

Community Clean Up Events

2010 Application



THE CITY OF
CALGARY
ANIMAL & BYLAW SERVICES

Community Clean Up Events 2010

Community clean ups are a great way to get the community working together to clean the alley and local green spaces. The following are some tips on how to make your cleanup a success and to grow it for future years:

- At the clean up site, ensure there are enough volunteers to help guide traffic and to monitor the site so unwanted items aren't disposed of.
- Contract recycling businesses to be present on the day of your clean up or to pick up at the end of the day. There is a list of recycling vendors available in your Clean Up Kit.
- Organize volunteers to:
 - Scoop poop from your local off-leash park.
 - Clean up parks and green spaces (involve City of Calgary "Adopt a Park")
 - Clean up graffiti on public amenities, such as lamp posts, traffic signs, park and transit benches and play ground equipment.
 - Divert items that are in good shape away from the packer trucks to a separate area and deliver those items to your local thrift shop or set up a 'free store' until the end of the day (make sure to contact the thrift store to confirm what they do and do not need).
- Use funds provided by Animal & Bylaw Services (see Clean Up Kit) to purchase items such as garbage bags, gloves, picker sticks and graffiti removal products to ease your efforts.
- Build on your clean up:
 - Contact local community groups and ask if they are interested in setting up an information booth i.e., Blockwatch, Scouts.
 - Have educational materials on hand – Animal & Bylaw Services can provide brochures.
 - Have a community association membership drive – ask that all people dropping off items at the cleanup make a donation or buy a membership.
- Celebrate your volunteers and your community!
 - Host a community barbeque (Funds are available for food and refreshments, refer to your Clean Up Kit for more information).

2010 Community Clean Up Event: Confirming Your Clean Up

Community clean ups may be scheduled on any Saturday in April, May, June, September or October.

Contact **Juliet McLean** at Waste & Recycling Services to book a date and confirm the number of packer trucks required **(403) 268-8400**.

Before the date of your clean up can be confirmed the following documents must be submitted in their entirety to the City of Calgary, Animal & Bylaw Services:

- **Application for Assistance;**
- **Guidelines and Checklist; and**
- **Copies of any print advertisement.**

If these documents are not received, your clean up is at risk of being delayed or not proceeding.

Documents can be sent to the attention of “Rick Haddow - Community Relations Manager” at:

FAX: (403) 268-4927

MAIL: The City of Calgary,
Animal & Bylaw Services, #36,
PO Box 2100 Stn. M,
Calgary, AB T2P 2M5

If you have any questions please feel free to contact:

Rick Haddow, Community Relations Manager
(403) 268-3656
Rick.Haddow@calgary.ca

2010 Community Clean Up Event: Application for Assistance

Community	
Contact Name	
Daytime Phone Number	
Weekend / Evening Phone Number	
Date of Event	
Event Location Address	
Desired Number of Packer Trucks (max. 3)	
How will your community advertise?	
Expected number of community volunteers?	
Name of site manager(s)/designate(s) for the clean up. Include phone number(s) and cellular numbers	
<p>Have you arranged for any other recycling services to attend your clean up? If so, please indicate which companies and what items they will be accepting.</p> <p>NOTE: The City of Calgary will not be held responsible or liable for arrangements made with other service contracts. It is the responsibility of the applicant for any items not accepted by the Waste & Recycling packer trucks.</p>	

2010 Community Clean Up Event: Guidelines & Checklist

The City of Calgary, Waste & Recycling Services and Animal & Bylaw Services are prepared to offer assistance for your community clean up event. In exchange for City services, your association agrees to the following terms and conditions (please check and initial each):

- The Application for Assistance and this form are submitted to Animal & Bylaw Services.
- Community volunteers are responsible for coordinating and promoting this event. Any print advertisements must be reviewed by Animal & Bylaw Services.
- Volunteers will be present throughout the entire day to assist in handling items for packer trucks, site management and to ensure that inappropriate and unacceptable items are turned away. 15-20 volunteers are recommended.
- A site manager has been appointed. The site manager(s) will stay on site throughout the entire event and act as a liaison between volunteers, the public, and City crews.
- The clean up will start at 9 a.m. and end by 2 p.m. sharp. It is the community's responsibility to turn away residents who arrive after 2 p.m.
- Items left at the site after the clean up are the community's responsibility. The community will be billed for the cost of equipment and staff if Waste & Recycling need to return after 2 p.m. to remove additional items.
- Volunteers have been briefed and understand that the following items may not be placed in the packer trucks or brought to the clean up site unless a private company has been contracted:**

tires	home appliances	paint
household chemicals	propane tanks	microwaves
car batteries	home electronics	liquids
furniture	metals	glass
- Promotional materials have been provided to Animal & Bylaw Services prior to distribution. All of our advertisements clearly outline items that will not be accepted at the clean up and recognizes Animal & Bylaw Services and Waste & Recycling for their contributions.
- If other recycling services have been arranged, the community takes full responsibility for the supervision, clean up, and all items that show up as a result. The City of Calgary is not responsible for incidents that occur as a result of these services being offered.
Please note: Certified recycling services must be used to ensure that all required regulations are being adhered to regarding the handling and transport of these items.
- If using personal trucks, ensure loads are properly tarped according to The City of Calgary, Traffic Bylaw 26M96 – Tarping Bylaw.

- Failure to abide by the terms laid out will jeopardize future City of Calgary assistance with community clean ups.

I have read and understood the Community Clean Up Event Guidelines provided to me as set forth by Animal & Bylaw Services and Waste & Recycling Services. I also understand that the community is responsible for the planning, implementation, coordination and supervision of volunteers and the Community U I further agree to ensure an appropriate volunteer presence on the event day so to meet the guidelines set out.

Community Contact:

Printed Name

Date

Signature

Site Manager:

Printed Name

Date

Signature

Alternate Site Manager:

Printed Name

Date

Signature

2010 Community Clean Up: Funding Request

To help make your clean up a success, Animal & Bylaw Services recognizes that additional funds may be required. This form is to be completed at the end of your clean up. Funds will be paid when this form has been completed and receipt copies are submitted. Expenses that do not fall under the outlined categories will be the responsibility of the community. **The maximum allowable funding is \$300.00 in total.**

1. Food/ Refreshments

Item/Quantity	Cost
_____	\$ _____
_____	\$ _____
_____	\$ _____

2. Advertising

Temporary Signage	\$ _____
Printing of Mail out	\$ _____
Postage	\$ _____
_____	\$ _____
(Other)	

3. Other Items

_____	\$ _____
(specify i.e., garbage bags)	
_____	\$ _____
(specify)	

TOTAL REQUEST \$ _____ **(\$300.00 maximum)**

COMMUNITY: _____

CONTACT PERSON: _____

MAILING ADDRESS:

SIGNATURE:

Community Representative Date

Once completed submit with copy of receipts to:

FAX: Attn: Rick Haddow
Community Relations Manager
Animal & Bylaw Services
(403) 268-4927

MAIL: Attn: Rick Haddow
Community Relations Manager
The City of Calgary,
Animal & Bylaw Services, #36
PO Box 2100, Stn M,
Calgary, AB T2P 2M5

To be completed by Animal & Bylaw Services

TOTAL APPROVED \$ _____

APPROVED BY: _____

SIGNATURE:

Animal & Bylaw Services Date