

Adopt-a-park or trail Event Guidelines

Planning Your Event

Planning may take several weeks; the actual cleanup will take one afternoon. Volunteers of any age can clean up a site. However, young volunteers should be accompanied by an adult.

Steps needed to setup your event:

- **Select a date and time.**

Decide if a litter pick would work better on a weekend or a weekday. Two hours should be plenty of time to get the job done.

- **Select a location.**

The site you choose for your cleanup should reflect the size and abilities of your group. Small groups may want to focus on a park or neighborhood. A large group may want to conduct a major cleanup effort. Remember that the age of volunteers should reflect a suitable location.

- **Get permission.**

Before you begin the cleanup, get permission from owners of the cleanup location.

- **Register your litter pick**

Contact Operations and Environmental Services at:

905-683-2951, or

operations@ajax.com (between the hours of 7:30am and 3:30pm Monday to Friday).

Bags and latex gloves can be collected from Operations & Environmental Services, 800 Salem Rd N, between the hours of 7:30am and 3:30pm Monday to Friday Ajax in advance of the event.

- **Publicize your event.**

Advertise within your neighborhood. Try posting a large sign on your lawn with the date and time of the litter pick, or distribute small flyers door to door.

- **Plan it out.**

Establish a meeting place and clearly define the boundaries of the litter pick. A pre-cleanup meeting is important to get all the volunteers together and discuss the goals of the cleanup and safety rules.

- **Photograph your success.**

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During the Event

What you should bring

- First aid kit
- Work gloves (latex gloves supplied by Town of Ajax)
- Refreshments
- Camera and film
- Rakes, shovels and/or pitchforks
- Trash bags (supplied by Town of Ajax)
- Insect/Tick repellent and sunscreen
- Proper clothing – thick pants, sturdy closed toe shoes, sunglasses

Arriving on Site

When you survey your cleanup site for the first time, notice the kinds of debris around, then determine what items you will need for the cleanup. Some sites will be as simple as heavy-duty garbage bags and work gloves; others may need more substantial work. It all depends on the type and quantity of garbage.

Safety

It is important to talk to all of the volunteers about safety and have a protocol in place for unusual or dangerous items. Below you will find some guidelines that you will need to share with your group before starting your cleanup event.

Heavy items

Unfortunately sometimes large and heavy items are found within our green space, it is important that you do not cause injury to yourself or any of your volunteers trying to lift or move these items. If the item is too large or heavy please contact Call Operations & Environmental Services,

905-683-2951, or

operations@ajax.com

Between the hours of 7:30am and 3:30pm Monday to Friday and we will arrange for our staff members to collect the item.

Sharp Items

Watch for hidden hazards such as broken glass - bring a small box or bucket for glass, do not allow children to pick up anything that looks unusual or sharp, but encourage them to call an adult.

If you find a syringe or any other medical waste do **NOT** pick it up. Call Operations & Environmental Services, and we'll send someone with a proper container. If your clean-up is during the evening or weekend, call our after-hours number at 905-683-3011

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Be sure someone in your group has a cell phone

Collecting Garbage

- Make sure your volunteers wear gloves at all times during the cleanup
- Don't pack garbage down into a bag with your hand or foot - you risk a nasty poke or cut
- If you will be working along a road, we can provide safety vests. But be aware of traffic!

During the Event

- Make it a challenge.

Set a goal for the participants, perhaps based on time or number of bags. You might even like to try to collect recyclables separate from garbage (remember that in Durham Region the recyclables must be separated into two streams).

- Mission accomplished

Bring the collected items and bags to the meeting place then notify the Town that the litter pick is done and that you require bag pickup. We will pick-up your filled garbage bags when you're finished. Be sure to leave them where they are visible.

- Celebrate!

Reward yourself and your volunteers with a picnic or party.

After the event

- Recognize your volunteers

Thank everyone who participated, including property owners, merchants, local government, staff and other people who helped out.

- Inform and educate

Complete the Litter Report to help us track the cumulative efforts. Use information from the Litter Report to inform the community about the type and quantity of garbage collected. Encourage them to help solve the problem through litter prevention.

- Enjoy the results

Thanks to your efforts, another Ajax site will be more enjoyable to view, safer, and may provide more suitable habitat for wildlife.