

February 16, 2017

Michele Pettigrew  
Girl Scout Troop 143  
610 Glen Hollow Dr  
Garland, TX 75044



## THANK YOU FOR VOLUNTEERING TO HELP KEEP SACHSE BEAUTIFUL!

Michele Pettigrew:

I wanted to first thank the Girl Scout Troop 143 for volunteering to help with Sachse's Arbor Day Jubilee: Team Up & Clean Up event! This letter is to inform you of the timeline of events that day and to give you some useful information to pass along to your organization members.

**Event Date:** April 1, 2017

**Your Organization's Cleanup Locations:** Maxwell Creek: Woodbridge West 1

**Initial Meeting Time and Location:** 9:00 a.m., City Hall Amphitheater, 3815 B Sachse Road, Sachse, TX 75048

**Trash Drop Off Location:** Library Parking Lot, 3815 Sachse Road, Sachse, TX 75048 (See Map Included – Trash drop off is noted with a 2 on the map)

**Volunteer Wrap-up Forms Drop Off and Volunteer Appreciation Lunch:** 11:00 a.m.-12:30 p.m., City Hall Amphitheater, 3815 B Sachse Road, Sachse, TX 75048

**Group Picture:** 11:30 a.m., City Hall Amphitheater, 3815 B Sachse Road, Sachse, TX 75048

**Attachments:**

- Map 1 – a map of the initial meeting location, trash drop off location, and volunteer lunch/entertainment location
- Map 2 – maps of your group's cleanup locations
- General Tracking Information
- Hold Harmless Release Form
- Volunteer Safety Tips

There are several enclosures in this letter including maps of your group's cleanup locations, safety tips, and a map of the initial and final meeting location. You will receive trash bags for litter collection, and latex gloves and final instructions for the cleanup at City Hall in the amphitheater on the day of the cleanup. Following the cleanup, we would like to ask that if possible, your group drop off the trash bags in the dumpster that will be located in the Library parking lot. If there are too many bags or if you do not have a vehicle that can carry the collected refuse, place the bags in a central location at your cleanup area and notify the Parks & Recreation Department and we will have Parks Crews pick up the trash bags.

Also included in this letter is a volunteer hold harmless form and some general tracking information including number of volunteers in your group and number of trash bags your group collected. Please bring these wrap-up forms to the volunteer appreciation lunch at the City Hall Amphitheater.

We would like to make this a fun event for all of the volunteers and take this opportunity for us to show our appreciation for all of your organization's hard work. ***We would like to invite everyone to join us for an appreciation lunch, entertainment, and bounce houses for the kids, following the cleanup in the City Hall Amphitheater. Hot dogs, chips, and drinks will be served to the volunteers by City Staff. We would like for all of the volunteers to meet at 11:30 AM in the City Hall amphitheater for a group picture.***

Please feel free to visit your cleanup site prior to the event and contact us if you have any questions.

Sincerely,

City of Sachse  
Enclosure

3815-B Sachse Rd., Sachse, TX 75048

Phone: (469) 429-0275 | Email: parksandrecreation@cityofsachse.com | Fax: (469) 429-0274

# MAP 1

Initial and Final Meeting Location and Trash Drop Off Location

**Please Note:** In addition to the Arbor Day Jubilee: Team Up & Clean Up Event on April 1, the City is also hosting its' second H2O XPO as well as a Trash Recycling and Collection Event at the City Hall Complex that day. The attached map shows the layout of all events going on that day. In order to assist our volunteers, we have designated specific trash collection bins just for you to place your collected bags as well as reserved parking area for our volunteers. This is denoted on the map as well. Additional overflow parking can be found on the map anywhere you see a red "P". We appreciate your continued commitment to helping Keep Sachse Beautiful. Please contact us if you have any questions regarding the attached site map.

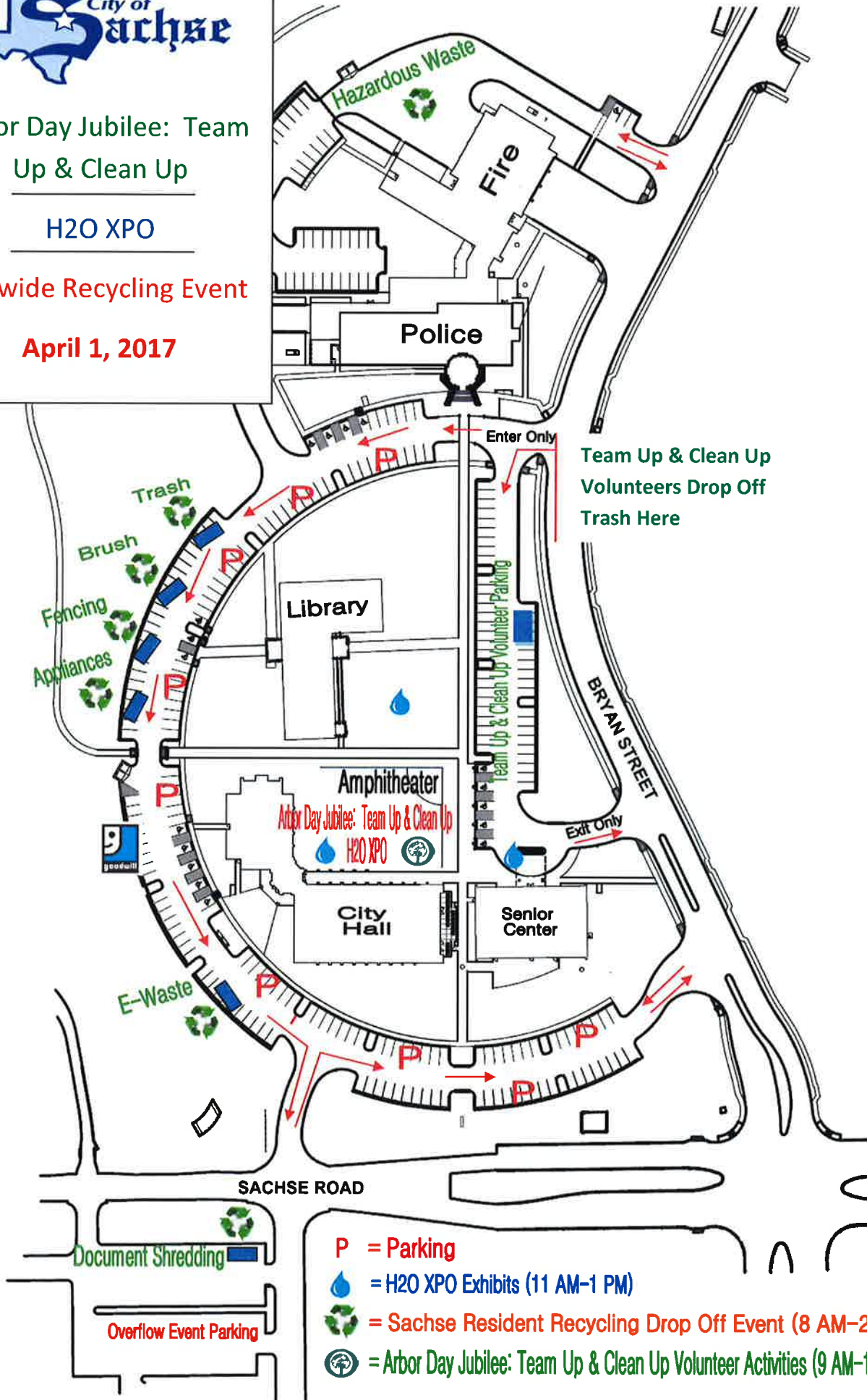


Arbor Day Jubilee: Team Up & Clean Up

H2O XPO

Citywide Recycling Event

April 1, 2017



Team Up & Clean Up  
Volunteers Drop Off  
Trash Here

- P** = Parking
- = H2O XPO Exhibits (11 AM-1 PM)
- = Sachse Resident Recycling Drop Off Event (8 AM-2 PM)
- = Arbor Day Jubilee: Team Up & Clean Up Volunteer Activities (9 AM-12:30 PM)

# MAP 2

*Office Use Only  
Location 29:  
Maxwell Creek -  
Woodbridge West 01*



Please Return the Following  
Forms to the Sachse City Hall  
Amphitheater on the Day of the  
Event:

General Tracking Information and Hold  
Harmless Release Form



<b>GENERAL TRACKING INFORMATION</b>
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Group Name: \_\_\_\_\_

Total number of volunteers in **your** group \_\_\_\_\_

Number of hours **your** group spent on cleaning/beautification project \_\_\_\_\_

Total number of trash bags **your** group collected \_\_\_\_\_

Total number of trees planted (if applicable) \_\_\_\_\_

Total number of flowers planted (if applicable) \_\_\_\_\_





# Volunteer Safety Tips

# Volunteers-

## Safety Tips

### For Individuals

#### DO:

- Think safety and wear gloves; thick-soled, closed shoes; long pants and long-sleeved shirts.
- Wear safety vests or bright colors for roadside cleanups. (Press-on neon colored fluorescent tape on back of volunteers' shirts works well, too.)
- Wear sunscreen and bug repellent.
- Drink plenty of fluids and keep "quick energy foods" on hand.
- Be aware of your surroundings and the potential hazards associated with them, such as traffic, hazardous tree branches, poison ivy, wasps/bees, and snakes.
- Use the "buddy system" by working in teams of two or three to maximize safety.
- Keep pre-moistened towelettes on hand and wash hands with antibacterial soap after the cleanup.
- Take an occasional break.

#### DON'T:

- Don't pick up hazardous materials such as hypodermic needles, sharp objects, old car batteries, condoms, animal carcasses or other unidentified, questionable objects.
- Don't overstuff bags.
- Don't attempt to move large objects such as rusted car shells, old household appliances or swing-sets; report these to your Parks & Recreation contact for removal.
- Don't bring pets to events. They may distract participants or even detract from the cleanup.
- Don't overdo it physically.
- Don't pick up glass. If possible, sweep into a bag or only pickup if you have thick gloves to protect against injury.
- ***Don't forget to have fun and take pictures to show off your work!***

### For Group Leaders

*Here are some tips to keep your volunteers healthy and happy while participating in the Great American Cleanup™.*

- Know emergency procedures, such as the location of the nearest emergency facility and how to quickly summon the police or an ambulance
- Have a first aid kit and cellular phone on hand
- Provide adequate adult supervision if you involve youth groups in litter removal (e.g., at least 1 adult to 8 participants between the ages of 10 - 17)
- Reconvene every hour to make sure that all participants are accounted for, safe and enjoying the cleanup if going into a heavily wooded or large area
- Consider using walkie-talkies as a communication device between groups

### PARKS & RECREATION CONTACT INFORMATION:

- Director of Parks & Recreation – Lance Whitworth – 469-628-0424
- Recreation Supervisor – Cynthia Wiseman – 469-628-0673
- Parks Foreman – Mario Bautista – 469-628-0332