My Pyramid - Grains

The orange stripe on MyPyramid represents the grain group. Earlier this year, the November Leader Activity Guide introduced this food group. This month we will refresh our memories about grains. Grains are divided into two subgroups – whole grains and refined grains. Whole grains contain the entire grain kernel – the bran, germ, and endosperm. (See the Series 2: November Leader Activity Guide for more information.) Refined grains have been milled and the bran and germ have been removed. Most refined grains are enriched with other minerals and vitamins. Most Americans eat enough grains daily, but few are whole grains. At least half of all grains eaten should be whole grains. Youth ages 9 – 13 should consume 5-6 ounce equivalents daily and 3 of these ounce equivalents should be whole grains. Amounts that count as 1 ounce equivalents include 1 “mini” bagel, 1 regular slice of bread, ½ English muffin, 5 whole wheat crackers, 1 cup flake cereal, or ½ cup cooked rice or pasta. Look for “whole” before the grain name on the list of ingredients.

To help increase the amount of whole grains you eat:

- Snack on whole grain cereals
- Add whole-grain flour when making cookies or other baked treats
- Try whole-grain snack chips
- Eat popcorn (the official Illinois snack) – a whole grain but with little or no added butter.

Club Roll Call

Many 4-H members will have school spring break during March. For roll call, ask each member to identify a different physical activity that they will participate in during spring break.

Physical Activity Calendars

Collect the February Physical Activity Calendars from each participant. Record each individual’s total number of activity minutes on the Get Up and Move! Club Chart.

Have a short discussion to review the Physical Activity Pyramid and reflect on their activity for the past month. Have each individual look closely at his or her calendar to see how his/her activity matches the advice from the Physical Activity Pyramid.

Reflection Questions:
Did you get at least 30 minutes of moderate activity each day?
Did you get at least 15 minutes of more intense activity, 3 times a week?
Do you think you’re getting enough physical activity? Why?
What types of physical activity can you do now that spring is approaching?
What new physical activity might you try this month?
March Physical Activity Calendars are now on the web site at www.4-h.uiuc.edu/opps/move. Please download these and make copies for your members (and leaders). Please be sure to use the Get Up and Move! Club Chart each month to record the individual tallies.

**Educational Activity**

Get Up and Move During March Madness – 4-H members need to engage in some physical activity during the month of March while all the high school and college basketball tournaments are on TV. This month’s activity guide follows the basketball theme by providing three short activities that can be done at the club meeting – dribbling relay, shooting contest, and tip off activity. Members may even want to challenge their parents and leaders to participate.

**Family Activity**

This month the Spring Family Activity Guide is included with the Get Up and Move! materials. This issue includes some spring activity suggestions, information about upcoming summer 4-H camps, and a challenge to get family members involved in physical activity. Have members return the Family Activity Challenge slip to the next club meeting, so that they can report on their family’s physical activities.

**Recipes/Snacks**

With the focus on the grains group this month and the need to incorporate more whole grains into our diet; Individual Pizzas is the recipe for March. The snack sheet includes a recipe for making your own individual pizza crusts using half whole wheat flour. An alternative uses whole grain English muffins as the pizza crust and a choice of toppings. The calendar page activity asks members to identify pizza ingredients by food group.

**Ties to 4-H Projects**

Community Service – Club/groups with Cat, Dog, or Small Pets projects may want to begin planning a community service project that they can implement for their neighborhood or community related to physical fitness. This might include a family walk with their pets; a park clean-up day to be sure that their neighborhoods are safe for pets; or a canvas of the neighborhood to secure pet food or other items for the local humane society.

Resources such as those included in the Get Up and Move! materials are available on the 4-H web site assist you in event planning and risk management.

- 4-H Activity/Event Planning Checklist
- 4-H Community Service/Fundraising Report Form
- Community Service Project Publicity Form
- Risk Management – Sample Community Service Plan

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**Get Up and Move!**

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4-H ACTIVITY/EVENT PLANNING CHECKLIST

This checklist should be used by the chairman of each 4-H Activity/Event Planning Committee.

Activity/Event: __________________________________________ Date:

___ Program Development
   __ Objectives Identified
   __ Target Audience
   __ Age Appropriate Activity

___ Planning Committee
   __ Role Description
   __ Youth Members
   __ Adult Members
   __ Chair
   __ Unit Staff Contact

___ Logistics
   __ Date
   __ Time
   __ Location
   __ Site Review
   __ Food/Refreshments
   __ Equipment Identified
   __ Equipment Usage Reviewed
   __ Resource People
   __ Transportation

___ Registration Deadline Determined

___ Marketing & Promotion
   __ Newsletter Article
   __ News Release
   __ Radio/TV PSA's
   __ Media Release Statements Prepared
   __ Personal Contact
      __ Members/Families
      __ 4-H Leaders
      __ Federation or 4-H Ambassadors
      __ Community Leaders
      __ Others
___ Financial Data
  __ Event Budget

___ Risk Management Strategies
  __ Completed Health Forms for Each Participant
  __ Insurance
    __ Accident/Medical Insurance
    __ Vehicle Insurance
    __ Liability Insurance
    __ Certificate of Insurance Secured
  __ Emergency Action Plan
    __ First Aid Kit Available
    __ Emergency Telephone List
    __ Availability of Telephone

___ Transportation
  __ Mileage Availability
  __ Car Pool (check valid drivers license and insurance coverage)
  __ Bus (are they on the “Approved Bus Charter List”)
    __ Other

___ Adult Supervision/Volunteers/Teachers
  __ Volunteer Role Descriptions Created
  __ Contacts Completed
  __ Extension Volunteer Application Completed
  __ Extension Volunteer Application Approved
  __ Volunteer Screening Process Completed
  __ Volunteer Screening Application Approved
  __ Orientation and Training Completed
    __ Review Behavioral Guidelines
    __ Code of Conduct Developed and Reviewed
  __ Appropriate Ratio of Youth and Adults Secured
  __ Evaluations Completed
  __ Thank You Notes Completed and Sent

___ Participants
  __ Role Descriptions Created and Reviewed
  __ Review Behavioral Guidelines
  __ Review Code of Conduct
  __ Completed Informed Consent Forms Returned
  __ Media Release Forms Returned
  __ Training Provided for Youth Leadership in Activity
  __ Training on Safe Use of Equipment Provided
Follow-up Publicity
  Activity/Event Review
  Activity/Event Participant Interview
  Local Media Follow-up

Evaluation of Event
  Conduct Event/Activity Evaluations (with participants and committee)
  Event/Activity Report and Documentation Filed
  Reflections by participants and volunteers

Event/Activity Files
  Develop a File for Each Event/Activity
  Maintain File Copies of Significant Planning and Implantation Information
    Publicity
    Schedules, Registration Forms, Class Rosters, Attendance Sheets, etc.
    Insurance Forms
    Evaluation Forms and Evaluation Summaries

Other
  Items for Future Consideration
    a.
    b.
    c.
4-H Community Service/Fundraising Report Form

Please complete this form and return it to the Extension office and to be placed on file one week before the 4-H activity is to be held. This will help us keep track of all 4-H club activities within the county.

Type of Activity:  
Fundraising  Community Service

Other: ____________________________________________________________

Date of Activity: __________________________________________________

Where will this activity be held? ______________________________________

Will adults be present at activity? _____________________________________

Have you taken out an insurance policy? _________________________________
If yes, # of application form ____________

What is the purpose of the activity? ____________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

If fundraising, what will the money be used for? Will any of the money donated be given to charity?

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

4-H Leader Signature ___________________________  Date: ________________

Extension Staff Signature ___________________________  Date: ________________

10/00
COMMUNITY SERVICE PROJECT PUBLICITY

CLUB ____________________________________________

PROJECT _____________________________ DATE __________

WHO
(Who is doing the community service? Who is benefiting?)

WHAT
(Describe – in a couple of sentences – what it is that is being done.)

WHERE
(Including a specific street address & city for your project.)

WHEN
(Including date & beginning & ending times.)

WHY
(Why have the youth chosen to be involved in this project?)

HOW
(What is making the project possible?)
Media Outlets
(List television, radio & newspapers information will be sent to. Also include the name, phone & fax numbers of the contact person.)

News releases
  Pre-event
      (Include the 5 W's and H in your pre-event news releases.)

  Post-event
      (Tell what was accomplished, who helped, and who benefited.)

Pictures
(Consider using a disposable camera.)

Videotape
(Can anyone videotape the project?)

Letters
(Consider contacting service organizations & others who may want to support the group’s efforts.)

Posters
(Use posters to recruit additional volunteers as needed.)

World Wide Web Sites
(Does your group have access to server space for a World Wide Web site?)
### RISK MANAGEMENT PLAN

**Activity or Event:** SAMPLE COMMUNITY SERVICE PROJECT

#### RISK MANAGEMENT STEPS

**GENERAL OPERATIONS**

<table>
<thead>
<tr>
<th>Date Completed</th>
<th>Person in Charge</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>_____</td>
<td>_____</td>
<td>Age-appropriate activities and assignments have been identified for this event.</td>
</tr>
<tr>
<td>_____</td>
<td>_____</td>
<td>Risk analyzed for this event, strategies identified to address these risks and a risk management plan written and shared with staff, volunteers, and youth.</td>
</tr>
<tr>
<td>_____</td>
<td>_____</td>
<td>Accident/Medical Insurance taken out on all participants.</td>
</tr>
<tr>
<td>_____</td>
<td>_____</td>
<td>Certificate of insurance secured from insurance provider (if needed)</td>
</tr>
<tr>
<td>_____</td>
<td>_____</td>
<td>Cooperating organizations have liability insurance. (if needed)</td>
</tr>
<tr>
<td>_____</td>
<td>_____</td>
<td>First Aid Kit, Cellular Phone, and List of Emergency Numbers Available During Event.</td>
</tr>
<tr>
<td>_____</td>
<td>_____</td>
<td>Emergency action plan is written.</td>
</tr>
</tbody>
</table>

**RISKS TO PERSONNEL**

<table>
<thead>
<tr>
<th>Date Completed</th>
<th>Person in Charge</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>_____</td>
<td>_____</td>
<td>Role descriptions written and shared with adults and youth in leadership roles.</td>
</tr>
<tr>
<td>_____</td>
<td>_____</td>
<td>Guidelines for event are written and shared with staff, volunteers, and youth.</td>
</tr>
<tr>
<td>_____</td>
<td>_____</td>
<td>Volunteer applications and the screening process completed on all new volunteers.</td>
</tr>
<tr>
<td>_____</td>
<td>_____</td>
<td>Orientation provided for staff, volunteers, and youth.</td>
</tr>
<tr>
<td>_____</td>
<td>_____</td>
<td>Adequate number of volunteers secured to chaperon this event. 1:10 (or lower) ratio of adults to youth.</td>
</tr>
</tbody>
</table>

**RISKS TO PARTICIPANTS**

<table>
<thead>
<tr>
<th>Date Completed</th>
<th>Person in Charge</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>_____</td>
<td>_____</td>
<td>Role descriptions written and shared with participants.</td>
</tr>
<tr>
<td>_____</td>
<td>_____</td>
<td>Code of Conduct and Behavior Guidelines shared. Parental Permission/Informed Consent forms are completed for each participant.</td>
</tr>
</tbody>
</table>
Publicity sent to local media to inform public that youth will be conducting this event and to be on the alert for them.

Training provided on the use of equipment and tools. Proficiency of skills by youth has been considered.

If individually youth will be featured in publicity, media release forms are completed by all youth and signed by parents for those under the age of 18.

Medical release or health forms completed by youth participants.

Orientation provided volunteers and youth.

Transportation will be provided only by parents or by screened volunteers who have insurance and a valid license. Insurance and license should be verified. Youth under the age of 18 will not provide transportation.

RISKS TO PUBLIC

<table>
<thead>
<tr>
<th>Date Completed</th>
<th>Person in Charge</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Publicity sent to local media to alert public that this event will be occurring.</td>
</tr>
</tbody>
</table>

RISKS TO PROPERTY/BUILDINGS/EQUIPMENT

<table>
<thead>
<tr>
<th>Date Completed</th>
<th>Person in Charge</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Site Review has been completed prior to the activity. Concerns have been addressed and information shared with volunteers.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Equipment and tools for the event have been secured, checked for safety measures, and instructions provided. Adequate insurance to cover damage to major equipment is provided.</td>
</tr>
</tbody>
</table>

RISKS TO PERPETUATION

<table>
<thead>
<tr>
<th>Date Completed</th>
<th>Person in Charge</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>A risk management plan is in place to help protect the image and perpetuation of the youth program.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Appropriate agency/organization personnel are informed of Community Service activity.</td>
</tr>
</tbody>
</table>
March

Pizza Portions
List pizza ingredients and toppings below, by food group.

Grains

Vegetables

Milk

Meat & Beans

Fruits

Each day fill in what physical activity you did and how many minutes you did it.

Name ____________________________

March

total minutes of physical activity
Get Up & Move!

Pizza Crust

¾ cup lukewarm water  
2 Tablespoons sugar  
1 package dry active yeast (2-1/4 teaspoons)  
1 cup whole wheat flour  
1 cup white flour  
½ teaspoon salt  
1 teaspoon vegetable oil

In a bowl add sugar, yeast, flours, and salt. Whisk together then add the water. Knead for about 10 minutes. Shape dough into a ball and place it in a large bowl coated with oil. Cover and set aside for about an hour or until the dough has doubled in size.

Preheat the oven to 400°F. Prepare baking sheet, rub with small amount of oil and sprinkle with cornmeal.

Divide dough into 8 pieces. Form each piece into a circle 5 to 6 inches in diameter. Place on prepared baking sheet. Bake for about 5 minutes. Add your choice of pizza toppings and bake for about 10 minutes.

English Muffin Pizza

Split whole wheat English muffins. Place choice of toppings on each half. Place on un-greased baking sheet or foil-lined baking sheet for easy clean-up. Bake in 400°F pre-heated oven for 8 to 10 minutes.

Pizza Toppings

Pizza sauce  
Sliced pepperoni  
Diced ham  
Cooked diced chicken  
Cooked lean ground beef  
Sliced mushrooms  
Pineapple tidbits  
Chopped onions  
Sliced tomatoes  
Chopped green peppers  
Sliced olives  
Shredded cheese
Get Up & Move During March Madness  (35 minutes)

Items needed for this activity:

• 3-4 balls, choose either basketballs, or soft rubber balls, depending on the nature of your meeting space. These will be used in Dribbling Relay and Shooting Contest.

• Masking tape to mark a starting line in Dribbling Relay and Shooting Contest. Tape will also be used in Tip Off activity (a 1-2 inch piece per participant)

• Marker

Background information for presenter:

Get Up & Move is all about making choices; choices about what you eat and choices about what you do. You can choose to sit on the couch and watch television or play video games; or you can choose to “get up & move!” Health experts report that there are many reasons why people choose to be active and stay fit. Encourage youth in your group to talk about why they choose to be active. This is a good way to point out some of the benefits that they may not have thought about. With March being the climax of basketball season, several different activities are outlined that will actively engage participants as they stretch their muscles, exercise their heart muscles, and have fun!

Step 1: Information to share with club members (5 minute)

We sometimes hear reports from health experts who say there are a lot of different reasons for choosing to be active and staying fit. Who can think of one reason why they choose to be active or stay fit? (Possible responses may include: develop a healthier heart, build strong muscles, bones and joints, have increased energy, burn calories, some feel it helps them clear their head or think more clearly).

• Orange cones to mark dribbling course (chairs, pillows, etc., can be substituted).

• Youth Basketball Hoop or if none are available, place a box or a tub on a chair or a shelf, for Shooting Contest.

• Large sheet of white paper for Tip Off activity (may need 2 sheets).

• Stopwatch, watch with a second hand, or timer for Shooting Contest.

Being fit is all about being active and moving around. You don’t have to be athletic to be fit. Everyone needs to make their own decision about what they want to do to be active – the important thing is that they choose something that they like to do, so that it won’t seem like a chore.

Today we are going to exercise several groups of muscles. What muscles do you think you use when you are dribbling a ball? You will be using your leg muscles, your arm and shoulder muscles, and also your heart muscles. What about when you are shooting a ball (allow participants to name muscles)? Or, how about when you jump (allow participants to name muscles)? You probably all know that your heart is a muscle. Whenever you play, run and participate in sports, you are exercising your heart muscle. Exercise is a key to making your heart stronger. Your heart needs to be in shape to do the work of pumping blood to all parts of your body. With each heartbeat, blood is sent throughout your body. In fact, each day 2,000 gallons of blood travel through about 60,000 miles of blood vessels, carrying oxygen and nutrients to all of your cells.

Step 2: Group Activity (10 minutes)

Dribbling Relay – Prior to the activity, set up the dribbling course. Use masking tape to
mark the beginning point. Use orange cones, chairs or pillows to create obstacles for participants to dribble around. Use either basketballs or soft rubber balls if your meeting space is not conducive to using a hard basketball.

It is March, and with it comes “March Madness.” Many of you have probably been cheering on your favorite basketball team (allow time for participants to share the names of their favorite teams).

To start this activity, we need to form several teams (form 2-4 teams depending on the size of your group). All of the teams will be lining up behind the start line. Each team gets a ball. Each team also has a set of cones (chairs or pillows – whatever items you’ve brought for obstacles). While dribbling the ball, you must weave in and out of the cones, circle the last cone, and then dribble straight back, passing the ball to the next person in your line when you return. The first team to finish wins.

Modify the Dribbling Contest by having participants dribble with their left hand on the return trip, requiring them to start over if they lose control of their ball, etc.

Step 3: Group Activity (10 minutes)
Shooting Contest – Prior to the activity, set up either children’s basketball hoops (possibly the type that are used with foam balls) or set up boxes or tubs to be used in place of basketball hoops.

In basketball, it is important to not only know how to move the ball (by dribbling), but it is also very important that you be able to shoot the ball. Today we are going to test our basketball shooting abilities. We need to form 2-4 teams (depending on the size of the group). Each team will have 3 minutes (lengthen the time period if you have a very large group) to shoot as many baskets as they can. The teams must stay in line and allow each participant to shoot. After the shooter makes their shot – they must run to the “basket” retrieve their ball and toss it to the next person in line. Someone should be identified to count baskets made by each team. The group leader should use a stopwatch or watch with a second hand to time the activity. The team with the most baskets wins. At the end of this activity ask the participants the following questions:
- How many of you used just your arm and shoulder muscles as you shot the ball?
- How many of you jumped, using your leg muscles as you shot the ball?
Most physical activities require that a combination of muscles be used together.

Step 4: Group Activity (10 minutes)
Tip Off Activity – Prior to the activity tape a large sheet of paper up on the wall. To determine appropriate height, have one or two members of various heights jump to give a perspective of common jumping ability. If the group includes a broad age range, it may be necessary to have sheets of paper posted at different heights.

What is the very first thing that happens at the beginning of a basketball game (the tip off or they jump for the ball)? As a measure of our fitness, we are going to see just how high everyone can jump. Rather than jumping against another person – everyone will be checking their personal jumping ability. This will require you to use nearly all of the muscles in your body. Just using your arm muscles won’t be enough. Even using your arm muscles and your leg muscles won’t get you as high as you really can go. To jump to your greatest potential you’ll need to draw on all of your muscles—beginning with the muscles in your toes and stretching and using muscles up to your fingers. Everyone will get a small piece of masking tape (1-2 inches). You need to write your name on your piece of tape. When it is your turn, you will come up to the “Tipping Paper,” holding your tape in your fingers, you need to jump as high as you can, sticking your tape to the paper as you get to your highest point.

Once the tape has stuck, the activity coordinator should use a marker to identify jump height. The potential exists for future jumpers to knock off the tape so writing names on the paper is a more secure method of documenting the height of individual jumps. If time allows, let participants jump again to see if he/she can jump higher on a second attempt.

Get Up & Move!
Grains

It is important to eat foods from the Grain Group on MyPyramid. Grains are divided into two groups – whole grains and refined grains. Whole grains contain the entire grain kernel – the bran, germ, and endosperm. Refined grains have been milled and the bran and germ have been removed. Most refined grains have been enriched with some minerals and vitamins. Most Americans eat enough grains daily, but few are whole grains. At least half of all grains eaten should be whole grains. Amounts that count as 1 ounce equivalents include 1 “mini” bagel, 1 regular slice of bread, ½ English muffin, 5 whole wheat crackers, 1 cup flake cereal, or ½ cup cooked rice or pasta. When buying grains products, look for “whole” before the grain names on the list of ingredients.

Although November’s Parent Newsletter discussed ways of incorporating whole grains into you and your children’s diets, here are some additional suggestions to refresh your memory.

To help increase the amount of whole grains you and your children eat:

- Snack on whole grains cereals
- Add whole grain flour when making cookies or other baked treats.
- Try whole grain snack chips
- Eat popcorn – a whole grain with little or no added butter
- Substitute a whole grain product for a refined grain product, such as eating whole-wheat bread instead of white bread or brown rice instead of white rice.
- Try whole-wheat pasta.
- Use barley in vegetable soup or stews and bulgur wheat in casserole or stir-fries.
- Use whole-grain bread or cracker crumbs in meatloaf.
- Bread baked chicken or fish with rolled oats or crushed, unsweetened whole grain cereal.
- Freeze leftover cooked brown rice, bulgur, or barley. Heat and serve it later as a quick side dish.

Source: (www.mypyramid.gov)
Healthy Picnic Ideas

Many children have their spring breaks during the month of March, which means that it can be a great time to spend doing activities as a family. Even if your family does not plan a vacation over spring break, there are many fun activities to be done locally. This month you and your family can walk to a park or beach and pack a picnic. This activity encourages being physically active, but also allows you and your family to enjoy a healthy meal together outdoors.

Once you and your family have decided on the location for your picnic, you can begin planning what foods you are going to bring. You will need a picnic basket or a cooler for your picnic food. You should also pack a large blanket or tablecloth to sit on while you eat. Consider using reusable plates and utensils in order to be more environmentally conscious.

When preparing a picnic, remember to pack foods that will not spoil. Some ideas include:
- Cut up vegetables
- Baked whole grain tortilla chips and salsa
- Dried fruit or trail mix
- Celery sticks and nut butter
- Sandwiches or wraps filled with lean protein and vegetables (Try using whole wheat bread and wraps)
- Fruit salad
- Trail mix
- Oatmeal cookies or fig bars
- Water, iced tea or any other sugar-free beverage

It is important to keep your picnic food safe to prevent food borne illness. Eating outdoors limits the access to food safety features found in kitchens. Here are some tips to help you keep your picnic food safe.

- When going on a picnic or camping, research your destination to make sure there is a source of clean water. You can also pack disposable wipes or antibacterial hand sanitizer.
- Bacteria prefer foods high in protein and moisture. These foods include milk products, poultry, eggs, meats, fish, mayonnaise, and salad dressings. Be extra careful with these foods or do not pack them.
- Pack foods in separate containers to prevent cross contamination. Pack meats at the bottom of a cooler to prevent juices from dripping onto other foods.
- Be sure to keep hot foods hot and cold foods cold until you are ready to eat them.
- Serve food quickly and return food to a cooler within one hour. Throw away all food that has been outside of the cooler for more than one hour.
- Keep food covered whenever possible to protect it from insects and other animals.
• Wash fruits and vegetables carefully in clean water to get rid of any bacteria. Come prepared for physical activities. Here is a list of things that you might want to bring on your picnic:

• Bubble liquid and wands
• Butterfly net
• Sand pails and shovels
• Sidewalk chalk
• Beach, soccer, baseball or basket ball
• Frisbee
• Bat, ball and glove to play baseball or softball

A family picnic is a great way to spend more time together being active outdoors. Remember to record the minutes you spend being physically active at your picnic in your March calendar. These minutes will contribute to your daily goal of 60 minutes of physical activity.
Neighborhood Clean-Up Opportunity

During March, the weather usually gets nicer outside, which may encourage you to be more active outdoors. It is important that you have clean community parks and recreational areas to be active. This month your club can organize a community park clean-up to make sure that children in your community can be safely active outside. Organizing a clean-up is a fun and rewarding experience. If you are organized, you will have a successful clean up.

Where will the clean-up be held?
When selecting a site, make sure that it is accessible, has available restrooms, and has enough trash to make the clean-up worthwhile. Be sure to scout the area first to get an idea of what kind of trash is there. If you are working on private property you will need to ask permission from the landowner. If you are working on public property you will need to ask permission from the town or state agency responsible for the property.

How many volunteers are needed? Where can you find them?
Once you have the time and place for your clean-up, send a press release to all the local papers and community calendars. Check their deadlines and preferred method of receiving a press release. If you need extra people to help with your clean-up, you might want to ask local schools for student volunteers.

What are you going to do with the trash after the clean-up?
Your club should contact local trash or waste haulers and ask if they will donate a dumpster or trash bags. Local business might be willing to let you fill their dumpsters as well. If large pieces of trash are in the area, you will need to contact a specific hauler to help take it away.

What supplies will you need for the clean-up?
You will need gloves and bags for your volunteers. Many local drug stores and discount stores carry both. If you ask early enough, they are often able to donate these supplies. Check with the manager about their charitable donation policy. Consider providing water and some food for the volunteers after the clean-up. Some supermarkets may provide small gift certificates for food. Local restaurants may be willing to support a clean-up as well, especially if it will give them good publicity or if the clean-up area is near their restaurant.

Tee-shirts or water bottles are a nice way to say thank-you to the volunteers. Be sure you have youth sizes if you have a lot of kids helping. Other good ways to say thank you are to offer a walk on the cleaned area by a naturalist, discount cards at local sporting goods stores, and raffles or drawings. However, rewards and prizes are optional.
How can I ensure a smooth clean-up?
On the day of the clean-up, have all volunteers meet in one central location. If you want to make this part of an on-going effort, have everyone sign in with their contact information and ages. Organize them into teams with at least one adult per group. Each group should start in a small area so everyone isn’t overlapping too much. Make sure each person has at least one pair of gloves and a trash bag.

Remind everyone to make note of any medical waste and to leave it alone. Reserve a few strong adults to do the heavy lifting and ask them to help carry any large bags or pieces of trash. Choose a time or signal such as a horn or bell to gather everyone up at a specific time. If you are offering food or a thank-you gift, this would be the time to hand them out. Some people will want follow-up information about the clean-up. You can ask them to note this on a sign-in sheet or let them know if local media is covering the event.

What needs to be done after the clean-up?
Write a short follow-up report that includes where and when the clean-up occurred, a list of groups that participated, the number of volunteers who participated, and how much trash was picked up (measure in terms of tons, pounds, or dumpsters). Be prepared to recognize contributions with thank you notes. Every business needs a thank you note as well as each group that helped. Include a copy in your final report. Send a final report to all the local newspapers. If you have pictures from the event, you might want to send those as well. This will help you get support for your next clean-up. Refer to the 4-H Journalism project for assistance with publicity.

What are good places to ask for funding or support for a clean-up?
Local community foundations are often a good place to start to ask for funding. They have specific deadlines and often have long application processes, so start very early. The local Chamber of Commerce and other business groups may have funding available to support local projects. Discount department stores and drug stores, especially locally owned stores, are often good resources for supplies and funding. Ask the manager to explain their store’s charitable donation policy. You will increase your chances of getting support if you follow their procedures.

Source: (www.happynews.com)