

TaKasha L. Francis, Esq., Director

### **DON DIVISIONS**



Inspections and Public Service

Reduces blight in
neighborhoods by enforcing
neighborhood codes. Examples
include overgrown lots,
dangerous vacant buildings,
junk motor vehicles, illegal
bandit signs and more!



Mayor's Assistance Office

Coordinates with City
departments to follow up on
service requests for City services
by residents and supports civic
participation by partnering with
community groups.



Office of New Americans and Immigrant Communities

Welcomes immigrants and refugees to
Houston through partnerships to help
them become citizens, informs them of
their rights and resources and promotes
cultural sharing across our City.



Mayor's Office of Gang
Prevention and Intervention

Provides mentoring and case management to teens at risk of joining gangs as well as educational workshops and out-of-school activities.

## LET'S TALK YOUR MISSION

Determine quantity and types of tools needed for each activity.
Set the number of neighborhood sites you will have.

Determine how many volunteers are needed for each location.

Contact DRT/constables or your police substation.

Assign Block captains / Team captains to each of these sites.

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Set a kickoff and end time.

## **KNOW**

**Proper Preparation Leads to Success** 



**Site information** – bathroom accessibility, parking, signage, maps.



Obtain permission from property owner(s) if applicable (i.e. mowing vacant lots in the City of Houston, Department of Neighborhoods should be contacted). If outside of the City of Houston, contact the applicable government entity.



**Decide** on a kick-off location and base area.

## **ORGANIZING VOLUNTEERS**

#### **Volunteer Waiver Forms**

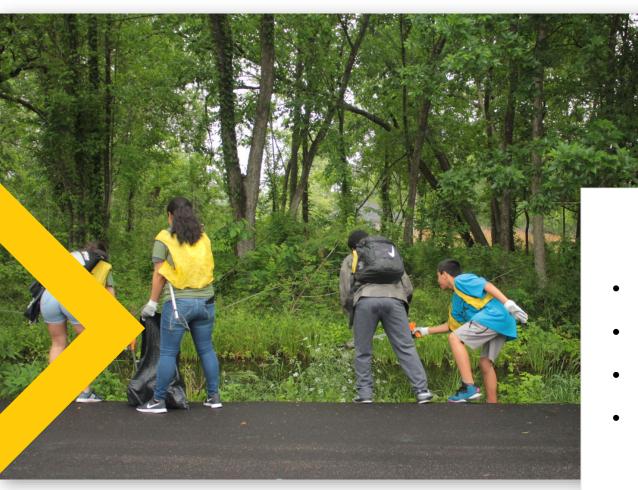
All participants must complete and submit a form prior to the event. If under 18 years old, parent or guardian signature is required; forms may be e-mailed.

#### **Volunteer Recruitment**

Volunteer recruitment can be done by making flyers or by send alerting e-mails to your contacts / database. Working with your local elected officials i.e. City Council or County Commissioners.



### **VOLUNTEER ROLES**





#### **ESSENTIAL ROLES**

- Site Captains Point of contact for event
- Runner provides extra water and tools to volunteers.
- Registration Desk & Tool Check-out / Inventory tracking.
- Cleanup crew make sure all tools are collected. If overflow of dumpster or tires from SWMD dumpster, report.

### **SUPPLY LIST**

#### **Supplies Only**

- Clean-up /
  Beautification Form
- Supply Request Form
- Dumpster Request Form
- Dumpster
  Diagram
- Site Box Score Form

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#### Supplies & Dumpster

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  Form



## EVENTS MUST HAVES

## It is recommended that you follow the formula below for your workday.

- Trash Bags 2 per volunteer (Unless you know you won't require that many)
- Recycling bags 1 per volunteer (Unless you know you'll need more)
- Grabbers ½ your total number of volunteers (DON recommends the buddy system both for safety and ease of carrying increasingly full bags)
- Hand Sanitizer 1 for every 10 volunteers
- Bug Spray 3 (You don't typically need more unless you know you'll be close to a creek bayou or large body of water)
- Sunscreen 2 (Most volunteers bring/wear their own)



# EVENTS MUST HAVES (Cont.)

- First Aid Kit 1 (Please request 2 if you have a larger group of 30+)
- Sharps Container 2 10 (Depending on the area you'll be working in)
- Poison Ivy Wash 0 15 (Feel free to request more if you know you'll be working in a heavily poison ivy populated area)
- Gloves total number of volunteers plus 5 10 pairs extra as they tend to break
- Safety Vests Safety vests are typically recommended for but not limited to cleanups happening close to roadways so just use your best judgement. (We have a limited stock)

## Trash Collection (Houston):

- Dumpsters (requested 4 weeks prior to event date)
- You must provide an exact address and draw a detailed diagram of the area to place container.
- Dumpsters are dropped off on Friday evening / Saturday morning and retrieved on Monday.
- Need a pickup truck to move bagged litter to dumpsters.
- Heavy Trash refer to the Solid Waste Management Dept.'s website for schedule in the area code in which you're working.

### **PORTFOLIO**

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## THANK YOU