

# **PROGRAM PROCEDURES**

## **REMEMBER:**

1. All participants must be at least 11 years old.
2. Groups must consist of at least three volunteers. No one person is allowed to collect litter by themselves.
3. Please pickup litter at least two – three times per year.

## **PROCEDURES:**

1. Advise Sedgwick County Public Works at least two days in advance of your planned litter collection by calling Jeana Morgan, Coordinator, at 660-1777.
2. Have volunteers sign release forms and submit to coordinator.
3. Pick up vests and trash bags at the Sedgwick County Public Works building.
4. Hold a safety meeting with participants to view DVD and go over rules and procedures.
5. Upon arrival at pickup area:
  - a. Park vehicles off roadway at designated areas.
  - b. Fold down caution signs before starting pickup.
  - c. Pickup litter on one side of the roadway, then the other side.
  - d. Place all bags just off the traveled roadway or near traffic signs.
  - e. Group bags together as much as possible.
  - f. Remember to tie all bags.
  - g. After litter pickup is complete, fold up cautions signs.
  - h. Once pickup is complete, contact the Public Works coordinator so bags can be picked up.
6. Return all vest and unused bags after each litter pickup to Sedgwick County Public Works.