

Spring Park Cleanups Event Planner

Step 1: Identify a Group Leader

This will be the person responsible for working with Keep Brazos Beautiful to finalize planning, collect waivers from participants, pick up supplies from the Keep Brazos Beautiful office, and provide a safety briefing for the group the day of the event.

Step 2: Choose a Park

Our Spring Park Cleanups Event will take place February 20, 2020 from 10 am to 12pm. When registering your group, you will be asked to choose a preferred and a secondary park to clean on that day. We will work hard to make sure that everyone gets their first choice, but there is limited space for each park. This year, we will be cleaning Lick Creek Park and Bee Creek Park in College Station, and Henderson Park and Austin's Colony Park in Bryan.

Step 3: Plan a Time to Pick up Supplies

Keep Brazos Beautiful will provide all the supplies you need for this project. You will receive litter grabbers, trash bags, gloves, and first aid kits. Supplies will be ready for pick up the week of February 15th and can be picked up from our office by appointment only. Appointments are made Monday and Wednesdays from 9:30 to 2:00 and Friday from 9:30 to 12:00. Special accommodations can be made in some circumstances for afterhours pickup.

Step 4: Commit to a Return Date

Since we have many groups going out, it is important that the supplies are returned as quickly as possible after the cleanup event. All supplies are required to be dropped back off **within one week** of the event. Supplies not returned in a timely manner may result in your group not being able to check out supplies in the future. Supplies can be dropped off at any time to our office. If it is not during office hours, there is a return bin outside that they can be left in.

Step 5: Register Your Group

Using the form at www.keepbrazosbeautiful.org/springclean register your group. You will need to know about how many people will participate, when a representative from your organization can pick up supplies, and which park you would like to cleanup.

Step 6: Collect Waivers

For this cleanup, **each participant is required to submit a waiver**, and minors must be accompanied by an adult supervisor. Once you register, you will receive a confirmation email from our office with your park assignment and waiver requirements. These waivers must be turned in before the day of the event, and can be submitted online, via email, or when picking up supplies.

If you have any questions, please contact erin@keepbrazosbeautiful.org or call 979-775-3569.