

**Project:** Park Clean-up Day

<b>TASK</b>	<b>RESPONSIBLE PARTY</b>	<b>RESOURCE/ BUDGET</b>	<b>DUE DATE</b>
Select a date and identify park areas to be cleaned	Committee members	None	March 5
Create a list of potential volunteers and distribute an information flyer for the cleanup. Call or visit neighbours to ask them to help.	Committee Members	Computer Printer Paper Printing costs	March 13
Contact local businesses, faith based groups and other non-profits to request donations of food/refreshments and additional volunteers.	Committee members/volunteers	Flyers Money Food	March 21-22
Arrange for delivery of refreshments/pain & Cleanup supplies	Committee members / volunteers	Truck / car, folding table cooler & ice water bottles, money	March 28
Conduct cleanup	Committee members/volunteers	Clean up supplies, money	March 28
Close out and review	Committee members	None	April 8