

Organizing a Clean-Up Project

Please contact Human Resources at 623.882.7762, to determine what park, street, or wash locations are available that are suitable for your group. After an area has been selected, you should:

- Designate a Group Leader to be the primary contact; other members may assist with coordination.
- Designate a place to meet before cleanup begins to give instructions and to distribute trash bags.
- Review safety guidelines below with all participants. Group leader should bring a First Aid Kit.
- Invite participants to bring their own gloves. Rakes and shovels are also useful for weeds/debris.
- Make arrangements for the trash bags to be collected or disposed of properly. If recyclable, materials are kept separate, take it home or to a recycling collection site, as appropriate.
- Return the completed Adopt-A-Park Volunteer Attendance Form and Park Audit Form after each project to record hours and report maintenance needs.

Safety Guidelines

- Determine who is responsible for supervising child participants, away from busy or unsafe areas.
- Use the Group Leader's first aid kit for minor scrapes or cuts; call 911 immediately to request assistance for any serious injury, or to report any suspicious or illegal activity present in the area.
- Wear sunscreen and a hat for sun protection; wear gloves at all times during the cleanup project (leather gloves recommended; latex or plastic OK for light pickup).
- Boots or sturdy closed-toe shoes are required (absolutely NO open-toed sandals).
- Drink water/hydrating beverages often; avoid caffeinated drinks; alcohol and all other impairing substances are strictly prohibited, and volunteers may not be under the influence when volunteering.
- Stay with your group in the designated cleanup boundaries. Stay out of storm drains and culverts, and other hazardous structures. Don't trespass on private property or neighbors' yards.
- Be cautious when working around construction debris, cactus, insects, wildlife, steep slopes and sharp rocks. Immediately report potentially unsafe or dangerous situations to the Group Leader.
- Ask participants to return to the designated meeting place at the end of the cleanup to report problems or area maintenance concerns to Group Leader; supervise children at all times.
- Under no circumstances should you pick up any of the following items: hypodermic needles, medical waste, condoms, chemicals, dead animals & other extreme & immediate safety & health hazards. Report to Parks & Recreation for removal. Please alert group leader and others in the area immediately for these items! Report on the Park Audit Form for additional follow-up.
- Other sharp items such as broken glass may be collected with a broom/pan or shovel by an adult or notify Parks & Recreation of location.

**City of Goodyear, Human Resources, 1900 N. Civic Square, Goodyear, AZ 85395
gyhr@goodyearaz.gov or 623.882.7762**