

Team Up to Clean Up

Event Organizer Planning Tool Kit



What is Included

- **What is the Team Up to Clean Up Program**
- **Program Opportunities**
- **Planning your Team Up to Clean Up event**
- **Event Guidelines & Organizer Responsibilities**
- **Safety Tips**
- **After Your Event**

What is the Team Up to Clean Up?

- A year-round community cleanup program.
- This program provides all the tools you need to run a community cleanup including flags, recycling bags and yellow garbage bags
- Volunteers participate in Team Up to Clean Up each year, investing volunteer hours to help clean our community.
- The program helps keep public places in your neighbourhood clean and safe for everyone.
- You can host a cleanup event on Town property including parks, trails, alleyways, streets and parking lots.



Program Opportunities

- Several areas are available to participate in, either select a recommend area or let us know where you would like to host an event.
- 12 Zones have been set aside for groups to earn a funds between \$500 to \$1100
- 8 School Grounds
- Event Clean Up opportunity
 - Following Farmers Day Parade Route

Registration for Participation

Registration is completed on the Town of Stony Plain Website under Team Up to Clean Up.

New this year!

- All organizations and businesses are required to provide the Town with proof of insurance in the form of a Certificate of Insurance (COI) from their insurance provider. The COI must include Commercial General Liability (CGL) coverage in an amount not less than \$2,000,000 naming the Town of Stony Plain as an Additional Insured with a waiver of subrogation.
- A Hazard Assessment Form will be provided with participant packages and must be completed at the start of the event.

Planning Your Event

Step One: Review the Team Up Safety Tips

- It is further down in this document.

Planning Your Event

Step Two: Organize your Volunteers

- Find volunteers by encouraging your friends, family, and neighbours to join your event!
- Seek feedback from your volunteers around location and date preferences to gather ideas for dates, times, and locations.

Planning Your Event

Step Three: Choose a Location

- Select an area identified in the program
- Sporting events
- Neighbourhood streets
- Parks, trails, or play areas

Planning Your Event

Step Four: Set the Date

- Using the feedback from your volunteers select a date and time that will ensure a good turnout.
- Look at the weather forecast leading up to your event, set a rain date in case of bad weather!

**If you need to change the date and you have already arranged collection during your registration, please email PublicWorks@StonyPlain.com advise of the changes as soon as possible.*

Event Organizer Responsibilities

- Submit your safety plan
- The group organizer is responsible to make your group aware of the safety guidelines.
- Provide supervision, safety equipment, and have plans for emergencies including first aid.
- Suspend cleanup activities when weather conditions become inclement (fog, rain, high winds, electrical storms, etc.).
- Submit Certification of Insurance with Commercial General Liability (CGL) coverage in an amount not less than \$2,000,000 naming the 'Town of Stony Plain' as an Additional Insured with a waiver of subrogation.
- Ensure that participants under the age of 18 have parent or guardian permission to participate and are supervised during your event.

Event Organizer Responsibilities

- If anyone experiences injury or illness, seek medical attention and report the incident to the Town.
- Make sure you have all the tools and materials required to complete your cleanup safely and make sure your equipment is in working order.
- Visit the cleanup location before your cleanup to identify, evaluate, and eliminate health & safety risks to ensure hazards are managed.
- Flag closed containers, heavy objects, or suspicious hazardous materials for pick-up and disposal by Town staff.
- Ensure all garbage bags are placed at the designated pick-up sites as pre-arranged during the registration process.

Event Organizer Responsibilities

- Either transport all bags to the Public Works Yard or Notify Public Works where bags are for collection.
- Follow all laws and regulations relating to safety and such terms and conditions as may be required by the Town
- Do not plan cleanups in encampment areas – Report encampments to Enforcement Officers.

Safety Tips!

- Wear clothing that will not impair vision or movement
- Wear bright colors to enhance visibility while participating
- Wear a safety vest when near a roadway
- Wear appropriate personal protection equipment
- Wear closed toe shoes
- Use any tools and equipment safely and as intended
- Have younger volunteers ask an adult first if they are unsure about picking up a piece of litter
- Charge and bring your cell phone

Safety Tips!

- Wear sunscreen and bug spray and re-apply as required
- Wear a hat and sunglasses
- Drink water and keep hydrated
- Take breaks and do not over-exert yourself
- Wash your hands after cleaning and before eating
- If you experience any injuries or illnesses during the cleanup, seek medical attention immediately and notify your group leader
- Stay away from current or recent encampment areas

Safety Tips!

Do not pick up or let other volunteers pick up anything that could be hazardous to their health. This includes:

- ⊗ Hypodermic needles
- ⊗ Syringes
- ⊗ Jagged glass or other sharp objects
- ⊗ Animal carcasses
- ⊗ Urine Bottles
- ⊗ Heavy objects
- ⊗ Air brakes

Flag and report any and all hazardous items to the Town by

After your event!

- Share pictures of your event on your preferred social media platform. #TownofStonyPlain #TeamUptoCleanUp
- Let us know how it went complete the Post Event Survey so we can make it better next year.
- If you applied for funding, your cheque will be prepared once the survey is completed.



Thank you