

Cleanup Volunteer Commitment Form

Include this form as part of your HAND Neighborhood Cleanup Grant application

Neighborhood Organization Name

Date

One individual must serve as the Neighborhood Cleanup Coordinator and primary contact person who will work closely with HAND staff. On the day of the cleanup, at least two volunteers must be present at the collection site at all times. Please complete this form with names and contact information for all volunteers who have committed their time.

- I. **Neighborhood Cleanup Coordinator.** This individual will coordinate the neighborhood side of cleanup preparation, and will be in charge of volunteers on the day of the cleanup.

Responsibilities include:

1. Working closely with the HAND staff members.
2. Conducting the volunteer briefing at 8:30 a.m. with the assistance of the HAND staff.
3. Being present for the entire duration of the cleanup: 8:30 a.m. to 2:00 p.m.
4. Keeping the cleanup staffed, as required, throughout the day.
5. Supervising all volunteers.
6. Assisting with unloading items from personal vehicles into appropriate containers, as necessary.
7. Communicating with HAND staff any questions or concerns that might arise during the cleanup.
8. Ensuring that the collection area is completely clean at the end of the event.
9. Completing an evaluation for HAND following the cleanup.

Neighborhood Cleanup Coordinator Name: _____

Address: _____

Email: _____ **Phone:** _____

- II. **Collection Site Volunteers.** A minimum of TWO volunteers are needed at all times to assist at the collection site. Larger neighborhoods may require additional volunteers to ensure a successful cleanup.

Responsibilities include:

1. Attending a mandatory volunteer meeting at 8:30 a.m. on the day of the cleanup.
2. Ensuring that items are deposited into the appropriate collection containers (trash, tires, scrap metal, hazardous waste, brush/limbs).
3. Assisting with unloading items from personal vehicles into appropriate containers, as necessary.
4. Informing the Cleanup Coordinator of any concerns that might arise during the cleanup.
5. Ensuring that the collection area is completely clean at the end of the event.

Time	Name	Email	Phone
9:00-10:00 a.m.			
9:00-10:00 a.m.			
9:00-10:00 a.m.			
9:00-10:00 a.m.			
10:00-11:00 a.m.			
10:00-11:00 a.m.			
10:00-11:00 a.m.			
10:00-11:00 a.m.			
11:00 a.m.–12:00 p.m.			
11:00 a.m.–12:00 p.m.			
11:00 a.m.–12:00 p.m.			
11:00 a.m.–12:00 p.m.			
12:00-1:00 p.m.			
12:00-1:00 p.m.			
12:00-1:00 p.m.			
12:00-1:00 p.m.			
1:00-2:00 p.m.			
1:00-2:00 p.m.			
1:00-2:00 p.m.			
1:00-2:00 p.m.			