

Dear Principal,

**Subject: Clean Communities Grant for Public Schools in Morris County**

I am delighted to offer your school an opportunity to participate in a pilot program being sponsored by the Morris County Municipal Utilities Authority (MCMUA) through the Morris County Clean Communities program to all public schools in Morris County, grades 6 through 12. As you may know, the New Jersey Clean Communities (NJCC) program is a state-wide litter abatement program that focuses on the cleanup of litter, enforcement and changing the attitudes of those who litter through education. The NJCC program has just kicked off a new state-wide educational campaign called “Slam Dunk the Junk.”

In order to promote this initiative, the MCMUA has developed a new pilot grant program for schools. The grant for schools requires that a minimum of 20 students in addition to their adult supervisors participate in a litter cleanup of at least 2 acres of the school grounds (school property, ball fields, and any wooded areas on the school property) between April 15 and June 5, 20XX. Once the project is complete, the school will receive a \$500.00 grant to be used to purchase outdoor containers for trash and recyclables or for outdoor bottle filling stations.

An application packet is included, as well as a list of vendors and purchasing information for containers. We suggest that you pass this letter on to the advisor of your environmental club, Key Club or other school organization that would be interested in this “green” project. Applications will be accepted on a first-come, first-served basis, as our funds are limited. A second project, the poster contest, is described in the second letter.

Please see enclosed application forms for the litter cleanup. If you have any questions, please call me at XXX-XXX-XXXX. We look forward to hearing from you soon!

Sincerely,

Morris County Clean Communities Coordinator

**Enclosures**

**Certification Form  
Clean Communities Grant for Public Schools**

**The School Business Administrator/Board Secretary is to complete and sign this form.**

**I certify that the \$500.00 grant money that will be given to**

\_\_\_\_\_ **School**  
Print name of school

**will be used to purchase outdoor trash or recycling receptacles, or outdoor bottle filling stations.**

**I will provide a copy of the receipt for the purchase of these receptacles by October 30, 2010, to Liz Sweedy, Morris County Clean Communities Coordinator, Morris County MUA, PO Box 370, Mendham NJ 07945-0370.**

\_\_\_\_\_  
Signature of School Business Administrator/Board Secretary

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone number

**Complete this form and mail original with application forms for the litter cleanup.**

**If you have any questions, please call Liz Sweedy at 973-285-8393.**

**Thank you.**

## Litter Cleanup Form A - Application

### 20XX Clean Communities Grant for Public Schools in Morris

**In order to be considered for this program, you must provide all of the requested information. Please print or type information and provide all information for your school. Only completed applications will be considered. The grants will be designated on a first-come, first-served basis. If you have any questions, call (coordinator name) at XXX-XXX-XXXX.**

**Please provide the following information (print or type):**

**School District:** \_\_\_\_\_

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

School Address: \_\_\_\_\_

Contact Person Name (faculty member): \_\_\_\_\_

Title: \_\_\_\_\_

Contact phone number: \_\_\_\_\_

Contact cell phone number: \_\_\_\_\_

Municipality: \_\_\_\_\_

**(in which school is located)**

Names of 3 adult supervisors: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**See Form D – be sure to follow student to adult ratio (1 adult for every 5 students)**

How many students have signed up to participate: \_\_\_\_\_

Proposed date of cleanup: \_\_\_\_\_

Rain date: \_\_\_\_\_

Time of cleanup: \_\_\_\_\_

(must take place during day-light hours)

Area to be cleaned (description):

Is the area to be cleaned two acres or more in size? \_\_\_\_\_

Will you pick up gloves and trash bags from the MCMUA for use at your cleanup? \_\_\_\_\_

If so, please call at 973-555-5555 to make arrangements.

Will you provide your own gloves and trash bags? \_\_\_\_\_

**Please complete and return this form by mail by March 10, 20XX.**

## Litter Cleanup Form B - Agreement/signature page

I \_\_\_\_\_ agree to do the following:  
Please Print Name

### As soon as possible:

Submit completed application forms A through E (completed by faculty member in charge of cleanup) **and certification form** (that must be signed by your school Business Administrator/Board Secretary) by March 10, 20XX

### The week of the cleanup:

- Display banner (provided by MUA) in front of the school for one full week.
- Take a picture of banner in front of school (mail with summary form after cleanup).
- If participating in the poster contest (see second letter), display all posters for one week at the school.
- The participating faculty member and three adults must be sure that all recyclables from the cleanup are collected separately from trash in order to be recycled, and that all trash be properly disposed. Remember to take a picture of the bags of trash and count everything in order to properly complete the summary form.

### After the cleanup:

- The completed summary form (a list of bags of trash and recyclables as well as other details of the cleanup) must be received by the MUA by June 15, 20XX
- Three pictures must be provided from the litter cleanup with the summary form (in addition to the photo of the banner). **One of the three pictures/photos must show the bags of collected litter.**
- The school must submit one paragraph about the cleanup to a local newspaper along with one picture (this is a great project for a student).
- The MUA will issue a check (payment) to the school for \$500.00, by August 30, 20XX to be used specifically for outdoor recycling or trash containers or outdoor bottle filling stations.
- A copy of the invoice for containers purchased by the school will be provided to the MCMUA by October 30, 20XX

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Signature of Responsible Party listed above

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Date



**FORM D**

**MORRIS COUNTY CLEAN COMMUNITIES MINI-GRANT PROGRAM**

The undersigned, being a duly authorized representative of \_\_\_\_\_, (hereafter applicant), hereby affirms that APPLICANT is a bona fide non-profit group and has no affiliation, either directly or indirectly, with any political party. Further, if awarded a Clean Communities Mini-Grant, APPLICANT agrees to:

1. Utilize no less than 20 students, exclusive of adult supervisors (1 faculty member and three other adults), to actively participate in a program of litter pickup and removal at your school.
2. Provide adult supervision for this project (one faculty member plus three more adults for a group of 20 students) or a ratio of no less than one adult supervisor for each 5 participants under the age of 18 is assured.
- 3. Schedule the PROJECT for no less than a two hour duration.**
4. Provide the Morris County MCMUA with completed forms.
5. Provide the Morris County MCMUA with completed Summary Form not later than June 15, 20XX. Use conversion chart to help with estimating weights.
6. Assume responsibility for any costs associated with the collection, recycling and disposal of all collected litter. **RECYCLING IS MANDATORY IN MORRIS COUNTY.**
7. Indemnify and hold harmless the MCMUA and County of Morris and its employees from and against any and all liability, loss, accident or injury to persons or property resulting either directly or indirectly from participation in the litter cleanup.

I certify that I have read the Clean Communities guidelines and that this organization will comply with these guidelines in the performance of the agreed upon cleanup at the school.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## FORM E

### RECYCLABLE LITTER

I understand that recycling is the law in the State of New Jersey. To participate in the Clean Communities Program in Morris County we are required to separate from the collected litter and recycle the following items:

- Aluminum beverage cans
- Steel cans
- Clear, brown and green glass
- Plastic bottles (with a neck) coded #1 and #2.
- Dry corrugated cardboard
- Clean newsprint and mixed paper (magazines, junk mail, etc.)
- Any scrap wood or metals may be recycled whenever possible
- Tires

My group will be sure to keep all recyclables separate from trash during the cleanup and take the recyclables to the municipal recycling center or put them into the recycling containers at the school (if available).

Recycling center, street address \_\_\_\_\_

School containers for recyclables: \_\_\_\_\_

Furthermore, I understand that the unlawful disposal of litter that has been collected is a violation pursuant to NJSA 13:1E-9.3(a)(b), carrying heavy penalties; therefore, our group has chosen the following option(s) to properly dispose of the litter which we collect on our cleanup and we have made arrangements with:

who: \_\_\_\_\_

where: \_\_\_\_\_

how transported: \_\_\_\_\_

All collected litter will be properly disposed of the day of the cleanup.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Litter Cleanup Form F - SUMMARY REPORT

This form must be completed following your cleanup and submitted in order to receive your grant money.

School name: \_\_\_\_\_

Project location (address):  
\_\_\_\_\_

Project date: \_\_\_\_\_

Name of project leader & phone number:  
\_\_\_\_\_

Number of student participants: \_\_\_\_\_ Hours spent: \_\_\_\_\_

Number of adult participants: \_\_\_\_\_

Please ESTIMATE to the best of your ability: acres covered \_\_\_\_\_

Number of bags of garbage \_\_\_\_\_ X weight in lbs. = \_\_\_\_\_ total lbs. collected

Number of bags of recyclables \_\_\_\_\_ X weight in lbs. = \_\_\_\_\_ total lbs. collected

<u>Items</u>	<u>Estimated weight in lbs.</u>
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Commingled plastic/steel/glass/aluminum	_____
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Scrap metal	_____
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Wood	_____
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Corrugated cardboard/chipboard	_____
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Newspaper	_____
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Other (please specify) _____	_____
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**TOTAL WEIGHT OF RECYCLABLES** \_\_\_\_\_

(please review the conversion chart on the reverse side of the guidelines sheet before you start)

\_\_\_\_\_  
faculty member

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

Complete this form after the cleanup and submit with 3 photos of the cleanup (one of the bags of litter collected) plus 1 photo of the banner at the school.



## GUIDELINES FOR A SUCCESSFUL PROJECT

1. Before starting your cleanup, instruct all participants that they should not pick up anything they believe to be hazardous (i.e. medical waste, unknown liquid/chemical substances, animal carcasses, etc.) If you encounter such items you should notify the Public Works Department or Police Department in the town where you are doing the cleanup.
2. Schedule your cleanup to take place during day light hours.
3. Suggestions for cleanup team:
  - wear long pants; blue jeans recommended, and a long sleeve shirt/jacket.
  - wear work boots or heavy shoes. Minimum ankle high suggested.
  - wear work gloves supplied by Morris County Clean Communities.
  - dress warmly during cold weather.
  - use the bathroom before reporting to the cleanup area.
4. Refreshments: provide plenty of cold drinks in summer; hot drinks in winter.
5. Designate someone to serve as photographer for the cleanup (you will need to submit 3 photos from your cleanup to meet the requirements). **One of the three photos must picture the bags of litter you collected during the litter cleanup.** Contact the local newspaper for media coverage.
6. Be sure all recyclables are kept separate from trash in order to be recycled. Properly dispose of all collected trash. **Be sure to count the bags of litter collected in order to complete the summary form.**
7. Learn to identify **poison ivy**. Avoid any contact with noxious weeds or thorny plants. The recommended attire will usually prevent irritations from most plants.
8. Be alert for bees, wasps, hornets, snakes and **ticks**. **Tuck pants into socks.**
9. Pay special attention to the handling of **broken glass and sharp pieces of metal**. Do not step or kneel on broken glass or metal.
10. **Avoid unsafe behavior:** All unsafe behavior such as standing or jumping on guardrails, drainage pipes, bridges or concrete walls, horseplay and demonstrations must be avoided.  
**Be sure to review all guidelines with participants prior to the cleanup.**

See conversion chart on the other side of this sheet →

## Conversion Chart

To be used for the Summary Report

Conversion of volume to weight for recyclable materials

### Newspaper

One 12" stack = 35 lbs.

### Corrugated Cardboard

1 cubic yard = 285 lbs.

### Garbage

One 33 gallon bag = 20 lbs.

### Mixed paper

1 cubic yard = 500 lbs.

### Vehicle tires

1 car tire = 20 lbs.

1 truck tire =  
60lbs.

### Commingled recyclables

(includes aluminum, steel, glass and plastic)

One 33 gallon plastic bag = 25 lbs.

### Batteries

One auto battery = 33 lbs.

### Used motor oil

One gallon = 7lbs.

The cardboard and mixed paper will be hard to gauge. If you have the means to weigh it, you would have more of an accurate number.