

## Campus Cigarette Butt Clean-Up Instructions

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### Supplies

- o Disposable gloves
- o Long-handled litter pick up tools
- o Small containers for each volunteer (e.g., garbage bags, clean yogurt or milk containers, jars, etc.)
- o 1 “Official Tally Container” – a large container to hold all the butts collected. This should be clear, thick plastic with a secure lid (e.g., 72 oz. peanut butter container, red vines container, etc.)

#### Optional:

- o T-shirts, hats, large buttons, etc. for each participant. Brightly colored gear helps to identify the participants and can bring some attention to the effort.
- o Camera to snap pictures of the event; and, if needed, a photo release for volunteers to sign indicating you may use their photo.

### 1-3 weeks before your event:

- ☐ Select your butt clean-up date and time. We expect you’ll spend 1-3 hours for this event.
- ☐ Gather all your supplies
- ☐ Recruit volunteers. You may consider offering an incentive to volunteers – a free T-shirt, snacks, or a raffle ticket for a chance to win a \$10 work well.
- ☐ Do a walk-through of the campus if you’re not familiar with it to identify high traffic areas and places where there is more litter.

#### You may choose to:

- ☐ Invite campus leaders to the clean-up event
- ☐ Contact the school newspapers to tell them you’ll be cleaning up the campus. Invite them to cover your event and give them details on the location and time.

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### Day of event:

- ☐ Plan on 1-3 hours for your event
- ☐ Split the campus into sections for each volunteer, or team of volunteers.
- ☐ Take pictures
- ☐ Have each volunteer collect cigarette butts and other tobacco litter in their individual containers, counting as they go along (it may be helpful to have teams of 2 people – one to collect and one to tally the number of butts)
- ☐ As volunteers report back, put all butts and tobacco-related litter in the Official Tally Container, using extra garbage bags and containers if needed. Keep track of how many butts were collected from which section of campus. You should also have a final count of how much litter was collected, how much time was spent cleaning up, and how many volunteers participated (see below “findings” worksheet).
- ☐ Dispose of gloves and wash your hands well

### After your event:

Keep the Official Tally Container, if possible. This may come in handy if you plan on doing tabling events, presenting to decision-makers, and/or other educational activities related to tobacco.

You may choose to:

- ☐ Send photos and testimonial letters to campus administration with your final count, and inform them about tobacco-free campus policies.
- ☐ Send out a press release with your findings and information about tobacco-free campuses to your campus newspaper.
- ☐ Attend a board of trustees meeting and present your findings and information about tobacco-free colleges.

*Adapted from Seattle & King County Public Health*