

# 2012 Clean Cities Sweep

Part of the Great American Cleanup



*Sponsored in part by:*



## POST-EVENT REPORT

School Group

**Keep North Charleston Beautiful**

1019 Aragon Street • North Charleston, SC 29405

745-1073 (telephone) • 745-1099 (fax) • [beautification@northcharleston.org](mailto:beautification@northcharleston.org)

[www.keepnorthcharlestonbeautiful.org](http://www.keepnorthcharlestonbeautiful.org)



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Your post-event report is due by **4pm on April 19, 2012**. The submission of this report is crucial in determining the impact of your efforts on both a local and national level. These reports help Keep America Beautiful and our office secure the sponsors needed to provide CCS volunteer groups with free supplies.

The following items are required as part of the post-event report and must be returned to the KNCB office for your school to be eligible for contest judging this year, supplies, and a gift card next year. Please make every effort to provide us with this information as we work together to make North Charleston *bloom with beauty!*

### Post-Event Checklist

**\*All required forms are included in this yellow post-event report folder.**

- Receipts** for all purchases made on your gift card. *Gift cards may only be used to purchase material for your project, including: landscaping supplies, plant material, tools, pinestraw, and other similar items. They may not be used to purchase food, promotional items, or giveaways.*
- If your gift card has any money remaining on it, please return either **the gift card or the unused cash**. You do not need to return your gift card if there is no money remaining on it.
- All forms included in this post-event report folder.**
  1. Volunteer Summary Form
  2. Special Events Form
  3. Event Totals Form
  4. School Contest Form
- At least **one set of "before" and "after" photographs** of your project. You may submit a maximum of two sets. Please see the guidelines included in your planning kit for examples of excellent "before" and "after" photographs.
- A **completed liability form** signed by the project coordinator or the school principal.
- Any **additional event photographs** that you have taken. **Do not** submit photographs of people who are not covered by your school's liability release. Please try to include photographs of volunteers standing in front of the event banner and using the provided supplies, especially GLAD Bags and Nestle Water.

*These items may be returned by mail or email, or you may drop them by our office. If you drop them by the office, please remember to call or email first so we can ensure someone is in the office to receive your reports. If you come by and no one is in the office, you may leave your reports next door at the Public Works office (1021 Aragon Street).*

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# GREAT AMERICAN CLEANUP

## Volunteer Summary Form

School Name: \_\_\_\_\_

\*Please fill out the following table according to the definitions listed below.

	Litter Prevention Events	Recycling Events	Beautification Events
Number of events			
Total # of volunteers			
Hours worked per volunteer			
Total # of participants			
Total # of attendees			
Total # of community audience			
Did your group have any government employees participate? <input type="checkbox"/> Yes <input type="checkbox"/> No - If so, how many?_____			
Did your group receive help from community service workers? <input type="checkbox"/> Yes <input type="checkbox"/> No - If so, how many?_____			

### TYPE OF EVENTS

A **litter prevention event** is an event where your group conducted a cleanup.

A **recycling event** is an event where your group created and implemented a new recycling program. This includes, but is not limited to, collecting used oil, electronics, household waste, hazardous waste, or phone books.

A **beautification event** is an event including the planting of landscape material, restoration of parks or vacant lots, and other similar activities.

### TYPE OF VOLUNTEERS

A **volunteer** is defined as those people who have an active working involvement in an event. A volunteer does work that would otherwise be done by a paid staff person if one were available.

A **participant** is a person who actively contributes to an event or ongoing program in a way other than just attending. (For example, bringing something to a recycling drive or drop-off center.)

An **attendee** is a person who is part of a structured event or a program conducted or coordinated to inform or educate the audience. (For example, a classroom presentation or a teacher training workshop.)

**Community audience** is defined as those in attendance who receive educational materials at events such as: parades, festivals, or fairs.



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## Special Events Form

School Name: \_\_\_\_\_

### Educational Events

#### Youth Education

Did your group hold any **youth education events**?  Yes  No

(A **youth education event** is a formalized discussion specifically targeting youth where you explain the efforts you are completing during CCS and talk about important issues regarding your project and the importance of environmental stewardship.)

If so, how many presentations were held? \_\_\_\_\_

How many people attended this event? Youth: \_\_\_\_\_ Adults: \_\_\_\_\_

How many, if any, teachers were trained during this event? \_\_\_\_\_

#### Adult Education

Did your group hold any **adult education events**?  Yes  No

(An **adult education event** is a formalized discussion specifically targeting adults where you explain the efforts you are completing during CCS and talk about important issues regarding your project and the importance of environmental stewardship.)

If so, how many presentations were held? \_\_\_\_\_

How many people attended this event? Youth: \_\_\_\_\_ Adults: \_\_\_\_\_

### General Awareness Events

Did your group hold any **general awareness events**? These are events such as litter-free events, booths at events, fairs, or festivals.  Yes  No

If so, how many events did you hold? \_\_\_\_\_

How many people were in the community audience at these events? \_\_\_\_\_



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## Event Totals Form

\* Please take this form to your event so you can accurately document your accomplishments.

School Name: \_\_\_\_\_

Complete the following form with totals from all of your events during your CCS project.

CLEANUP	
Bags of litter, debris, & bulky waste collected (one bag = 20 pounds)	
*Please estimate the number of bags it would take if you had bagged and loose debris.	___ bags
Miles of streets, roads, & highways cleaned and beautified.	
Acres of parks, public lands, & open spaces cleaned.	
Miles of hiking, biking, & nature trails cleaned and beautified.	
Number of playgrounds built, cleaned, restored, or constructed.	
Miles of rivers, lakes, or shorelines cleaned.	
Number of acres of wetlands cleaned and improved.	
BEAUTIFICATION	
Number of gardens or greenspaces created and/or improved.	
Number of edible community gardens planted and/or replanted.	
Number of trees planted.	
Number of flowers and/or bulbs planted.	
Number of homes painted or renovated.	
Number of buildings painted or renovated.	
Number of graffiti sites removed.	
Bales of pinestraw installed.	

RECYCLING	
Number of junk cars removed or collected for recycling.	
Pounds of clothing collected for reuse. (one bag of clothing = 30 pounds)	
Estimated value of clothing collected.	
Where did you donate the clothing?	
Pounds of plastic bottles collected for recycling. (one bag = 30 pounds)	
Pounds of glass collected for recycling.	
Pounds of aluminum or steel collected for recycling. (one bag = 15 pounds)	
Pounds of newspaper collected for recycling. (one bag = 35 pounds)	
Number of tires collected for recycling.	
Number of car batteries collected for recycling.	
Pounds of electronics collected for recycling.	
OTHER	







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**7. Did your project include an outreach or education component?** Please describe how you incorporated education into your project?

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**8. Did your project involve a partnership with the local community?** Please describe how you involved local businesses, the surrounding community, school business partners, and others.

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**9. Please list any additional information about your project that is not covered by the questions above on the lines below.**

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## Release of Liability Agreement

To the fullest extent permitted by law, I \_\_\_\_\_, indemnify, defend, hold harmless, and release the City of North Charleston and Keep North Charleston Beautiful, their directors, officers, employees, affiliates, agents, successors, and assigns (collectively the City of North Charleston and Keep North Charleston Beautiful) from and against any and all injury, claims, losses, costs, expenses, damages, awards, or settlements (including the payment of reasonable attorneys' fees) arising out of or resulting from any and all acts or omissions of Volunteer at any sponsored City or KNCB activity.

By participating in any sponsored City or KNCB activity, I hereby grant the absolute and irrevocable right and unrestricted permission to use, re-use, distribute, transmit, publish, re-publish, copy, or otherwise use, either in whole or in part, either digitally, in print, or in any other medium or hereafter known, for any purpose whatsoever and without restriction, photographs taken of me, or in which I may be included; to alter the same without restriction; and to copyright the same. I understand and agree that the photographer may or may not use my name in conjunction with the photographs as he or she chooses.

Date: \_\_\_\_\_

\_\_\_\_\_  
 (Signature of volunteer/participant)

\_\_\_\_\_  
 (Printed name of volunteer)

\_\_\_\_\_  
 (Address)

\_\_\_\_\_  
 (City, State)

\_\_\_\_\_  
 (Zip Code)

\_\_\_\_\_  
 (Phone Number)

**If you are under 18 years of age, you must have a parent/guardian sign this form.**

If your school has a blanket liability release that extends to Keep North Charleston Beautiful and would allow us to publish any photographs submitted, please check this box, fill out the above form, and sign on the line below:

\_\_\_\_\_

**Please do not submit photographs of students or volunteers not covered by your blanket liability release.**

**Keep North Charleston Beautiful**

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