



Step-by-Step Guide:

Planning a School Campus Litter Cleanup

Step 1: Get Organized

- Contact your school administrators to obtain permission to host a litter cleanup on school property. If you prefer to clean up a property that is located off school grounds, contact your town manager or Mayor's office to obtain any approvals that may be needed.
 - Conduct a Litter Survey by walking around and listing areas most in need of litter cleanup. Typical areas most in need of cleanup on school campuses include athletic fields, the surrounding woods, and parking lots. For non-school properties, consider local parks, hiking trails, and conservation properties.
 - Ensure that you have a plan for trash removal. Coordinate with your school custodians or your local Department of Public Works.
 - Choose a cleanup date and time and start recruiting volunteers.
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Step 2: Recruit Volunteers

- Make it easy for volunteers to sign up (use a Google Form or QR code).
 - Post flyers, write articles for the school newspaper or school e-newsletter, make announcements over PA system, and post on social media.
 - Ask teachers to share details about the cleanup in class or add to announcements.
 - Ask your school administrators to post about the cleanup on the school's social media channels and website.
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Step 3: Create a Detailed Plan for the Cleanup Event

- Map out your cleanup routes. Refer to your Litter Survey (see step 1) to prioritize areas most in need of cleanup. Assign volunteers to areas accordingly.

- Purchase or borrow supplies, including gloves, trash grabber tools, trash bags, and safety vests.
 - Decide if volunteers will be asked to separate recyclables from trash or if all litter will be placed in trash bags.
 - Create a plan to measure your accomplishments (e.g., use a tally sheet to count how many bags of trash you collect or weigh the amount of trash collected). You can go further and do a “brand audit” to see which products are the most commonly littered items in your community.
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Step 4: Cleanup Day!

- Assign SEAM club members to welcome volunteers, lend out supplies, explain safety rules, and ensure all trash bags are collected and removed.
 - Ensure that all supplies are returned at the end of the cleanup event.
 - Ensure that all trash and/or recycling bags are collected.
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Step 5: Provide Positive Reinforcement

- Thank your volunteers, donors, and anyone else who had a hand in your cleanup event.
 - Host a small post-cleanup event (snacks, music, etc.).
 - Take lots of before and after photos that you can later share with the media and on social media sites.
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FAQs

Q: What supplies are needed for a cleanup?

A: Gloves, trash bags, recycling bags (if necessary), litter-grabber tools (if available). Your school may be able to provide some supplies, or local businesses may donate supplies or funds that can be used to purchase supplies.

Q: What should volunteers wear?

A: Closed-toe shoes and comfortable clothing. Bright colors or safety vests are recommended if volunteers will be working along roadsides.