sidewalk | <input type="checkbox"/> Collapsing building |
| <input type="checkbox"/> Weeded property-weeds over 9 inches | <input type="checkbox"/> Illegal placement of household garbage |
| <input type="checkbox"/> Graffiti (not gang-related) | <input type="checkbox"/> Solid waste container left in right-of-way |
| <input type="checkbox"/> Rat harborage or infestation | <input type="checkbox"/> Deposited trash in ditch |
| <input type="checkbox"/> Open storage of boat | <input type="checkbox"/> Failure to maintain fence |
| <input type="checkbox"/> Open storage of lumber | <input type="checkbox"/> No identifying numbers on residence |
| <input type="checkbox"/> Fire-damaged building | <input type="checkbox"/> Accumulation of stagnant water |
| <input type="checkbox"/> Un maintained swimming pool | <input type="checkbox"/> Auto parts on ground |
| <input type="checkbox"/> Fence in disrepair | <input type="checkbox"/> Open storage of an appliance |
| <input type="checkbox"/> Parking blocking sidewalk or driveway | <input type="checkbox"/> Parking large commercial vehicle in residential district between 6 p.m. and 7 a.m. |
| <input type="checkbox"/> Parking on public street for more than 24 hours | <input type="checkbox"/> Parking commercial vehicle on public street between 2 a.m. and 6 a.m. |
| <input type="checkbox"/> Dumpster overflowing | <input type="checkbox"/> Failure to keep garage/shed in good repair |
| <input type="checkbox"/> Failure to remove building demolition within 30 days | <input type="checkbox"/> Maintaining fowl within 100 feet of a residence (church, school, hospital) |

Solid Waste Violations

Check all that apply:

- | | |
|--|---|
| <input type="checkbox"/> Heavy trash out prior to regular scheduled collection day | <input type="checkbox"/> Trash not properly bagged or in a container |
| <input type="checkbox"/> Limbs in one large pile not in small piles | <input type="checkbox"/> Blocking public sidewalk/street with heavy trash |
| <input type="checkbox"/> Failure to place leaves in proper container | |

Neighborhood Spotter Checklist

The success of your neighborhood cleanup depends on getting the word out to your neighbors.

Right-of-Ways

- | | |
|--|--|
| <input type="checkbox"/> Mow | <input type="checkbox"/> Remove Litter |
| <input type="checkbox"/> Edge | <input type="checkbox"/> Add trees |
| <input type="checkbox"/> Trim trees | <input type="checkbox"/> Fill in holes with dirt |
| <input type="checkbox"/> Mulch trees | <input type="checkbox"/> Repair curb |
| <input type="checkbox"/> Remove dead trees | <input type="checkbox"/> Paint curb |
| <input type="checkbox"/> Stake trees | <input type="checkbox"/> Treat ants |
| <input type="checkbox"/> Replace plants | <input type="checkbox"/> Water |

Signage

- | | |
|--|--|
| <input type="checkbox"/> Sign missing from pole | <input type="checkbox"/> Sign fallen down or damaged |
| <input type="checkbox"/> Sign is faded | <input type="checkbox"/> Additional signage needed |
| <input type="checkbox"/> Illegal signage to be removed | |

Vacant lots (private property subject to negotiation with owner and you must receive a copy of their identification)

- | | |
|--|--|
| <input type="checkbox"/> Mow | <input type="checkbox"/> Remove Litter |
| <input type="checkbox"/> Edge sidewalk | |

Streets

- | | |
|--|--|
| <input type="checkbox"/> Bus stop needs to be cleaned | <input type="checkbox"/> Street light burned out (list number on pole) |
| <input type="checkbox"/> Sign is faded | <input type="checkbox"/> Remove Litter |
| <input type="checkbox"/> Street light pole needs to be repaired (list number on pole) | |
| <input type="checkbox"/> Stripping needed (indicate if crosswalk, divided lines, etc.) | |

Illegal dump sites

- | | |
|---|---|
| <input type="checkbox"/> Yard waste | <input type="checkbox"/> Appliances or —white goods |
| <input type="checkbox"/> Furniture | <input type="checkbox"/> Medical waste |
| <input type="checkbox"/> Household trash | <input type="checkbox"/> Abandoned automobiles, auto parts, scrap tires |
| <input type="checkbox"/> Construction and demolition waste (drywall, roofing shingles, lumber, ricks, concrete, siding) | <input type="checkbox"/> Other _____ |