

# Starting a Local Volunteer Clean Up – Give Back .Org Chapter



Dear Community Leader,

Anyone can join a cleanup campaign with our organization with no commitment other than a one-time commitment of two to three hours to work on a cleanup campaign. There is no financial obligation to work on these campaigns, because the service one gives **IS** their donation.

Starting a Local Chapter, however, demonstrates a strong commitment to our mission and a great desire to serve the community. Thank you for your willingness to learn more in order to make a decision about starting a Chapter. Your leadership can do far more than help make the community more beautiful. Clean Up – Give Back .Org seeks to instill a sense of community caring and pride in those who volunteer. When people work on a cleanup campaign, this care and concern for the community develops naturally – the Chapter President and the Local Board are the catalysts for making this happen! In addition, when people work together on a cleanup campaign for a few hours, friendships develop with others who care about the community. We are grateful for your consideration to start a Chapter and be our partner.

**Below are the requirements for starting a Chapter: Each Board Member is required to become a lifetime member (\$25).**

1. Fill out the attached **New Chapter Application** (if you are under 18 you need a sponsor) along with the **Board Member Agreement** and email them to: [info@cleanupgiveback.org](mailto:info@cleanupgiveback.org) and pay a membership donation on the website suggested (\$25.00). The Local Board Chair (Chapter Board President) is appointed after review of the application by the President of the Corporation (currently Mrs. Donna Adam). The President of the Corporation will contact you after review of your application, and further discuss the Chapter and next steps. If you desire the President to visit or Skype with the Chapter Board after it is organized, please let us know this. You can mail the application to: Clean Up – Give Back .Org, 684 Lee Street Box 32, Des Plaines, IL 60016 or email to [infor@cleanupgiveback.org](mailto:infor@cleanupgiveback.org).

2. Recruit a Local Board with a minimum of four members (including President) but no more than twenty members.

If you are in a school, these Board Members are fellow students. If you are starting a Chapter in the Community, these Board Members can be Scouts or Scout Leaders, Business Owners, Government Officials, Friends, Colleagues, Family Members... anyone you believe will help further our mission. **This is a great opportunity for outstanding high school or college students to serve on the Local Board and put their Board “Community Service” on their resume.** Each member of the Local Board is required to become a member of Clean Up – Give Back Org. and sign the Board Member Agreement. (Volunteers are **NOT** required to join, but are encouraged to join or contribute financially.) The Board Member Agreement is recommended by the IRS for Non-Profit Organizations. The Chapter Secretary will maintain the Board Member Agreements for the Chapter.

3. You and the Local Board will determine the Chapter name which will include Clean Up – Give Back .Org in the title. For example, a name could be: “Dade County Clean Up – Give Back .Org” or “East Iowa City Clean Up – Give Back .Org”. For large cities or counties, there is obviously room for multiple chapters. You can choose a small area of a town, or a neighborhood that you would like to focus on. Try to choose a name that reflects your Chapter. There can only be one Chapter at a school. If someone desires to start another chapter, they must organize as a community group.

4. As President, you will conduct Chapter meetings with the Board to further the mission. Libraries, Community Centers and Government Units are very helpful to supply space for Chapter Board Meetings. Anyone who has joined Clean Up – Give Back .Org as a member in the school or area will be allowed to attend these meetings, and you can invite any

volunteers, but voting is **limited to the Board**, by simple majority vote, after any input from members and volunteers. Chapters are most successful if meetings are conducted at least every other month, however at minimum Chapters are required to have an Annual Meeting in October each year to discuss the direction of the Chapter, clean up campaigns, and goals for the upcoming months/year. Meeting dates and times are determined by the Board.

5. Local Chapters will endeavor to have at least two-three cleanup campaigns each year. The President and Board can further promote the Mission of Clean Up – Give Back .Org by attending community or other club meetings. The President may use the logo on business cards with their President Title and Chapter name along with contact information. Community groups are more willing to support our mission when they are familiar with the Local Chapter.

6. Try to set up the Local Board so that it will continue in the future, even if you choose to rotate off. If you are in school, the Chapter can continue after you graduate. With this in mind, ask Board Members to serve in the capacity of Vice-President, Secretary, Communications Director, etc. Ask a board member to chair each Campaign Event. This gets everyone on the Board involved. As members rotate off, consider a succession plan to recruit other Board Members.

7. Lastly, read and become familiar with “**Checklist. 10 Steps to a Successful Clean Up – Give Back .Org Campaign**”.

## New Chapter Application:

If you under 18, you must have a school or parent-sponsor for the Chapter. They must fill out and sign the application. If you are starting a school Chapter, you must check with your school as you need their support for the Chapter.

Are you 18 years of age or more? Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_ Applicant \_\_\_\_\_ School or Parent Sponsor (if under than 18)

Name:

Street Address:

City, State

Zip Code:

Email:

Phone:

Signing below signifies you have read the requirements of starting a Chapter, and the Checklist for Successful Campaigns and agree to follow the requirements to serve the Chapter in Capacity of President or Sponsor to the best of your ability:

Signature \_\_\_\_\_

Chapter President

School or Parent Sponsor

Applicant Only:

How did you learn about Clean Up – Give Back .Org?

Do you currently have individuals in mind to recruit for the Board? Do you need help with this process?

How do you believe you can help further the Mission of Clean Up – Give Back .Org?

Do you have any questions or concerns? Or need further information?

# Board Member Agreement

The mission filed with the Internal Revenue Service for Clean Up – Give Back .Org is as follows:

## **Nonprofit Purpose**

This corporation is organized exclusively for charitable purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c) (3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

## **Specific Purpose**

CLEAN UP – GIVE BACK .ORG is organized to provide individuals and organizations the opportunity to make their community better through clean-up campaign opportunities. CLEAN UP – GIVE BACK .ORG will also provide work opportunities for those less fortunate within the community.

The specific objectives and purpose of this organization shall be:

- a. to provide clean up opportunities for trash pick-up for individuals and organizations to help make their community better and more beautiful;
- b. to provide trash pickup utensils, safety vests, trash bags and other safety devices and equipment to make clean up campaigns possible;
- c. to co-ordinate with local government bodies in order to provide positive clean-up campaign experiences;
- d. to provide opportunities for those in the community who need/want community service hours; and
- e. to provide work opportunities for those less fortunate in the community who may not otherwise be able to work.

Board Members may have information that is meant to be confidential, which may have been discussed at Chapter Meetings, with the Chapter President, or with other Board Members. Board Members shall use discretion and good business judgment in discussing the affairs of the Clean Up – Give Back .Org with third parties.

When working in the capacity of a Board Member for Clean Up – Give Back .Org, I agree to act in “the best interest of Clean Up – Give Back .Org.” and support the purposes (mission) of the organization discussed above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Duties of each Executive Officer Position.** If more than 4 Board Members are recruited, duties may (and should) be assigned to other Board Members so that each has responsibilities. These are flexible duties.

### **President**

1. Complete New Chapter Application and Board Member Agreement.
2. Recruit Board Members for the Local Chapter. Once regular meetings begin, the Board can recruit and approve new Board Members.
3. Determine location and timing of Local Chapter Meetings.
4. Conduct Local Chapter Meetings.
5. Ensure all officers carry out their responsibilities, and appoint duties to Board Members-at-Large as needed.
6. Attend all cleanup campaigns.
7. Attend community meetings to represent Clean Up – Give Back .Org.
8. Meet with local police or safety officials as chapter is established to discuss cleanup campaigns, inviting other board members.
9. Ensure any financial fundraising proceeds are split 50/50 between Local Chapter and Clean Up – Give Back.

### **Vice-President (Campaign Logistics Coordinator)**

1. Identify areas needing cleanup in the Community and solicit input from other Board members or members of the community. Identify areas that are safe to walk and clean, and where parking is available. If parking in a nearby business lot, ask Communications Director to get permission.
2. Present potential areas for cleanup to Board for discussion.
3. Serve as “Safety Officer” on day of cleanup.
4. Maintain all supplies for cleanup campaigns except for signs (which will be communications officer or designee). Supplies include vests, grabbers, garbage bags, gloves, water.
4. Ensure trash is properly disposed after the campaign by planning for disposal before the campaign.

### **Secretary**

1. Collect and maintain the Board Member Agreements for the Chapter. Encourage each Board member to pay an annual Board donation to support other cleanup groups – suggested \$25.00.
2. Maintain minutes for each Board Meeting.
3. At each meeting, read minutes from previous meeting. If a campaign has occurred since the last meeting, report statistics of the clean-up -- number of volunteers, number of volunteer hours, number of trash bags filled, approximate number of pounds of trash removed and general feedback from the volunteers or community.

4. Maintain signup sheets for cleanup campaign. Email photo of the sheets to: [info@cleanupgiveback.org](mailto:info@cleanupgiveback.org).

### **Communications Director:**

1. Publicize the Cleanup Campaign. Send details of the cleanup to local newspaper and radio stations, school papers, etc.
2. For every cleanup campaign, poll Board Members to solicit a corporate sponsor. Sponsors can sponsor with a donation of trash bags, water or financial contribution. Corporate financial sponsorships will help further the mission of Clean Up – Give Back by establishing chapters and providing work opportunities. Communicate with the sponsor to ensure signage for the sponsor is posted. If the sponsor is a club, ensure club poster is displayed.
3. Maintain the official signage and place signage for the campaign in the area being cleaned, preferably 15 -20 minutes prior to the campaign, and collect the signs once the cleanup is completed.
4. Take photographs at cleanup campaigns, getting a picture at beginning and end of the campaign, with the trash collected if possible. Email select photos to [info@cleanupgiveback.org](mailto:info@cleanupgiveback.org) for inclusion on website.
5. Contact local police or safety officers before the cleanup campaign, providing dates and times for campaigns.
6. If you are at a school, consider writing an article for the school paper about your experience on a campaign.

### **Social Media Director**

Work closely with Communications Director to publicize each event and after pictures of cleanups.

Set up Facebook Group, Instagram, free Website connected to [www.cleanupgiveback.org](http://www.cleanupgiveback.org).

Maintain any social media accounts for chapter.

### **At-Large Board Members**

Any duties of Executive Officers, or other responsibilities can be assigned to Members-at-Large by the President including posting fundraisers, soliciting community for gloves, white kitchen bags with strings, water, financial donations or other items needed by the Local Chapter.