



# TEAM UP TO CLEAN UP

# VOLUNTEER TRAINING





**TEAM UP**  
CLEAN UP

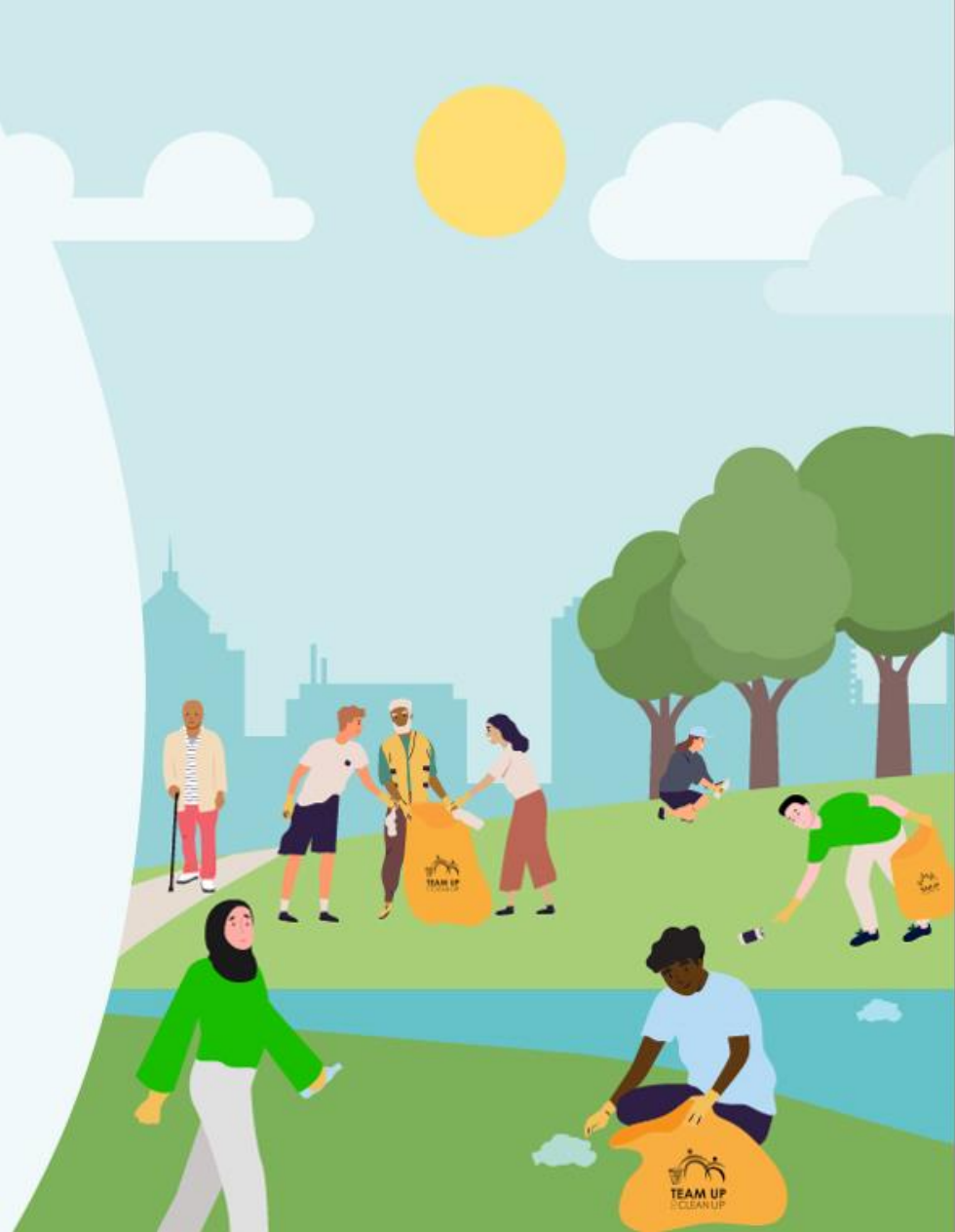
- 🗑️ **What is the Team Up to Clean Up Program**
- 🏗️ **Program Streams**
- ✍️ **Planning your Team Up to Clean Up event**
- 📋 **Event Guidelines & Organizer Responsibilities**
- ⚠️ **Safety Tips**

# AGENDA





# What is the Team Up to Clean Up Program?

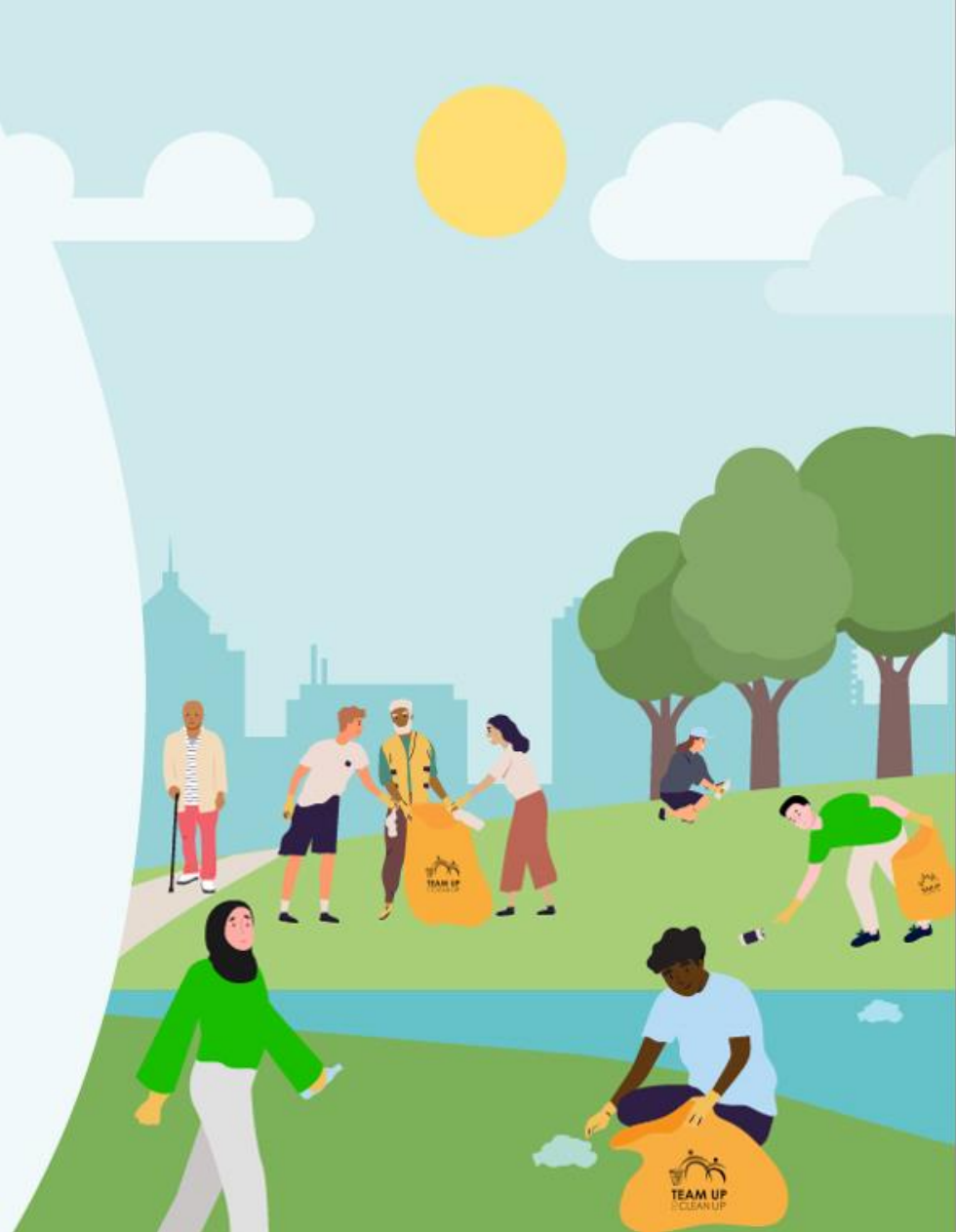


# Team Up to Clean Up

- 📅 A year-round city-wide community cleanup program.
- 🧰 This program provides all the tools you need to run a community cleanup including gloves, recycling bags and specially marked garbage bags.
- 👥 Up to 25,000 volunteers participate in Team Up to Clean Up each year, investing tens of thousands of volunteer hours to help clean our community.
- ♿ The program helps keep public places in your neighbourhood clean and safe for everyone.
- 🌳 You can host a cleanup event on City property including parks, trails, alleyways, streets and parking lots.



# Program Streams





## Stream One: One Time Event (Groups)

- 👥 This stream is for any group planning a cleanup at a specific location(s) on a specific day.
  - 👥 Even if your group will do this multiple times a year, this is still the stream for you!
- 🛒 This stream provides cleanup packages tailored to the size of your group.
- 🗑️ This stream provides you with multiple options to have the waste collected after your event.

## Stream Two: Ongoing / Multiple Cleanups a Year (Individuals, Families)

- ⊘ This stream is **NOT** for people hosting a group cleanup. Even if you plan to do multiple cleanups a year, any group cleanup will fall under the second stream.
- ✓ This stream is for people who like to have supplies on hand for sporadic or regular cleanups. Some examples are those who:
  - 🚶 Like to pick up trash while out on walks
  - ♻️ Pick up litter sporadically as needed

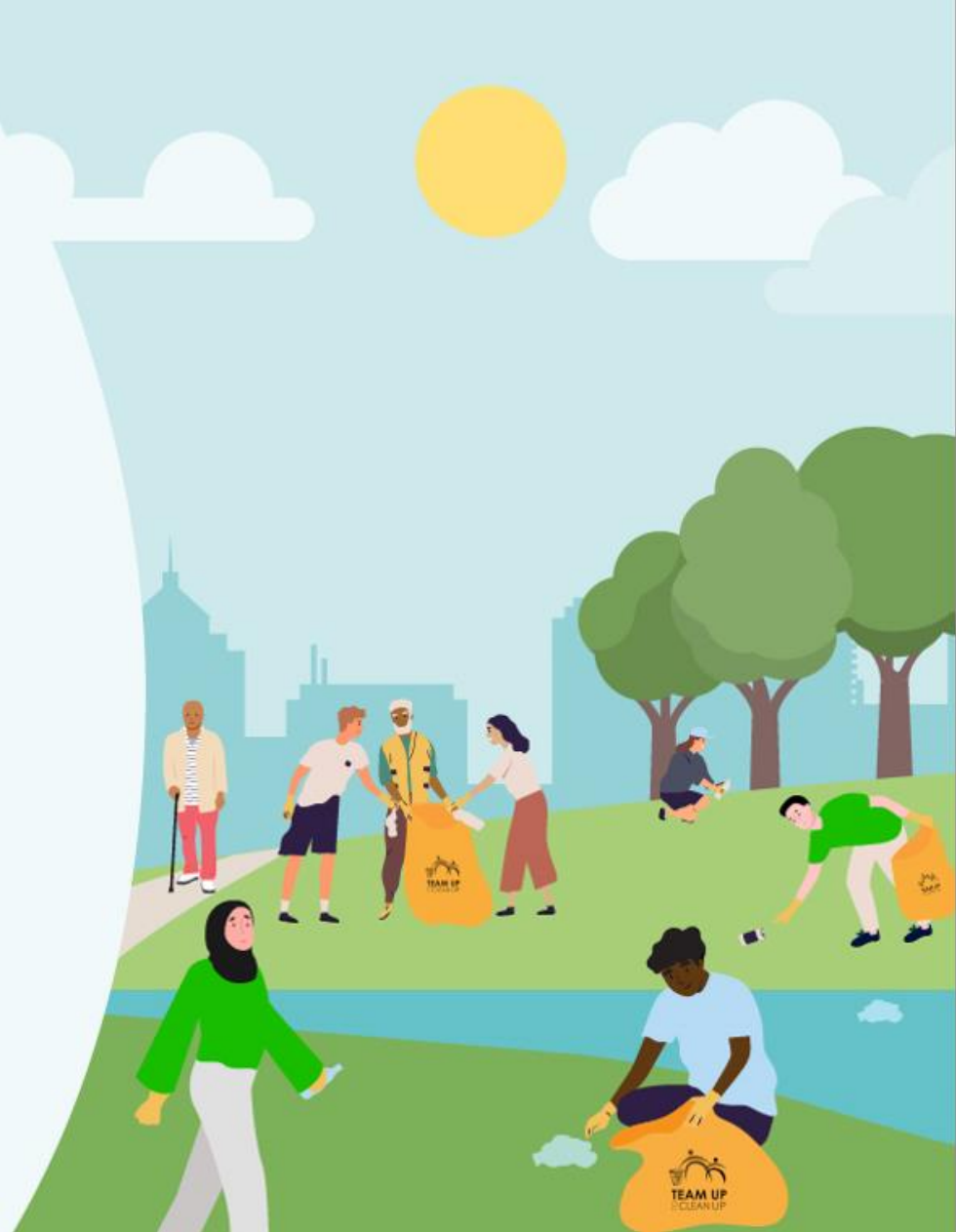
## Stream Two: Ongoing / Multiple Cleanups a Year (Individuals, Families)

-  Individuals who register for this stream will receive a standard package of cleaning supplies to have on hand.
-  There is no collection option for this stream – all bags must go home with you and placed with your normal weekly trash on your regularly scheduled collection day. Our bags are specially marked and will not impact your bag limit!





# Registration for Ongoing Participants

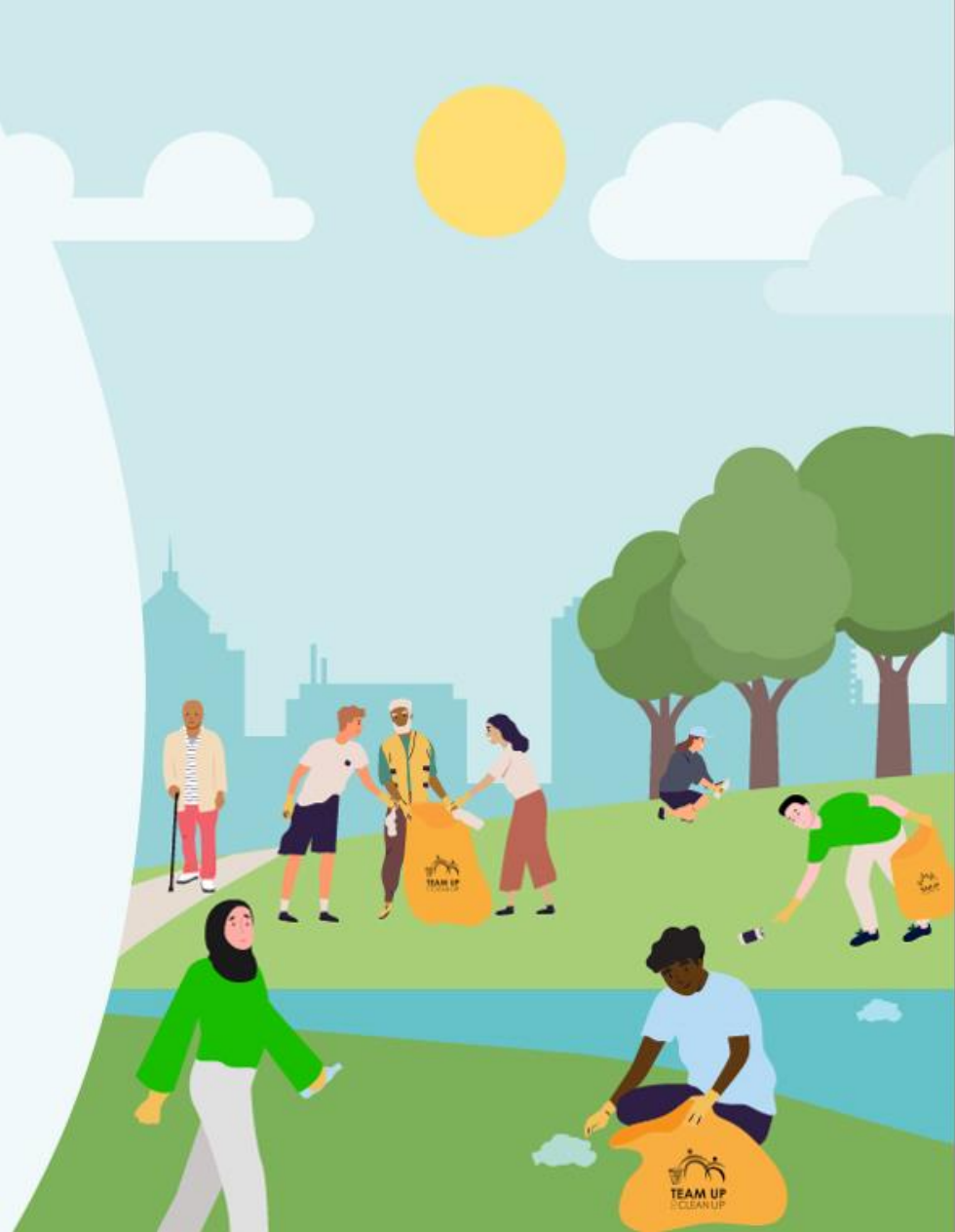


## Review the Team Up to Clean Up Tool Kit

- ✓ The Volunteer Handbook
- ✓ The Health and Safety Tip Sheet
- ✓ Photograph / Video Consent, Release and Waiver (if submitting photos of your event)
- 📱 Register on the [Team Up to Clean Up](#) website under “ongoing (multiple cleanups per year)”.
- 📁 Select the supplies you require
- 🏠 Select the Municipal Service Centre of your choice to pick up your cleanup kit



# Planning Your Team Up to Clean Up Event



## Step One: Review the Team Up to Clean Up Tool Kit

- ✓ The Volunteer Handbook
- ✓ The Health and Safety Tip Sheet
- ✓ Event Leader and Volunteer Participant Waiver
- ✓ Photo / Video Consent, Release and Waiver

\*This must be printed off and all volunteers, or their guardians if under the age of 18) that participate in your event must review, agree, and sign. The organizer is responsible to keep this for their records).

## Step Two: Organize your Volunteers

- 🔍 Find volunteers by encouraging your friends, family, and neighbours to join your event!
- 🗣️ Seek feedback from your volunteers around location and date preferences to gather ideas for dates, times, and locations.

## Step Three: Choose a Location

Select an area where you have noticed a lot of litter. Some location ideas are:

- 🏠 Sporting events
- 🏠 Vacant lots or parking lots (ensure you have property owner permission)
- 🏠 Neighbourhood streets
- 🏠 Parks, trails, or play areas

We discourage cleanups near busy streets or parks with current or recent encampment areas.


## Step Four: Set the Date




Using the feedback from your volunteers select a date and time that will ensure a good turnout.

☀️ Look at the weather forecast leading up to your event, set a rain date in case of bad weather!

\*If you need to change the date and you have already arranged collection during your registration, please email [cleanandgreen@hamilton.ca](mailto:cleanandgreen@hamilton.ca) to advise of the changes as soon as possible.

## Step Five: Register Your Event

 Register your event online on the [Team Up to Clean Up](#) website. You will need the following information:

-  Number of volunteers you expect to attend your event
-  Date of your event
-  The types of supplies you need



## Step Five: Register Your Event

- 📍 Location details including where you plan to leave the trash if requesting collection, nearest intersection, park name, etc.
  - 📍 Cleanups in Parks must leave their bags inside existing park garbage cans. If the cans are full leave the bags beside park garbage cans.
- ❓ The Municipal Service Centre that you would like to pick up your cleanup kit from

## Step Five: Register Your Event

You will be able to select the best option for trash disposal following your event:

- 🗑️ Take the bags home with you and place with your weekly trash (our bags are specially marked to ensure they do not impact your weekly limit)
- 🗑️ Request the City to collect our specially marked bags (garbage must be on City property, location details must be provided at the time of registration)
- 🗑️ Waiver to take our specially marked bags to the transfer station yourself at no cost



# Event Guidelines & Organizer Responsibilities



# Event Guidelines & Organizer Responsibilities

Please contact [Hamilton Recreation | Facility Rentals](#) if:




- 🗨️ If you are planning activities in addition to your cleanup event such as a B.B.Q, a fundraiser, or serving food.
- 👥 If your event will host more than 15 people (more than just cleanup activities).

If you are serving food, you must ensure that you are following [Public Health Guidelines](#) and that one of your volunteers has a valid Food Handler's Certificate.

# Event Guidelines & Organizer Responsibilities

- 📖 Be familiar with “Safety Guidelines for Volunteers” before your cleanup.
- 👤 The group organizer is responsible to make your group aware of the safety guidelines.
- 👮 Provide supervision, safety equipment, and have plans for emergencies including first aid.
- ☁️ Suspend cleanup activities when weather conditions become inclement (fogs, rain, drizzle, high winds, electrical storms, etc.).

# Event Guidelines & Organizer Responsibilities

-  Ensure that participants under the age of 18 have parent or guardian permission to participate and are supervised during your event.
-  Ensure no volunteer possesses or consumes illegal drugs, alcohol or cannabis products immediately before or during your event.
-  If anyone experiences injury or illness, seek medical attention and report the incident to the City.

# Event Guidelines & Organizer Responsibilities

- ✚ Make sure you have all of the tools and materials required to complete your cleanup safely and make sure your equipment is in working order.
- 📖 Visit the cleanup location before your cleanup to identify, evaluate, and eliminate health & safety risks to ensure hazards are managed.
- ▣ Flag closed containers, heavy objects, or suspicious hazardous materials for pick-up and disposal by City staff.
- ☀ Work only during daylight hours (1 hour after sunrise, and 1 hour before sunset).

# Event Guidelines & Organizer Responsibilities

- 🗑️ Ensure all garbage bags are placed at the designated pick-up sites as pre-arranged during the registration process.
- ⚠️ Do not pick up litter on roads, paved or gravel shoulders, medians, bridges, tunnels, overpasses, or around other structure or locations that could pose a danger.
- 🖨️ Print off and have each volunteer (or their guardian for those under the age of 18) sign the participant waiver and **keep for your records.**



# Event Guidelines & Organizer Responsibilities

- 🐕 Ensure that pets are on a leash and that no potentially dangerous animals are present that could inflict injury or disease
- ⚠️ Follow all laws and regulations relating to safety and such terms and conditions as may be required by the City
- 🚫 Do not plan cleanups in encampment areas








# Safety Tips



# Safety Tips!

- ⚠️ Wear clothing that will not impair vision or movement
- ⚠️ Wear bright colors to enhance visibility while participating 
- ⚠️ Wear a safety vest when near a roadway  
- ⚠️ Wear appropriate personal protection equipment
- ⚠️ Wear closed toe shoes
- ⚠️ Use any tools and equipment safely and as intended
- ⚠️ Have younger volunteers ask an adult first if they are unsure about picking up a piece of litter
- ⚠️ Charge and bring your cell phone

# Safety Tips!

- ⚠️ Wear sunscreen and bug spray and re-apply as required
- ⚠️ Wear a hat and sunglasses
- ⚠️ Drink water and keep hydrated
- ⚠️ Take breaks and do not over-exert yourself
- ⚠️ Wash your hands after cleaning and before eating
- ⚠️ If you experience any injuries or illnesses during the cleanup, seek medical attention immediately and notify your group leader
- ⚠️ Stay away from current or recent encampment areas



# Safety Tips!

Do not pick up or let other volunteers pick up anything that could be hazardous to their health. This includes:

- ⊘ Hypodermic needles
- ⊘ Syringes
- ⊘ Jagged glass or other sharp objects
- ⊘ Animal carcasses
- ⊘ Urine Bottles
- ⊘ Heavy objects
- ⊘ Air brakes



Acute toxicity



Flammable



Pressurised gas



Corrosive



Irritant



Explosive



Aquatic toxicity



Health hazard



Oxidizer

Flag and report any and all hazardous items to the City by calling 905-546-2489.



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# Questions?

Email:

[cleanandgreen@Hamilton.ca](mailto:cleanandgreen@Hamilton.ca)





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**THANK  
YOU!**

