You may pick up t-shirts, maps, and supplies on Friday afternoon after 1:00 PM at the Police Department located at 2702 S. Main St. (Contact Kathy Kirkley, at (281) 403-5963, to set up a pickup time on Friday) OR you may pick up your supplies on the day of the event between 8 a.m. and 9 a.m. at City Hall located at 2610 S. Main. For additional questions or information, please call (281) 261-3941 or (281) 261-3950.

Saturday Morning Instructions

- Pre-select a meeting location and time for your team. If you are meeting at City Hall, select a location at City Hall that is not within the highly trafficked area including the Registration Table. Make sure all of the team members are aware of the meeting location. REMEMBER, Spring Clean Up volunteers nor City of Stafford employees can shuttle participants to the team’s route.
- Select one or two people to pick up the t-shirts and supplies at the Registration table located on the south side of City Hall between the Police Station and City Hall.
- **SIGN-IN/ CHECK-IN:** All teams must sign in at City Hall to record the total number of team members participating the day of the event. Coordinators that picked up team supplies on FRIDAY must also sign-in at City Hall on Saturday morning or text the team name and total number of participants to (281) 709-5471 before they start on the team’s route.

**TRASH COLLECTION – 9:00 am**

- Participants/Teams are responsible for their transportation to and from the assigned clean-up route. Minors will not be allowed to ride in the bed of a pickup truck. Once the coordinator has signed in at the registration table, all members of the team may make their way to the assigned clean up location and begin to pick up the trash.

**CLEAN UP COMMENCES:** Teams should begin the cleanup of the street right-of-ways and ditches of their assigned route beginning at 9:00 am. **PLEASE DO NOT** start the cleanup prior to that time for safety reasons. Our police officers will not be providing close patrol of the areas until 9:00 am. Throughout the cleanup day, Do not allow participants to enter into the street to pick up trash. A spotter should be stationed with each group to view both the flow of traffic and to ensure the safety of the participants.
- **WHITE BAGS** are to be used for the storage of the collected Recyclable plastic bottles and aluminum cans. Keep a tally of the total number of *individual* recyclable pieces collected. At the end of the Clean Up, note the TOTAL number of collected pieces on the tally sheet. (You may use the back of the tally sheet to record sub totals along the route) After the bags are filled, leave the full bags on the edge of the streets right-of-way, making sure they do not cause a hindrance to traffic. **DO NOT BRING BAGS OR CONTAINERS BACK TO CITY HALL.**

- **BROWN BAGS** are to be used for the collection of all other types of refuse. Keep a tally of the total number of bags collected. Place the final TOTAL number of collected bags on the tally sheet. **DO NOT BRING TRASH BAGS BACK TO CITY HALL.** When the bags are filled, leave the full closed bags on the edge of the streets right-of-way making sure they do not cause a hindrance to traffic.

- **LEAVE** all of collected trash bags (both white and brown bags) at the edge of street’s right-of-way. **Do not bring bags back to City Hall.** Please make sure you use the **white bag** for the collection and storage of the **recyclable containers** and the **brown bags** for the collection and storage of the **other items of trash.**

- **Take Pictures:** Please take pictures of your team as you are performing the cleanup. Even though some volunteers will be out with cameras, the best pictures come from you!! Please email the pictures to springcu@staffordtx.gov or text to (281) 709-5471. Look for your pictures on our website after the Clean Up.

- **Most Unusual Trash Collected:** Select **ONE item** (Bring one item back to City Hall for submission and judging) to be considered as an entry for the winner of the **Most Unusual Trash Collected** trophy.

- **Most Valuable Trash Collected:** Select **ONE item** (Bring one item back to City Hall for submission and judging) to be considered as an entry for the winner of the **Most Valuable Trash Collected** trophy.

- **$10 Bottle:** At least **ONE plastic drink bottle with a GREEN FAKE $10 BILL** has been hidden along your route. Look carefully until you find the bottle with the bill. Note the bottle finders name on your tally sheet. Instruct the lucky finding participant to bring the bottle with the $10 bill inside, back to City Hall. The finding participant will be rewarded with a **REAL $10** during the award presentation ceremony.

**Return to City Hall - 11:00 AM**

**RETURN:** Return to City Hall no later than 11:00 AM, whether your team has completed the cleanup of your assigned route or not.

- **TABULATE:** Make final tabulations to the Tally sheet including the name of the items that the team has selected as entries for the Most Valuable and the Most Unusual Trash Collected.
**SUBMIT:** Have **one person** (The coordinator) submit the completed tally sheet, for the items listed below, to a volunteer at the Registration table.

**TALLY SHEET TOTALS:**
- Total number of participants
- Total number of participants 18 years old or younger
- Highest average of bags collected per individual in group. (Total bag count ÷ total # of participants)
- Total number of recyclable drink containers collected *(Aluminum and Plastic)*
- **Most Valuable Trash Collected** *(Place in designated area)*
- **Most Unusual Trash Collected** *(Place in designated area)*
- Note on tally sheet the person that found the **$10 bill**. Instruct participant to keep the bottle until money is awarded during the awards ceremony.

**ENTRY ITEMS:** Place one entry for each of the following: **Most Valuable Trash** and **Most Unusual Trash** next to the appropriately marked sign.

**RETURN of Items:** Please instruct participants to return dirty gloves and vest in appropriately marked location. The City of Stafford has provided vests and gloves to the participants to protect them from harm during the cleanup. Vests & gloves cost a significant amount of money to replace every year. Please ask everyone to do their part and return the dirty gloves and vests to the appropriately marked locations and the additional unused supplies to one of the volunteers at the check in area.

**Lunch** 11:30 AM - 12:00 PM

**Award Presentation:** 12:00 AM - 12:30 PM

*Thank you for your involvement.*
*We look forward to seeing all of you again at next year’s* **Citywide Pride Spring Clean Up**