



CITY OF HOUSTON

NEIGHBORHOODS

CLEANUP



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

1

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

2

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

3

Determine how many volunteers are needed for each location.
Contact DRT/constables or your police substation.

4

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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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** – $\frac{1}{2}$ 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