



# Organizing a Successful Alley Clean-Up Project

## Before you begin --

1. Gain support. Talk to neighbors and sign up volunteers. You may want to assign tasks, such as: picking up litter, holding the trash bag, traffic control, sweeping, serving snacks, supervising small children, or offering space in a refuse cart or recycling bin.
2. Set the date. (A rain date, too).
3. Promote the event. Let all neighbors sharing the alley know what's going on. You may want to close the alley during the event and you don't want to inconvenience neighbors who may not be participating.
4. Prepare your headquarters. Have a table and chairs, trash bags, refuse stickers, gloves, brooms, a bucket with water, towels, first aid kit and a cell phone (in case of emergency).
5. Review tasks and safety guidelines with volunteers.

## During the event --

1. Use safety tape to close alley (if that is the agreed plan).
2. Stick with your "advertised" schedule. If you planned to complete the event in an allotted time, be aware of your deadline.
3. Share the workload. Watch for someone who may be overdoing it or becoming tired. (Perhaps, that person could be redirected to a less physical task).
4. HAVE FUN. There are some Oak Park neighbors who hold block parties in the alley with part of the day used for clean-up projects.

## After the event --

Get feedback from participants. What was good about your event? What could have been better? Fill out the evaluation form and return it to:

Keep Oak Park Beautiful  
Oak Park Public Works Department  
201 South Boulevard, Oak Park, IL 60302  
Thank you.



# Alley Clean-Up Event Application

Date \_\_\_\_\_

Name of Organizer(s) \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_

How long have you lived in Oak Park? \_\_\_\_\_

Location of project \_\_\_\_\_

(For example: the alley between Grove & Oak Park in the 900 S. block)

How many households sharing your alley will be participating in this project?  
\_\_\_\_\_

Is this the first time you are conducting an alley clean-up project in your neighborhood? \_\_\_\_\_

Target date for clean-up event \_\_\_\_\_

Do you plan to "close" your alley during the event? \_\_\_\_\_

Alley Clean-Up events are sponsored by the Village of Oak Park as part of the "Keep Oak Park Beautiful" program. The Village will be monitoring the success of the program by taking photographs of the targeted alley before and after the event. Results will be used in regular reports issued to Keep America Beautiful, Inc. For more information call KOPB at 708.358.5700.

Your Alley Clean-Up Kit will contain:

- Promotional materials on how to organize a successful event
- Safety Guidelines for volunteers
- 10 plastic trash bags
- 10 pink Refuse Stickers
- 10 pairs of disposable vinyl gloves
- 10 green Yardwaste Stickers
- Safety tape for site set-up (To "close" alley if requested)
- An evaluation form (We would like to have your feedback)

Mail completed form to:

OR

Send completed form to:

Keep Oak Park Beautiful

201 South Boulevard

Oak Park, IL 60302

FAX: 708.358.5711

Email: rozmus@oak-park.us

Thank you for helping to Keep Oak Park Beautiful.