



## 1. Choose a location

- Identify/survey the area you want to clean - make sure there will be trash to collect!
- Make sure it is safe, accessible and that you are allowed to be there.
- Identify where you will have your assembly point, trash collection point
- Decide how many teams of volunteers you will need to clean the site.
- Mark entry points
- If necessary arrange transport for volunteers to assembly point and onwards to entry points

## 2. Promote your event

- Contact everyone you want to take part.
- Make and distribute posters and/or flyers
- Encourage local businesses and community members to join.
- Ask people to sponsor the event – e.g. free printing, donating gloves, helping with transport (taxi or bus company), donating snacks and drinks for the volunteers, etc.

Remember that busy professionals might not read e-mails and that community members are best engaged through face-to-face contact or posters.

## 3. Gather your equipment

- Gloves
- Trash bags e.g. animal feed bags, fertilizer bags – any bags that are not new!
- Cutters, scissors, trowels, etc (to remove trapped items)
- Weighing scales (to weigh your total trash collected)
- Drinking water (no single-use plastic items)
- Snacks (no disposable or single-use plastic items)
- Cameras (to document the event)
- First-aid kit

## 4. Arrange how the trash will be removed from the site

Can you arrange collection via garbage trucks? Will your local government help?

## During the Clean-up

### Brief participants:

1. Collect trash, taking care of personal safety
2. Explain which items are recyclable and how to keep them separate
3. Inform where the collection point is



4. Weigh trash and record weight, no. of volunteers, area covered, time spent
5. Refreshments
6. Thank you and group photo
7. Trash removal from site

NB. NMPA generally requests permission from the local authority to leave the trash at the collection point for at least 24 hours, and places a large poster in front of it, as this helps raise public awareness of the problem.

Tell volunteers your most important **dos** and **don'ts**:

- Do** collect non-biodegradable items e.g. plastic, glass, metal or polystyrene.
- Do** collect small items e.g. polystyrene balls or sweet wrappers.
- Do** collect data as mentioned above.
- Do** work together.
- Do** report back to the weighing station to weigh your collected trash
- Do** deposit collected trash in the allocated place.
- Do** ensure trash is collected.
- Do** take photos and videos which can later be shared to publicize our efforts and raise awareness of the problem
- Don't** collect biodegradable items e.g. driftwood, coconuts, seeds, seaweed, coral, shells or other vegetation.
- Don't** burn any trash you collect.
- Don't** trample vegetation.
- Don't** leave any trash from the event!

## After the Clean-up

### 1. Say thank you!

- Have a short thank you ceremony to acknowledge participants.
- Take a final group photo to celebrate everyone's hard work.
- Send your photos and details of the clean up to [action@atlanticcleanup.org](mailto:action@atlanticcleanup.org) and we'll promote your hard work too!

### 2. Share your results

- Estimate the distance you cleaned for reporting your data.
- Report your data to the appropriate organizations e.g. photograph and email to [action@atlanticcleanup.org](mailto:action@atlanticcleanup.org)
- Encourage people to share their experiences with you e.g. photos or fun stories.
- Spread the word in person and on social media. Tell people about your good work and encourage them to do the same.