

A handy reference guide
for organising a great

CLEAN-UP CAMPAIGN

Stay safe! It is advisable to wear safety
clothing (closed shoes, a hat and gloves)
when participating in clean-ups.



PLANNING YOUR CLEAN-UP

Congratulations on your initiative to clean up an area within your community!

Your clean-up campaign will have the following effects:

- a positive impact on the environment
- helps to reduce pollution
- deters future littering
- increases environmental awareness
- builds pride in the community

Community involvement is fun! It has been proven that getting together volunteers to participate in clean-ups in their vicinity, will improve the sense of community, the quality of people's lives and their local environment.

A clean-up gives you and your community the opportunity to create awareness on the effects of littering, the value of recyclables and the possibilities to reuse and repurpose waste into useful products (giving it a second life).



REMEMBER:

Judge your success by the positive effect your clean-up has, and not just the amount of litter and waste you remove!





So, why do people litter?

There could be many possible reasons why your area is defaced by litter.

- Maybe there are not enough refuse bins.
- Over-filled bins – resulting in littering around the bin;
- People think that someone else will clean it up.
- No pride or sense of ownership of your public space;
- More awareness is needed – people do not know how to dispose of their waste properly.

Why do we hate litter?

Litter is ugly, it pollutes the environment, reduces property values, invites more litter and worse, crime.

It shows a lack of respect for the environment, the community and your country, and littering is expensive to clean up.

Get to the root of the problem

If the reasons for littering are not addressed, clean-up campaigns are not sustainable and would need to be repeated again and again.

In order to make your clean-up successful, we would like to share some handy and useful information and tips with you.

Plan early!

It is important to plan your clean-up day well in advance. This will ensure you have sufficient time to inform all in your community and vicinity to get their input and support.

Determine and demarcate the area you are planning to clean.

When deciding on an area to be cleaned, take into consideration the number of volunteers you have available, and allocate the space accordingly.

Check the entire area for possible hazards and what can be done to minimise danger, keeping young children away from possible dangerous areas such as too close to a busy road or areas with loose rocks, crevasses etc.

Allocate team leaders for different sections, and work towards the middle where the collection point for the refuse will be.

Waste has value!

Spread the message of the 7 R's while collecting and processing the waste.

Cans, glass, paper and plastics have value and can be sent to recycling streams. Encourage your volunteers on the need to separate recyclables from the waste collected.

As team leader, enquire in advance whether there are recyclable waste collectors in your area, and invite them to become involved in the clean up and take care of collecting the recyclables.



Contact your local authority

Inform, and if needed, register your planned clean-up event with your closest local village, town or municipal council authority. They have an obligation to assist with waste management in the areas under their jurisdiction.

Spreading the word!

You need to let everyone in the vicinity know that a clean-up campaign is planned and encourage all to actively join in the activities. Don't forget about the free exposure you can make use of such as social media and local radio stations!

Sponsorships

The sponsors supporting your event are keen to make it a success. Don't hesitate to ask them for assistance in creating awareness.



MUST-HAVES FOR CLEAN-UP DAY

1. A register listing your volunteers/participants
2. If possible, an indemnity letter to be signed (to enhance the importance of safety)
3. A central water point where reusable water bottles can be filled
4. A first aid kit
5. Sunscreen and hats or caps
6. Gloves, masks and if possible, tongs to pick up litter
7. Strong plastic bags for collection of waste
8. Separate/different coloured plastic bags for collection of recyclables
9. Collection containers at one or two central points which must be accessible to the refuse trucks
10. Arrangements for the collection of the refuse
11. Logistics to transport the refuse to the closest landfill/ dumpsite, and the recyclables to a recycling centre
12. Refreshments during and after the clean-up
13. Washbasin with soap and water for washing hands

Please ensure that you have sufficient sanitiser or soap and a wash basin available at all times. Encourage regular hand washing. Where possible, use tongs or disposable gloves.



ON CLEAN-UP DAY

The big day has arrived! Here are some ideas for how the day should go.

Opening

Welcome all participants, and thank them in advance for their support. If possible, invite a local council member, constituency representative or a community leader to say a few inspirational words and to launch the clean-up. This also provides a good opportunity for photographs for the media.

Outline

Give a full briefing on the procedure to be followed during the clean-up:

- start and end times
- where the collection points are
- where to meet after the clean-up
- introduce the team leaders

Start as early in the morning as possible, while it is still cool. Take a break during the hottest hours of the day.

Information session

- types of waste to be collected
- what is dangerous or hazardous waste (used needles, broken glass),
- what is recyclable and what is not
- why littering is bad

Safety measures

This is important! Do a briefing on safety measures:

- the necessity of wearing of gloves and masks, heavy (closed) shoes, long-sleeved shirts and trousers, and a sun hat
- to not collect or walk in the road
- to drink plenty of fluids during the clean-up
- to not lift heavy bags or pick up any hazardous items (used disposable masks are considered hazardous)
- to regularly wash / sanitise hands

Remember to have a first aid kit for any small injuries. Take “before” photos of the area to be cleaned.



Organise the teams

Divide your volunteers into the sections which they are to cover. It is recommended to have them work in teams of two. One could collect refuse, whilst the other collects recyclable items.

A bag for every type

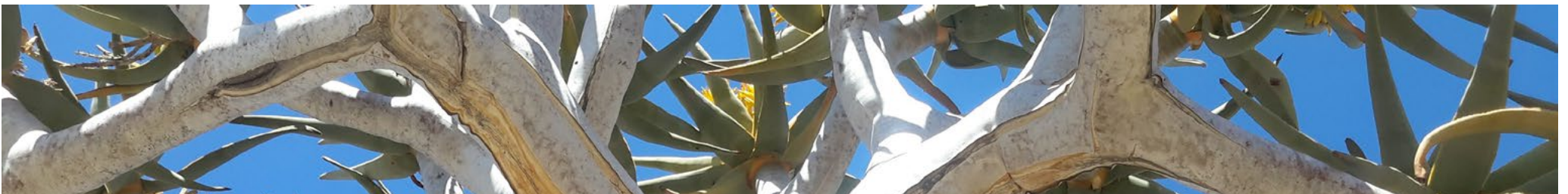
Have two different coloured bags: one for recyclables and one for general waste.

Support

Have a vehicle available with refreshments (cold water) to distribute amongst the volunteers during the clean-up.

Pickups

Have a vehicle available to pick up filled bags and identify points where they are to be left for collection by the truck.



AT THE END OF CLEAN-UP DAY

Tally it up

Ensure that the number of bags are counted (waste as well as recyclables), and if possible, that the total waste collected is weighed.

Get together

Have all volunteers gather at a central point, where a water container, soap and towels are available so that all can wash their hands.

Show of gratitude

Thank them for their input and support, and hand out refreshments, etc.

Take “after” photos of the area to was cleaned and compare them to the before pictures.

Take stock

Set a date to do an overview of your event to evaluate the shortcomings and look at possible improvements for future clean ups.

Tell us about it

Submit the volumes collected during your clean-up to the RNF so we can share your accomplishments with our members. Together we motivate and encourage each other.

The RNF is currently keeping track of the total volume of waste that has been collected during clean-up campaigns, and it is thus important that you submit the information for our statistics.

It would be valuable if participants could note what type of waste is pre-dominantly collected, which can be used to determine why littering is taking place in your community.

NOW THAT YOUR CLEAN-UP IS DONE

Congratulations on your initiative to organise and host a clean-up day in your area! To rate your success and to determine any shortcomings that can be improved upon for future campaigns, it is suggested you hold a meeting to determine the following:

The future

What must be done to ensure the area remains clean? Are there enough bins and refuse containers?

What we know

Do we need more education on littering and the value of recycling?

Improvements

On what could we improve at the next clean-up? Did we have enough plastic bags? Could the trucks access the collection points to pick up the refuse? Were the areas to be cleaned too large for the teams?

Crunch the numbers

Gather the statistics on the volumes and weights of the refuse collected during your clean-up, and submit these to the RNF. If there are no scales to weigh the bags, giving the total number of bags collected will be in order.



Reach out

Any recommendations and suggestions that you would like to make to your constituency or council representatives? Such as adding refuse bins, highlighting problem areas, more anti-littering awareness and signs, improving access to problem areas like overgrown river beds etc.

Say thank you

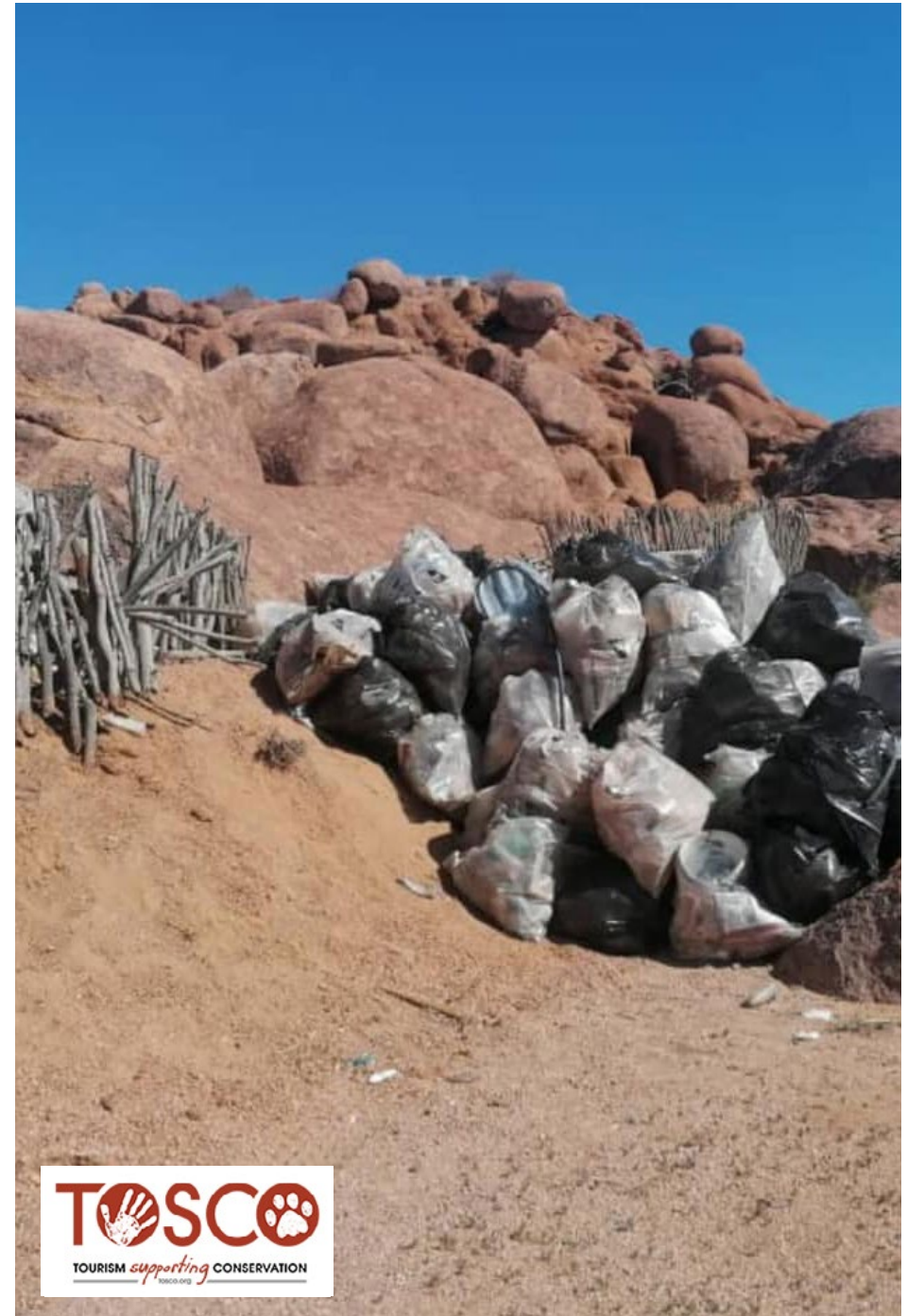
Write thank you letters to your sponsors or your town council and other parties for their assistance and input.

Report it

Prepare a final report including photographs, statistics and general feedback on your event. Distribute this to environmental organisations, your town council, sponsors and also to the media.

Look to the future

Plan the date for your next clean-up campaign!



GET IN TOUCH

Contact the RNF if you need any advice, leads or recommendations for organising your perfect clean-up.

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Cover photo courtesy of TOSCO



RECYCLE
NAMIBIA FORUM

Taking hands today for a cleaner Namibia tomorrow

*We must become
the change
we wish to see
in the world.*

~ Mahatma Gandhi ~



Taking hands today towards
a cleaner, greener Namibia tomorrow