

Trash Cleanup BINGO

A Volunteer Project Plan



A step-by-step guide to help you give back on your own terms!

because
I said
I would.

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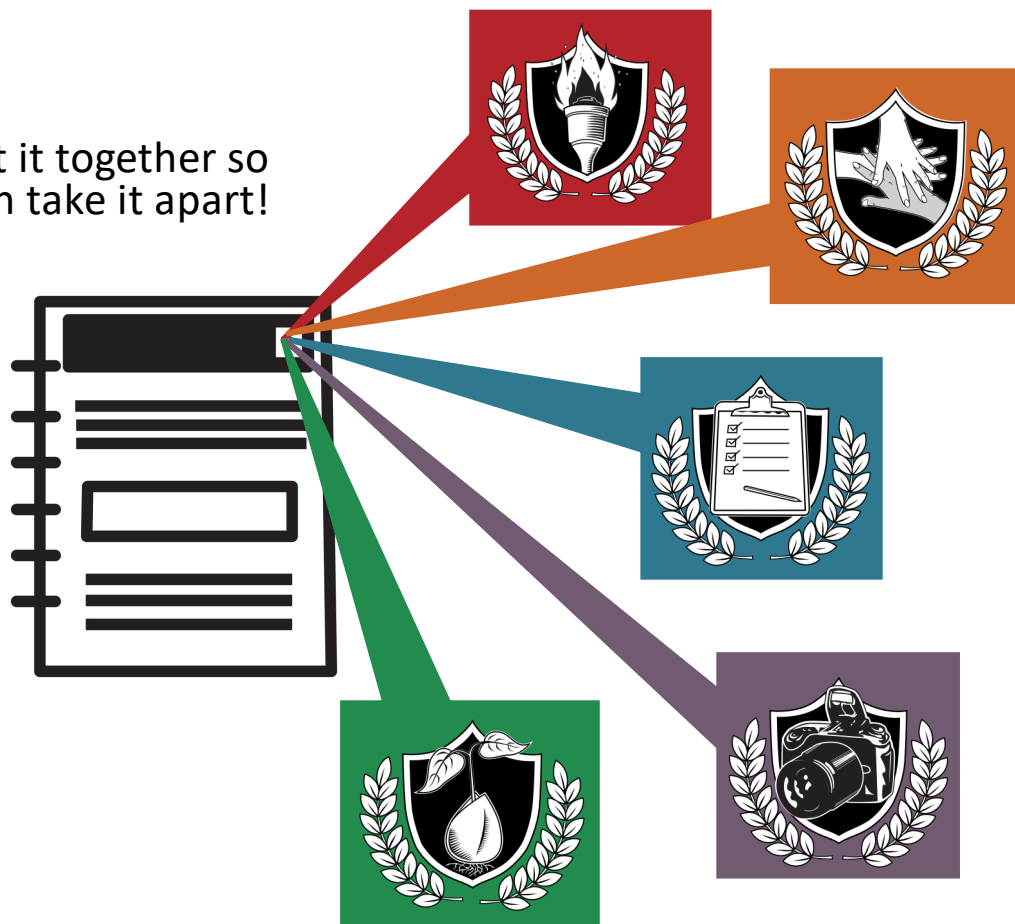
About Volunteer Project Plans

A Volunteer Project Plan is a step-by-step guide to complete a service project in your community.

All around us, there are opportunities to help our neighbors and our communities. However, it can be overwhelming trying to figure out what to do and where to start. A Volunteer Project Plan is the answer to this dilemma. We provide the tools and information you will need, including easy-to-use checklists.

All you have to do is distribute the checklists and other resources amongst members of your team according to their designated roles. The pages needed for each of these roles are indicated using a unique icon in the upper left corner.

**We put it together so
you can take it apart!**



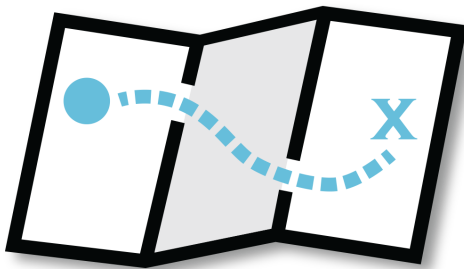
Please review the [commitment decision page](#) to help you decide if this project is right for you.

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The Issue:



Each person in the U.S. generates an average of 4.5 pounds of trash per day¹ and this number is growing. This garbage, plus increasing population rates, equals a LOT of litter. Researchers found that people litter about 17% of the time, or almost 1 out of 5 times they throw something away². This means millions of tons of litter end up on the ground and in our bodies of water each year. And get this: most littering—81% in fact—is intentional. What thing is littered the most? Cigarette butts³. These tiny poisonous pieces of trash can add up to hundreds of pound of litter in a single area like a beach⁴. All of this is not only ugly, it's toxic, and it's expensive. A 2009 study by Keep America Beautiful, the largest organization of its kind in the U.S, found that the combined cost of littering is more than \$11.5 billion dollars each year⁵. That's right. Billion—with a B. In the end, this enormous cost is shouldered by businesses, states, cities, schools, and homeowners—through things like cleanup efforts, restoration of ecosystems, impact to local wildlife, declining tourism profits and decreased property values⁵.



The Plan:

Recruit a team and collect trash at a location of your choice, all while playing a fun game of BINGO! As you pick up litter, find the items labeled on the scorecard located in the back of the kit, cross them off one-by-one, and be the first person to get 5 down, 5 across, or 5 diagonal. Be the change, make the difference, help preserve the world.

The Impact:

If each person in the U.S. picked up just one piece of trash, 328 million pieces of litter would be removed from our environment in one fell swoop¹. Picking up three pieces of trash per person would remove close to a million littered items contaminating the environment! AND even if you focus on land only, you are helping the water. How? Because over 80% of marine litter starts out (you guessed it!) on land⁶. Wherever you choose, cleaning up an outdoor space will likely have a lasting impact because litter begets more litter. Researchers found that people are much more likely to litter in an already littered area; it looks like the 'normal' thing to do there⁷. Similarly, people are more likely to keep a clean space clean. So go ahead. Set the example. Make the promise. Future generations will surely thank you for improving the world they will inevitably inherit—from us.



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Commitment Decision Page



Please consider if you are able to do the following before making this commitment.



Prep Time: 3-4 hours
Service Time: 2-3 hours
Total time: 5-7 hours

BUDGET

\$\$\$\$

Less than \$100

You will need:



A planning team of 4-10 people who will give 5-7 hours each



Trash cleanup supplies



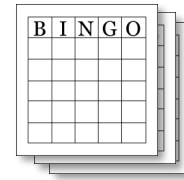
A place in need of cleanup



Photography equipment



4-40 Volunteers who will give 2-3 hours of time each



BINGO scorecards

Steps:

1. Plan

The leadership team will:

1. Arrange a planning meeting
 - Do you need to adapt/ adjust?
 - Where will you cleanup?
 - Playgrounds
 - Parks
 - Riverbeds
 - Abandoned lots
 - Other
2. Have a second status update meeting
 - What tasks are completed on each Leader's 'Before' checklist?
3. Obtain equipment & supplies
4. Get the necessary approvals
5. Contact the city or waste management department to schedule a garbage drop off or get info on proper disposal
6. Spread the word & gather volunteers

2. Serve

Volunteers will:

1. Obtain a BINGO scorecard and trash cleanup supplies
2. Pick up trash and mark the scorecard as items are collected
3. Yell BINGO! when a row of the scorecard is filled across, down or diagonally
 - Be the first to win BINGO and claim a small prize
4. Sort trash and recyclables
5. Dispose of garbage properly

3. Report

Return your completed Impact Report form



4. Celebrate

You and your team just did something uncommonly AWESOME!



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Overview of Project Team Roles

Project Leader



- Oversees the planning, organizing and execution of the project including reporting impact
- Ensures that planning tasks are completed by coordinating with the other roles

Project Co-Leader



- Helps ensure that nothing 'falls through the cracks'
- Serves as a backup for other roles as needed

Logistics Leader



- Works with the Project Leader to identify needed equipment & supplies
- Orders or procures any supplies, food, or other materials
- Brings above to the location and sets up before the event

Photojournalist Leader



- Promotes the event
- Captures the experience to share success and inspire volunteerism
- Ensures that policies and personal preferences regarding photography and posting to social media are strictly enforced

Fundraising Leader



- Works with the Project Leader to determine if additional funds or supplies are needed
- Finds and collects donations if necessary

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PROJECT LEADER SECTION



- Oversees the planning, organizing and execution of the project including reporting impact
- Ensures that planning tasks are completed by coordinating with the other roles



Before

Getting Started

- Work with the **Planning Team** to review the Adaptation Options page and select the option that best fits your team– What is feasible?
- Have a planning meeting to divide roles, select a location and coordinate details
 - You may need to have a second status and update meeting– What tasks are completed on each person's "Before" checklist. Are we on track? Are there any unexpected roadblocks?
- If necessary, work with **Fundraising Leader** to procure extra funds or equipment PRIOR to setting a date for the project

Supplies & permissions

- Coordinate with the Logistics and Fundraising Leaders to obtain equipment/supplies
- Get permits and other necessary approvals

The day before

- Double check with the **Logistics Leader** that all equipment and supplies are acquired and copies of BINGO scorecards, surveys, Promise Cards and any other needed materials are packed up and ready to go

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Project Leader Checklist



During

DURING

- ☐ Give the [Impact](#) and [Safety & Training](#) presentations at the beginning
- ☐ Ask each volunteer to complete a Promise Card expressing his or her commitment to *this* project...and then collect them
- ☐ Be the main point of contact
- ☐ Hold onto the first aid kit– be on standby in case someone needs help
- ☐ Oversee the other roles to ensure everyone is on track
- ☐ At the end of the day, return Promise Cards to their respective writers
- ☐ Make sure the site looks better when you leave than when you arrived
- ☐ Give the winner/s of the BINGO game a prize!



After

AFTER

- ☐ Make sure the Planning Team has completed their after service duties
- ☐ Ask the **Fundraising Leader** for the for the Impact Report information
- ☐ Complete and send the [Impact Report](#) to *because I said I would**
- ☐ Work with **Fundraising Leader** to thank any donors
- ☐ Thank your team and remind them of the impact of their hard work!
- ☐ Thank any other partners (if applicable)

Items can be sent to projects@becauseisaidiwould.com

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Littering Facts



The farther people have to walk
to find a trash can the more
likely it is they will litter

1 in 5 times

something is thrown away

(~ 17%)

**Rate
people
litter**



↑ 165%

Increase in plastic
litter since 1969

\$11.5 BILLION



**Total yearly Cost to
cleanup litter in U.S.**

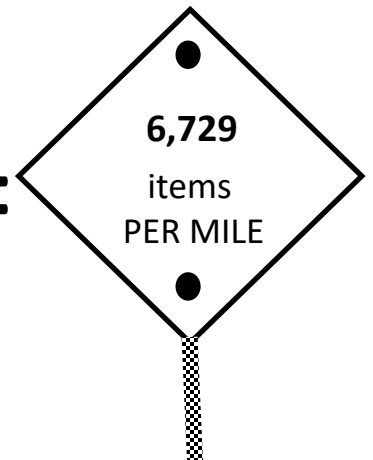
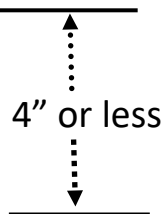


CIGARETTE BUTTS

- #1 littered item on land & water
- 1.69 billion lbs. of butts are
littered yearly (worldwide)

51 Billion
total pieces of
litter on U.S
Roads each year

**91% of litter on
roads is small**



Impact Presentation Guide



Use this presentation guide to share the importance of this project before you begin. It is important that everyone understands the impact that their efforts will make. A motivated team works harder!

Thank you for joining today's event in an effort to make a change in our community. Although picking up trash is not a new concept, it is important for us to remember the impact it can have.

Each person in the U.S. generates an average of 4.5 pounds of trash per day⁸ and this number is growing.

- Did you know that the Environmental Protection Agency (EPA) estimates that 75% of America's garbage is recyclable, but we only recycle about 30% of it⁸?
- It's true. The top 3 things that we put into landfills is 1) paper/cardboard, 2) food, and 3) yard trimmings.⁸ All three of these could be recycled or composted. Cutting down on garbage produced in the first place is one way to reduce litter. But that's not the only benefit.
 - Recycling one aluminum can saves enough energy to listen to a full album of music on a handheld device. Recycling 100 cans saves enough energy to light up a bedroom for about two weeks!⁹
 - And if we composted the 21.5 million tons of wasted food each year, the reduction in greenhouse gases would be about the same as taking 2 million cars off of the road.¹⁰

But litter is not just ugly.

- Litter is seen as a sign of 'incivility' and may invite crime in an area.¹¹
- A person is more likely to litter in an already littered place because it looks like the normal thing to do there.⁷ So picking up litter can help prevent future littering.
- Businesses and homeowners shoulder the cost of litter cleanup and it decreases property values.

How do I make an impact on such a huge problem?

- If each person in the U.S. picked up just one piece of trash, 328 million pieces of litter would be removed from our environment in one fell swoop¹.
- Picking up three pieces of trash per person would remove close to a million littered items contaminating the environment!
- Even if you focus on land only, you are helping the water. How? Because over 80% of marine litter starts out on land⁶. Every piece of litter removed counts!

So again, thank you for coming and helping out, not only today but for helping in the future! Now we need to go over a few safety tips.

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Safety & Training Presentation



While we are out today, saving the world one piece of trash at a time, safety must be the number one concern.

First, never stray off alone. Stay near the group or in teams of 3. Walking alone is potentially dangerous. Just don't do it.

Second, the items you may come in contact with today can be dangerous as well.

- Please **do not** pick up heavy or hazardous materials. Leave syringes, hypodermic needles, car batteries, and any unknown chemicals alone.
 - Let either me or a supervisor know about any heavy or hazardous items, and we will call local personnel to coordinate for a crew to come and properly dispose of those objects.
- In addition, please place broken glass into a box first so the sharp edges do not cut you or rip the bag open. Do not throw broken glass into a bag.
- Also, pick up **ONLY** paper, plastics, and aluminum using just the gloves on your hands. Use a trash grabber for everything else.
- Be mindful of your surroundings. Watch out for poison ivy, poison oak and thorny plants, as well as traffic and animals.

Today, we will also refrain from picking up trash that is directly on the side of the road. In 2016 alone, 22,660 pedestrians were accidentally struck and killed walking on the side of the highway! For the safety of the team, if we need to cross over roadways or bridges, we will be walking in a single file line.

Make sure your boots are tied tightly, that you know where to get new gloves and trash bags, and greet the person next to you. Today is about to be a great day and by following these important tips we can avoid any unnecessary injuries.

Don't forget to drink lots of water, put on some sunscreen, and wash your hands before you eat or rub your eyes!

Most importantly, have fun!!

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Impact Report



1. Tally up the impact of your project
2. Share the results on social media to inspire others to volunteer
3. Send this form to: projects@becauseisaidiwould.com



Promises
matter!

Volunteer Hours

Estimated total hours of planning time

_____ Hours

+

Estimated total number of day-of-service hours
including prep time, time spent picking up trash, and wrap up

_____ Hours

=

Total number of hours of volunteerism for the project

_____ Hours

Cost Analysis

Estimated savings from donated equipment and supplies

_____ Dollars

+

Total cost of purchased supplies and equipment

_____ Dollars

=

Total cost of project

_____ Dollars

Impact

Total number of trash bags filled

_____ Trash bags

/

Total cost of project

_____ Dollars

=

Cost per bag of trash collected

_____ \$/Bag Filled

Size of trash bags in gallons

_____ Gallons

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- You can adjust (or scale) the project “up” or “down” if desired.
- Simply adapt the information and checklists provided to tailor this project to the interests of your volunteers and the specific needs of your community.

Scale It Up

Surf and Turf!

Take it to the next level and pick up trash both on land and in surrounding bodies of water. You can use kayaks, paddleboards, or even a raft but do NOT forget to wear a lifejacket!

This requires more planning and more permits but it tackles the pollution problem on land and in the waterways. Only those who feel comfortable in the water should choose to use kayaks, paddleboards, or rafts, and using this type of equipment may require special training from rental facilities. Meet in a centralized location and then separate into two groups. Have a friendly competition between the water team and the land team to see who collects the most trash.

Go anywhere!

Walk down the street, go to a local park, a riverbank, or an abandoned lot and leave it better than you found it.

This is the simplest trash clean-up event to plan—no BINGO required! Think of areas in your neighborhood that could benefit from a trash clean-up such as parks, abandoned lots, riverbanks, playground areas, etc. but don't forget to double check and see if you need permission. Although this is the simplest way to organize a trash cleanup event, it still makes a big difference! Set an example for others to follow and help make picking up trash the new habit in your town.

Scale It Down

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PROJECT CO-LEADER SECTION



- Helps ensure that nothing 'falls through the cracks'
- Serves as a backup for other roles as needed

Project Co-Leader Checklist



Before

BEFORE

- ☐ Work with the **Project Leader** to make sure everyone has completed their 'Before' service tasks
- ☐ Ensure that nothing falls through the cracks
- ☐ Provide backup for other roles as needed



During

DURING

- ☐ Work with the **Project Leader** to make sure everything is running smoothly
- ☐ Ensure that nothing falls through the cracks
- ☐ Provide backup for other roles as needed



After

AFTER

- ☐ Work with the **Project Leader** to make sure everyone has completed their 'After' service tasks
- ☐ Ensure that nothing falls through the cracks
- ☐ Provide backup for other roles as needed

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LOGISTICS LEADER SECTION



- Works with Project Leader to identify needed equipment & supplies
- Orders or procures any supplies, food, or other materials
- Brings above to the location and sets up before the event

Logistics Leader Checklist



Before

Getting started

- ❑ Work with the **Volunteer Project Leader** to determine equipment & supplies needed & quantities for each
- ❑ Once your team chooses a location —find out where to park
- ❑ Obtain information about rules, regulations, policies and other considerations that may influence how the project is done (including photography)

Communicate with volunteers

- ❑ Communicate above to **Volunteer Project Leader** and help make any necessary adjustments
- ❑ Collaborate with the **Photojournalist Leader** to inform volunteers of the above as well as important contact names and phone numbers for the Day of Service
- ❑ Make sure volunteers know to wear closed-toes shoes on the day of the trash cleanup

Just before the day of the event:

- ❑ Make copies of the BINGO scorecards, volunteer checklists, photo release forms, surveys, and Promise Cards (and cut them out)
- ❑ Make sure the equipment and supplies (including photocopies and Promise Cards) are packed up and ready to go

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Logistics Leader Checklist



During

DURING

Set up

- ☐ Bring the equipment and supplies to the site location
- ☐ Set up registration table (or clipboards) and find a volunteer to help volunteers sign-in

Oversee the equipment station

- ☐ Provide each person with a set of gloves and a trash bag, as well as a safety vest and trash grabber if desired or applicable
- ☐ Make sure every volunteer has a BINGO scorecard, pen, and clipboard

Check-in

- ☐ Continually ask volunteers if they need anything– bathroom? Water?

Separate trash and recyclables

- ☐ Find at least 3 volunteers to help load, carry, and dispose of all the trash collected. Place the trash in a community dumpster and/or follow the City's and waste management's directions



After

AFTER

- ☐ Return any borrowed or unused supplies
- ☐ Let the **Project Leader** know of any donations so that a personalized thank you can be made
- ☐ Reorganize supplies & return anything that was borrowed
- ☐ Return any unused supplies and turn in receipts to the Project Leader

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Equipment & Supplies Checklist



Try to get as much of your equipment and supplies donated as possible. Let organizations, friends, and others know that you are trying to help your community through independent volunteerism! Estimate the quantities you will need for each item, such as the example below.

Number of Volunteers	1	5	10	40	100
Estimated number of bags needed per hour	2	10	20	80	200
Total bags needed in 3 hours	6	30	60	240	600

Trash Grabber	Allows you to quickly and safely pick up trash and debris without bending or having to touch anything that is unsanitary.
Bags	Gallon contractor bags are durable and sturdy enough to withstand sharp objects and heavy loads.
Gloves	Depends on what type of trash you are picking up. Obtain both disposable vinyl gloves for paper, plastics, and aluminum cans, and heavy duty dish washing gloves for hazardous materials such as needles. Avoid latex in case of allergies.
Hand sanitizer	Use hand sanitizer to help provide protection against the spread of germs.
First aid kit	From the minor cut to the more serious injury a first aid kit can help reduce the risk of infection or the severity of the injury.
BINGO scorecards	Make copies of the BINGO scorecard, located on the next page, for each volunteer.
Pens	For crossing off findings on the BINGO scorecard.
Clipboards	Provide a writing surface for people to use outdoors.
Registration table	Make sure to have a place for volunteers to sign-in, grab equipment, and receive their roles & responsibilities checklist.
Snacks & Water	Provide enough fuel for the volunteers so they can last throughout the day.
Volunteer Roles & Responsibilities Checklist	Make enough copies for the projected number of volunteers.
Prizes	Get some small gifts to give away as prizes for the winner/s of the BINGO game.

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Volunteers Roles & Responsibilities



Copy. Print. and Cut along the dotted line. Distribute roles and responsibilities to all the volunteers, including those with a specialty role.

Thank you for saving the world one piece of a trash at a time!

Do you have?

- ☐ Bags
- ☐ Gloves
- ☐ BINGO scorecard
- ☐ A pen
- ☐ A clipboard

Make sure you:

- ☐ Sign-in
- ☐ Wear closed-toed shoes
- ☐ Locate the bathroom—if any
- ☐ Know where to get more supplies
- ☐ Yell BINGO and get a new card
- ☐ Do not touch hazardous material
- ☐ Take a picture of yourself or your trash gear, post it to social media, and spread awareness using the hashtag #becauseisaidiwould
- ☐ Separate trash and recyclables
- ☐ Drink water
- ☐ Eat a snack

Thank you for saving the world one piece of a trash at a time!

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- ☐ Gloves
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- ☐ Separate trash and recyclables
- ☐ Drink water
- ☐ Eat a snack

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Scorecard and Instructions



1. Collect trash items on BINGO scorecard
2. Mark off the items you find along the way
3. For the "Share photo on social media" square, take a picture of yourself during this Volunteer project and share with the hashtag #becauseisaidiwould to spread awareness. Earn and cross off the free space once you have completed this challenge.
4. The first person with 5 down, 5 across, or 5 diagonal wins!
5. Bring your card to the Project leader for verification and receive a prize

B I N G O				
Fast food cup	Straw or straw wrapper	Plastic Bottle	Fast food wrapper or bag	Aluminum can
Something made of cardboard	Plastic eating utensil	Plastic Bottle	Something bigger than your hand	Cigarette box
Coffee cup	Candy wrapper	Share photo on social media	Gum	Bottle Cap
Something brown	Paper	Alcoholic Beverage	Chip bag	Cigarette Butt
Something smaller than your hand	Plastic Bag	Piece of glass	Cigarette butt	Clothing

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Instructions for using a Promise Card:

- Write your promise to complete this project on the card
- Give the card to the Volunteer Project Leader
- Fulfill your promise
- Get your card back. Keep it as a reminder that you are a person of your word!

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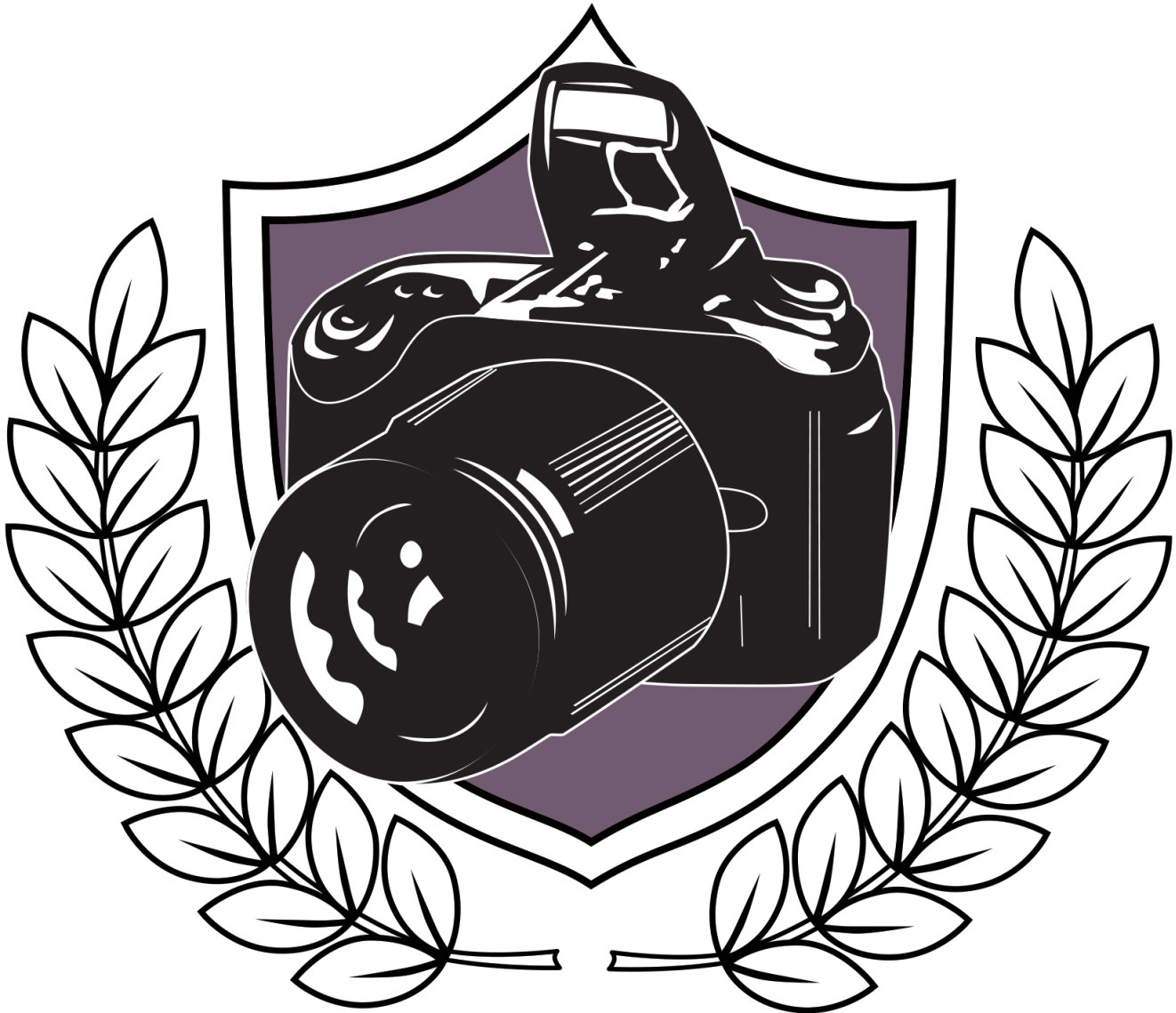
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PHOTOJOURNALIST LEADER SECTION



- Promotes the event
- Captures the experience to share success and inspire volunteerism
- Ensures that policies and personal preferences regarding photography and posting to social media are strictly enforced

Photojournalist Leader Checklist



A picture is worth a thousand words. Capture the moment and share the impact volunteering can make!

Remember: depending on location and the person you are recognizing, the rules and regulations of photography may vary. Make sure to ask if the person is comfortable having his or her picture taken.



Before

BEFORE

Promote the event

- ☐ Recruit additional volunteers for the Day of Service; advertise the project using flyers and on social media, including the roles needed on the day of service
- ☐ Contact local newspapers, news stations, and magazines (if applicable)

Prepare your equipment

- ☐ Charge batteries for your camera/s & ensure your phone is charged and check that you have extra batteries and/or chargers
- ☐ Pack up your photography/ recording equipment
- ☐ Check with the Logistics Leader to understand the rules of what can and cannot be captured



During

DURING

- ☐ Bring and set up photography equipment
- ☐ Capture the project through photo or video (or both)
- ☐ Make sure volunteers know how to use the hashtag #becauseisaidiwould



After

AFTER

- ☐ Use the [Photojournalist Guide](#) to do interviews and write a short paragraph about an interesting part of the project
- ☐ Announce the outcome on social media platforms
- ☐ Send a recap—including photos and write-up of interviews—to projects@becauseisaidiwould.com

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TIPS FOR TAKING INTERESTING PHOTOS

Before and After—

- Show a striking difference between the start of the project and at the end.

Subject selection—

- Choose people/places/things to photograph that are unexpected, surprising, emotional, or action-oriented.

Frame and focus—

- Eliminate unnecessary background by getting 'up close' to the intended subject/s of the photo.
- Experiment with different angles and perspectives that draw the viewer in.

- Take a before and after shot
- Do a group photo
- Catch an action shot

Sample Interview Questions

1. What is the most unexpected thing to occur today?
2. Have you ever done something like this before?
3. What did you learn today?
4. Has this issue affected you directly or indirectly?
5. What did you discover while interacting with others? Does anything stand out? Any interesting discussions?



Write a short story that recounts interesting experiences people had during this event. Share your story with *because I said I would* headquarters and post it to social media to increase awareness and promote volunteerism!

Use the back of this sheet if desired

Email to projects@becauseisaidiwould.com

FUNDRAISING LEADER SECTION



- Works with the Project Leader to determine if additional funds or supplies are needed
- Finds and collects donations if necessary

Fundraising Leader Checklist



Before

BEFORE

- ☐ Check with the Logistics to find out what equipment/supplies are still needed (if any)
- ☐ Identify possible donors (or lenders if borrowing) for supplies or equipment
- ☐ Give donated equipment/supplies to the **Logistics Leader**
- ☐ If additional funds are needed, plan and complete a fundraising event prior to the day of service (see [fundraising leader guide](#))
- ☐ Work with the Project Leader to use acquired funds to purchase needed equipment or supplies



During

DURING

Collect information for the Impact Report by doing the following:

- ☐ Recognize and record how many volunteers are there
- ☐ Find out from the Logistics Leader the cost of the supplies and how many of each were needed
- ☐ Distinguish between what was donated, borrowed, and purchased



After

AFTER

- ☐ Inform the Project Leader of information collected for the Impact Report
- ☐ Work with the Project Leader to thank any donors

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Fundraising Leader Guide



Below are some general considerations for planning and completing a fundraising event. The more time you have in advance to plan, the more likely it is that you will have a successful event.

IDEAS

- Ice cream bar/potato bar
- Spaghetti dinner
- Pancake breakfast
- Flea Market
- Bake Sale
- Bingo
- Silent Auction

START

Decide on a fundraising idea.

Make a thorough **supplies list**. Do not forget about the **place or specific services** you may need like landfill fees or food delivery.

Calculate your 'break even' point: Subtract the cost of doing your fundraiser from the minimum amount of money that you could possibly raise. Make sure it is possible that you can raise enough funds to make your efforts worthwhile.

Research nearby similar fundraisers and schedule accordingly to reduce duplication of similar projects in the same area at the same time.

Promote/advertise your event as far in advance as possible.*

- Be clear what **payment types** will be accepted (cash, Paypal, credit, checks)
- Ensure your **electronic payment methods** are working
- Get sufficient bills and coins to **make change**

Donate the surplus: Any amount in excess of what is needed should be gifted to *because I said I would* or invested in another project.

END

After your fundraiser, **make personal thank you notes/calls** using the donor's name.

*Inform donors that gifts are NOT tax deductible because you are not a non-profit organization.

**because
I said
I would.**

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- ¹¹ Perkins, D. D., Meeks, J. W., & Taylor, R. B. (1992). The physical environment of street blocks and resident perceptions of crime and disorder: Implications for theory and measurement. *Journal of environmental psychology*, 12(1), 21-34.