

We hope this list will inspire you to take action and have a successful project!

Planning Your Community Clean Up - A Checklist of Ideas

Identify Your Outcomes

- Engage - Outreach with a Purpose (Club and FB Group Membership)
- Empower - Offer Supplies+Strategies (Sustainable Efforts, Lend or Give, Accept Donations)
- Educate - Create Awareness of Issues+Opportunities (Environmental Stewardship)
- Entertain - Make it Fun! (Create "junk" art, facepainting or other kids activities, offer music, contests, and photo ops!)

Scope of the Event (Logistics to lock in as soon as possible)

- Map of Coverage Area (should be on Public Property, accessible terrain)
- Book Your Venue for Registration
- Plan to Purchase or Borrow Supplies (including Tents / Tables / Chairs)
- Create Sign Up Schedule for Event Marshal Volunteers (ie. one hour shifts)
- Identify Tasks for Participant Volunteers (litter removal, action photos, any other issues such as identifying invasive plants or bulky hazardous items?)
- Arrange Refreshments (Consider Zero Waste options, Vegan/GlutenFree, any themed items)
- Book Disposal and Recycling Services (a bin delivery/pickup is ideal)

Risk Assessment

- Event Insurance Coverage (available from Rotary District with an event plan submitted)
- Safety Tips (including where families can cover such as parks)
- Waivers (including Photo Op disclaimer/notice)
- Youth Protection (permission necessary from parents/guardians, including photos)
- Bulky Item / Illegal Dumpsite Reporting (Photos, R.A.P.P. online)
- Safety Partners (Firehall, RCMP, Community Policing for tips and any roadside signage to borrow)
- Organize "One Hour" Shifts, rest breaks for volunteers

Collaborations

- Sponsoring Businesses and Organizations (for materials, services, donations)
- Participating Groups (schools, scouts, youth groups, sports teams)

(Checklist - cont'd on page 2)

We gratefully acknowledge the traditional custodians of Showe'luqun, the Hul'q'umi'num speaking peoples, who hunted and gathered in this area, respecting their caring connections to each other and the places where we live, work and play.

Promotion

- Media Outlets *well in advance with reminders the week before* (newspaper, radio, television coverage) *more tips available*
- Social Media *with event hashtags* (Shareable FB Event with event-related posts and discussion, club FB page, members sharing FB posts, Instagram, Twitter)
- Digital Displays (many cafes have digital menu boards and may offer advertising spots!)
- Signage (consider reusable signs if an annual event)
- Posters and leaflets (as long as they don't end up as litter!) Suggestion: can be printed like 4x6 colour photos for extra creativity and durability

Equipment

- Litter pickers or dollar store metal BBQ tongs
- Gloves (rubber-coated garden work gloves like Gardena brand are helpful and washable for annual use)
- Hi Vis Clothing
- Bags (these could be a special colour choice)
- Rakes/Shovels/Wheelbarrows (optional)
- Safe/Sharps Containers
- First Aid Supplies
- Mobile Phone Photos/Screenshots for identifying spots for followup

Communication on the Day of the Event

- Identify Help Line of Organizer / Event Marshals to call for assistance
- Encourage participants to use event hashtags in their photo posts
- Interview participants, get quotes, photos, video clips
- If permitted, drone footage is spectacular!
- Provide a Feedback Notebook at Registration table for "Comments and Suggestions" to make future events a greater success!

Event Follow Up

- Create and Send THANK YOUs (a tremendous opportunity to build goodwill and better friendships!)
- Share Outcomes afterwards (including write ups for publication)
- Salute your Litter Heroes (offer awards and special recognition at a club meeting)
- Identify any potential Guest Speakers and Future Members from your collaborations!

*Did this list help you and can you think of any other ideas to try? Please let us know!
We've included our **contact information** on the last page . . .*

We gratefully acknowledge the traditional custodians of Showe'luqun, the Hul'q'umi'num speaking peoples, who hunted and gathered in this area, respecting their caring connections to each other and the places where we live, work and play.

Thank you for your service to your community and beyond!

*“Together We Transform” through **Community Clean Ups, as People of Action!** We would be happy to connect with your club members for future meetings and project planning. We invite you to follow our stories online and we look forward to hearing yours . . .*

Gratefully,

The Rotary Club of Shawnigan Lake EcoClub

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[Facebook](#) - [Twitter](#) - [Instagram](#) - [YouTube](#)

ShawniganRotaryEcoClub@gmail.com

www.ShawniganRotaryEcoClub.ca

Shawnigan Rotary EcoClub President: Steve Elskens selskens@shaw.ca

Checklist prepared by EcoClub Secretary: Kim Barnard kim.barnard@gmail.com

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We are Canada’s first Rotary EcoClub, part of a growing network of EcoClubs worldwide. We are based outdoors and devoted to environmental stewardship and sustainability practices. We believe in honouring our First Nations and other community stakeholders, actively networking to build collaborative relationships and sharing knowledge, and developing strategic implementation of our *Think Shawnigan* community assessment recommendations through hands-on community projects. Visit our website at <https://shawniganrotaryecoclub.ca/learn-more/>

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