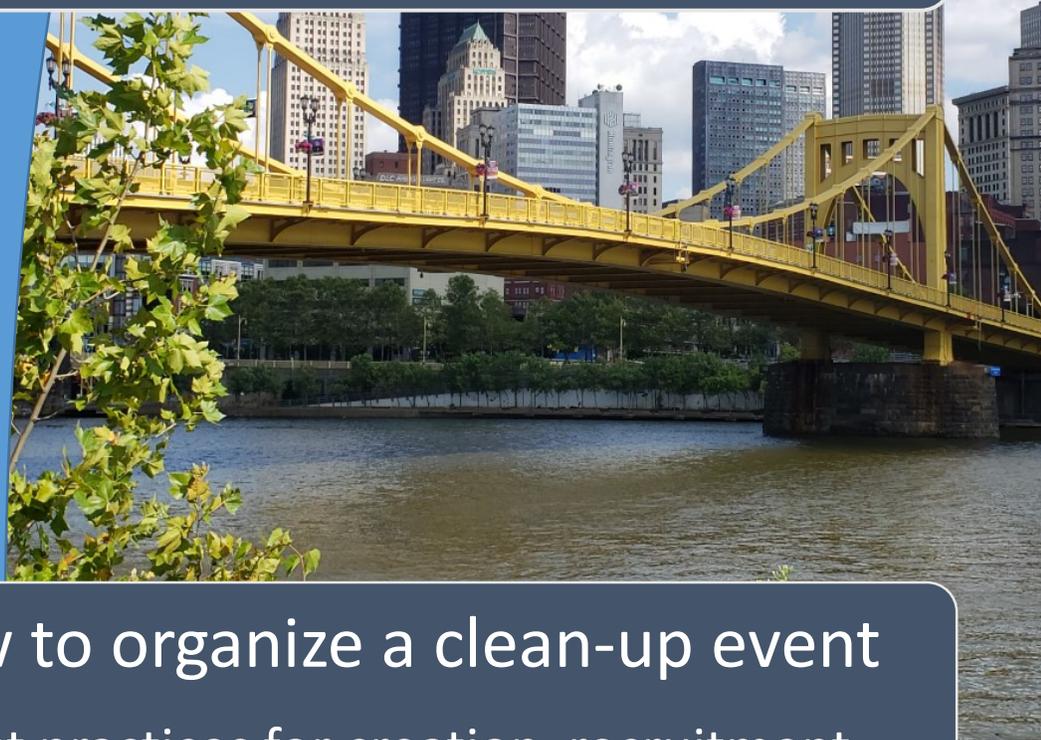




City of Pittsburgh
Department of Public Works

VOLUNTEER TOOLKIT



How to organize a clean-up event

- Best practices for creation, recruitment, and execution



How Public Works can help

- Partnering with the City for best results



Volunteer Application

- Making sure everything is on the up-and-up

The "Who, What, When, & Where?"

- Choose what day event takes place-and a rain date if needed
- Make it during daylight hours with clear start and stop times
- Select a location that is easy to find and easy to congregate
- Choose clear and attainable goals of what needs to be accomplished
- Make point of contact known and accessible

People want to help, so let them know!

- Speak at local neighborhood meetings or events
- Share your event using social media, like Facebook, Twitter, Nextdoor, or PittsburghCares.org
- Contact papers to let them know of volunteer opportunities for local residents
- Ask local businesses to hang fliers in windows -but be wary of posting outside as it can just become more litter

Who's bringing what?

- Figure out what supplies might be needed beforehand
- Decide if any food or drinks will be provided. Many times local businesses may donate for volunteer efforts in their area
- Water, at the very least, is always a good idea

Safety First

- Verbally go over potential safety hazards at event location with volunteers
- Never reach for anything you can't see
- Stay out of roads
- Wear brightly colored clothing for visibility
- Stay hydrated

Divide and Conquer

- Make sure all volunteers sign the sign in sheets and waivers
- Have multiple tasks ready for assignment
- Announce each task and ask who would like to work it in order to cover all responsibilities as needed

A Job Well Done

- After the clean-up is completed, collect all supplies
- Remove any signs or fliers placed for clean up
- Place collected refuse for easy Public Works pick up
- Take before and after pictures for future recruitment efforts
- Thank everyone involved for their help in keeping Pittsburgh clean

But first, the application

- Attached to this toolkit is the application for volunteer events, or you can fill out using our online application at <https://pittsburghpa.gov/dpw/volunteer-apps/>
- Make sure to complete and turn in as soon as possible to maximize the amount of services the City can provide

What can we do for you?

- The City will provide gloves and bags to volunteer clean up event. For supply requests, reach out to our Anti-Litter Specialist at christopher.b.mitchell@pittsburghpa.gov
- Public Works will pick up your collected refuse the very next work day
- We have templates and examples for press releases, fliers, and social media posts that are free to use on our website
- <https://pittsburghpa.gov/dpw/volunteer-apps/>

It's not over yet!

- At the end of your event, please make sure to send the completed sign in and waiver sheet to Public Works
- We want all the information we can get to see how well our volunteer engagement efforts are working, so please share all you can
- And while you're at it, send us any pictures you took of your hard work!