



Thank you for choosing to participate in a community litter cleanup! If you are cleaning a park or a creek, please remember that this is a place where a variety of animals, insects and unusual plants live. Please observe but do not disturb. **All volunteers should review the following instructions prior to the cleanup event to ensure that it is an enjoyable experience for all.**

### Agenda for the Day of the Cleanup

1. Meet at the pre-arranged spot before the cleanup.
2. Sign volunteer release form (**every volunteer must sign**) and waiver for some activities.
3. Distribute cleanup supplies.
4. Go over safety tips and cleanup instructions.
5. Complete cleanup project.
6. Return to meeting place with bags and supplies.
7. Be sure to dispose of your trash properly. Secure all collected litter in provided trash bags and be sure to tie the bag once it is full. If applicable, place consolidated bags in the pre-assigned location for pick-up and place **ONE** yellow *Volunteer Cleanup* sticker on each bag left for pick-up.
8. All volunteers check out with group leader.

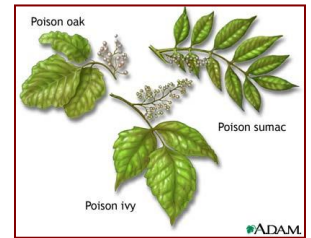
### What to Wear/Bring

- Wear sturdy garden/work gloves (we provide disposable rubber gloves).
- Wear thick-soled, closed-toe shoes.
- Wear a hat and light-colored shirt.
- Wear long pants and long-sleeved shirts to avoid contact with poison ivy.
- Wear sunscreen and bug repellent.
- Bring a reusable water bottle and a light snack.
- Bring a camera to take photos.

### Important Tips for Cleanup Volunteers

- **Represent Plano.** As our volunteer, you represent the City of Plano. Please be respectful of natural vegetation, wildlife and other people.
- **The average size of a piece of litter is four inches or smaller.** Although at first glance the area you are cleaning might not look littered, take a closer look.
- **Cleaning a neighborhood.** Please **DO NOT** go onto residents' property including their lawns and their doors. Please stay on the sidewalk, and only pick up litter that is within reaching distance of the pickup stick. Please **DO NOT** place any items or litter in a resident's trash or recycling cart.
- **Respect the environment.** Never cut or remove any natural vegetation from parks or creeks. These areas are home to many wildlife species. Please be respectful of their natural habitat. The Parks & Recreation Department is responsible for managing vegetation on city-owned property. If you would like to contact them about a vegetation issue, call 972-941-7250.

- **Know emergency procedures.** You should know the location of the nearest emergency facility/hospital and dial 911 to quickly summon an ambulance or the police.
- **Beware of your surroundings.** Watch out for poison ivy, poison oak or poison sumac. These plants can be identified by their leaves of three and reddish stem, as seen in image to the right. It is also best to avoid any contact with animal wildlife. They are not interested in you as long as you are not interested in them.
- **Avoid hazardous items.** Do not pick up dangerous items (guns, knives, etc.) or hazardous materials such as hypodermic needles, sharp objects, old car batteries, animal carcasses or other unidentified, questionable objects; call Fix It Plano at 469-773-4948 or use the mobile app to report such items. **Report suspicious objects (such as drug paraphernalia) to the Plano police by calling the non-emergency line: 972-424-5678 or 911 if an emergency. DO NOT pick up any suspicious object**
- **Use the buddy system.** Always work in groups of two or more and exchange contact numbers if your group decides to separate.
- **Watch your step.** If doing a creek cleanup, a creek is oftentimes uneven and a bit slippery. Watch your step and use solid branches or stones to support yourself when walking.
- **Wash your hands.** Always wash your hands after a cleanup. The water is not safe to drink and your hands should be washed, especially before eating anything. During and after collecting litter, do not touch your face with gloved hands or unwashed hands.
- **Have fun!** A litter cleanup can be hard work, but still fun at the same time! Have a contest to see who can find the strangest littered item or who can collect the most bags. Remember to take a moment and really see the beauty of the creeks. You might be surprised at what you see.



## How to Remove Gloves



1 Grasp the outside of one glove at the wrist. Do not touch your bare skin.



2 Peel the glove away from your body, pulling it inside out.



3 Hold the glove you just removed in your gloved hand.



4 Peel off the second glove by putting your fingers inside the glove at the top of your wrist.



5 Turn the second glove inside out while pulling it away from your body, leaving the first glove inside the second.



6 Dispose of the gloves safely. Do not reuse the gloves.



7 Clean your hands immediately after removing gloves.

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