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| **Community Collection Event Tasks and Timeline**  Deadlines in **Bold** | |
| **February 2017** | Community Collection Event Kick-off Meeting |
| Fall: Late August/early September  **Spring: Late February/early March** | Planning:   * Pick date and time. * Confirm haulers are available for your date (no hauler = no cleanup). * Confirm location and whether location needs certificate of insurance from Coalition. * Identify materials you plan to collect (and additional haulers/recyclers as applicable). * Get time on your Neighborhood Association Agenda to vote on Auth. Form (as applicable).   ---------------   * Ask local businesses to donate food for volunteers. * Investigate resources for recycling and reuse options. * Determine any items that may need to be purchased, rented and borrowed. Call the Coalition or BPS staff if purchasing something new to ensure that it is eligible for reimbursement. * Begin work on Outreach Strategy/Timeline |
| Fall: 1st week of October  **Spring: Tuesday, March 1** | * Submit Neighborhood Cleanup Authorization Form to [mireaya@seuplift.org](mailto:mireaya@seuplift.org). |
| Initial Paperwork:  **2 weeks prior to your cleanup** | * Disposal Voucher applications to Metro * Send request to Coalition for proof of insurance if applicable * Marketing materials distributed and posted (postcards, newsletters, banners) |
| Day of the cleanup event | * Collect weight slips and receipts from haulers. * Set up an information table for payments and NA information (postcards, flyers, news, etc.). * Designate someone to count number of volunteers. * Designate someone to count number of households that drop off materials. * Take pictures for your neighborhood’s outreach materials. * Designate someone to track the materials for the event summary report form. |
| **Immediately following your event** | * Collect receipts from any volunteers/board members who spent money on your event (marketing, supplies, other). * Collect any remaining weight slips and receipts from haulers. |
| **30 days after event  *(No later than Wednesday, May 31st for spring cleanups)*** | * Complete the electronic event summary report form. * Provide backing documents: weight slips, receipts, invoices and promotional materials to SEUL. * Submit unused Metro Disposal Vouchers to SEUL. |

**Event Summary Help and Hints**

**Event Checklist and Expenses Worksheet**

This checklist is provided as a tool to help cleanup coordinators and volunteers capture this information. The Expenses Worksheet is provided to assist in calculating costs and totals for reimbursement.

Review the checklist before the cleanup. Familiarize yourself with the information you will need to provide in the final report.

Please complete these steps:

1. Complete the electronic form using the event summary checklist and worksheets available to you.
   1. Weights must be filled in and have accompanying transfer station slips for reimbursement.
   2. *Be as exact as possible* (do not round if you know exact quantities).
   3. Weights must be in units requested (by tons, count, etc). Tonnage is listed on weight slips. To convert pounds to tons, divide the pounds by 2,000.
2. Submit backing documents to the Coalition, including: weight slips, receipts, invoices, promotional materials and unused Metro Disposal Vouchers.
   1. Promotional and marketing materials include flyers, brochures, newsletters and website content.
   2. When you submit Metro Disposal Vouchers to the Coalition, we will forward to BPS and BPS will return unused vouchers to Metro.

All forms and backing documents must be submitted to SE Uplift within 30 days of your cleanup, and   
no later than Wednesday, May 31st, 2017.

**Neighborhood Coalition, BPS and Metro Roles**

Three different agencies help Neighborhood Associations fund and manage cleanup events.

1. **The Neighborhood Coalition** – When in doubt, call your Neighborhood Coalition! The Neighborhood Coalition is your “full service bureau” for cleanups. Coalitions provide one-on-one customer service and assist with reports and outreach. They distribute funding to reimburse for approved cleanup related expenses. Coalitions can also provide liability insurance for cleanup event sites.
2. **City of Portland Bureau of Planning and Sustainability (BPS)** – Bureau of Planning and Sustainability is a sponsor of the cleanups. As part of the grant agreement with BPS, the Neighborhood Coalitions collect data about all cleanups and submit them to BPS for reimbursement.
3. **Metro** – Metro waives disposal tipping fees (not drop box and hauling fees) on mixed waste for cleanup events through the Disposal Voucher Program. In order to receive vouchers, Neighborhood Associations need to submit voucher requests to Metro 14 days in advance of the event date.

**Questions?**

Contact your Neighborhood Coalition: Mireaya Medina (SE Uplift), mireaya@seuplift.org, 503-232-0010 x314