

Community Clean-up Kit



Getting started is easy – just follow these simple steps!

1.

Gather your group

Invite your friends and neighbors!

2.

Pick-up the supplies

We'll lend you the supplies you'll need!

3.

Beautify your community!

Now you're ready to get to work!

For more detailed instructions please refer to the planning checklist included.

Questions? We have answers!

What's included in this kit?

- Planning Checklist
- Sign-up sheet
- Invitation templates
- Participation waivers

What supplies are provided?

- Trash bags
- Gloves
- Pick-up tools
- Safety vests

What do we do with the trash?

Prior to your clean-up we will help you schedule trash collection.

Thank you for hosting a community clean up!

Long Reach Community Association

8775 Cloudleap Court
Columbia, MD 20145
410-730-8113 • longreach.org
events@longreach.org

Long Reach Community Association

8775 Cloudleap Court
Columbia, MD 21045
410-730-8113 · longreach.org

Community Clean-up Host Agreement

Host Information

Name:	
Address:	
Email Address:	
Phone Number:	

Event Information

Date & Time:	
Location:	
Date & Time of Supply Pick-up:	
Date & Time of Supply Return:	

By volunteering to host a Community Clean-up (hereinafter referred to as the “project”), I, the undersigned, agree to plan and execute a clean up effort in Long Reach, Columbia, MD to the best of my ability. I will use resources provided by the Long Reach Community Association (LRCA) appropriately and wisely. I will not intentionally exclude any members of my community in this project. I agree to return borrowed equipment to the Long Reach Community Association at Stonehouse (8775 Cloudleap Court Columbia, MD 21045) within the designated time frame listed above. I agree to ensure that all volunteers complete a liability waiver before participating in the project. I discharge, hold harmless, and forever acquit the Long Reach Community Association and its representatives and employees from any and all actions, causes of action, claims or any liabilities whatsoever, known or unknown now existing or which may arise in the future, on account of or in any way related to or arising out of participation in the Project. Further, I assume all liability of any non-participants who accompany me.

Host's signature _____ Date _____

LRCA representative signature _____ Date _____

Long Reach Community Association

8775 Cloudleap Court
Columbia, MD 21045
410-730-8113 · longreach.org

Community Clean-Up Planning Checklist

At least a month in advance

- Set a time, date, and location
Weekends are great, but any time that your group can get together is perfect! Clean-ups don't need to be all day affairs – a few hours normally works.
- Contact the Event Coordinator
We will check that supplies are available for your date and time – if not we will help you find a time that is available. We will schedule a time for you to pick up supplies and for your trash to be collected. Either email events@longreach.org or call 410-730-8113.
- Complete and submit "Host Agreement"
This is required in order to reserve your supplies.

A few weeks in advance

- Make your invitations and flyers
Customize the templates provided for your event! We will make copies at Stonehouse free of charge. Need a digital version? Email events@longreach.org
- Distribute those to your friends and neighbors
Physical invites not your thing? Texts and emails work too! Be sure to include everyone you can – no one likes to be left out!
- Record interested participants on your sign-up sheet.
This helps us provide an appropriate amount of supplies. Day-of drop-ins are welcome but we do need a approximate size of your group.

During your designated time-period

- Pick-up Supplies at Stonehouse

The day before

- Remind your volunteers of the clean-up.

The day-of

- Sign and Collect Waivers
*Collect signed waivers for **every** participant. You will need to submit these after your event.*
- Record attendance
You can use your sign-up sheet to record who attends and any drop-ins
- Be Safe
Be careful, stay with the group, and don't do anything risky!
- Have fun & take pictures!

After the event

- Return remaining supplies, signed waivers, and attendance numbers to Stonehouse
- Thank your volunteers!

Questions? Please contact us at events@longreach.org or 410-730-8113

Join us for a community clean-up!

Date:

Time:

Location:

Questions? Contact:

Host:

Phone #:

Email Address:

Sponsored by:
Long Reach Community Association
410-730-8113 · longreach.org
events@longreach.org

Join us for a community clean-up!

Date:

Time:

Location:

Questions? Contact:

Host:

Phone #:

Email Address:

Sponsored by:
Long Reach Community Association
410-730-8113 · longreach.org
events@longreach.org

Community Clean-up Sign-up

Date:	Time:	Location:
-------	-------	-----------

Host Name:	Phone Number:	Email Address:
------------	---------------	----------------

	Name	Phone Number	Email Address	Attended?
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				

Community Clean-up Sign-up

Date:	Time:	Location:
-------	-------	-----------

	Name	Phone Number	Email Address	Attended?
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				
26.				
27.				
28.				
29.				
30.				
31.				