



MICROSOFT GREAT GLOBAL CLEANUP TOOLKIT



BUILD A WASTE-FREE WORLD WITH US.

WHAT IS THE GREAT GLOBAL CLEANUP?

EARTHDAY.ORG is focused on accelerating solutions to combat plastic pollution by activating governments, citizens, and businesses to do their part- everyone accounted for, everyone accountable.



YOU have a part to play and can begin by partnering with Earth Day's Great Global Cleanup to host or partake in a cleanup in your community. Join your Microsoft colleagues this Earth Month for The Great Global Cleanup.

The theme of Earth Day 2023 is “Invest In Our Planet” – focusing on the importance of collaborating in a partnership for the planet. During the month of April, we are teaming up with EARTHDAY.ORG to show what impact our community can do to end plastic pollution.



HOW TO HOST A CLEANUP:

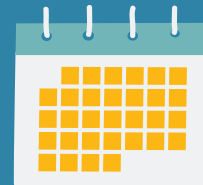
1

ORGANIZE A
PLANNING
GROUP



2

SELECT A SITE,
DATE, AND TIME



3

GATHER
VOLUNTEERS



4

SUPPLIES AND
DISPOSAL



5

START YOUR
CLEANUP DAY



6

ORIENTATION AND
SAFETY TALK



7

DISPOSE OF
WASTE



8

END THE
CLEANUP



ORGANIZE A PLANNING GROUP

1

- Whether it's with your friends, your organization, or just you, decide who will take the lead in organizing the cleanup!
- Appoint site captains who will manage the event and designate roles to assure the cleanup goes smoothly (See Cleanup Checklist Below).
- Invite your Microsoft colleagues to help plan your cleanup!

SELECT AN APPROPRIATE SITE, DATE, AND TIME

2

- Choose a public location: a park, a river, or a similar community site that is ideally accessible by public transportation or bicycle.
- TIP: Make sure to check and see if you need any necessary local permissions.
- Select a date for your cleanup
- Select a time: Depending on where you are, choose a time that allows for plenty of daylight and comfortable temperatures for volunteers.
- TIP: Most cleanups happen between 9:00am and 11:00am.

GATHER VOLUNTEERS

3

- Register Your Cleanup so it appears on The Microsoft Cleanup Map
- Advertise your cleanup to your colleagues, family, friends, and community members.
- TIP: People from different organizations and associations can help turn out volunteers and bridge community members through the cleanup

LINE UP SUPPLIES, AND ARRANGE FOR DISPOSAL

4

- Gather trash bags, gloves, litter pickers, and other materials to host your cleanup.
- Coordinate with local waste management through a short phone call to ensure everything is being disposed of in accordance with rules and regulations.
- Gather supplies (Important Items To Have: Trash Bags or Buckets, Trash Grabbers, First Aid Kit, Gloves and Hand Sanitizer, Water/ Snacks.

START YOUR CLEANUP DAY

5

- Closer to the date, check the weather and plan to dress appropriately. Wear something you don't mind getting dirty!
- Send a reminder the night before or day of the cleanup to all participants and key individuals that you hope to attend.
- Invite local media outlets to cover the event and spread awareness
- As a leader, arrive to the event early to set up before volunteers arrive

ORIENTATION AND SAFETY TALK

6

- Safety is key. Two people make a team! Wear gloves, and closed toe shoes. Bring a hat, sunscreen & reusable water bottle
- Keep the environment safe- Vegetation is sensitive and wildlife is best kept wild.
- What to remove: Trash and Litter (Anything created by humans), Recyclables
- What to leave: Nature, Homeless Encampments, Dead Animals, Syringes, needles, and other hazardous materials.

DISPOSE OF WASTE

7

- Find a location to properly dispose of all of the waste you clean up!
- Sort the waste into trash, recyclables, and hazardous waste.
- TIP: If you are unsure of where to dispose of any of this waste contact your local municipality's waste department for further instruction.

AT THE END OF THE CLEANUP

8

- Submit your volunteer hours on your [Microsoft Give Portal](#)
- [Share Your Cleanup Story](#)
- Take pictures before and after your collection and share them on Social Media
- TIP: Use handles #GreatGlobalCleanup, #TrashTag, and #Plogging.
- Post your event on social media. Tag us at @greatglobalcleanup on Instagram and TikTok
- Share your images with local newspapers, magazines, and EARTHDAY.ORG

INTERESTED?

HERE'S HOW TO CONTINUE:



**REGISTER YOUR CLEANUP ON THE CUSTOM
MICROSOFT WEBPAGE**



**MAKE SURE TO RETURN AND SHARE
YOUR CLEANUP STORIES**



**SCAN THIS QR CODE AND PRINT. HAVE
THE ATTENDEES SIGN OUR PETITION
AGAINST PLASTIC POLLUTION**



**SCAN THIS QR CODE TO SHARE
YOUR CLEANUP STORIES**



CONNECT WITH US ON SOCIAL MEDIA



@thegreatglobalcleanup



@earthday



@earthday.org



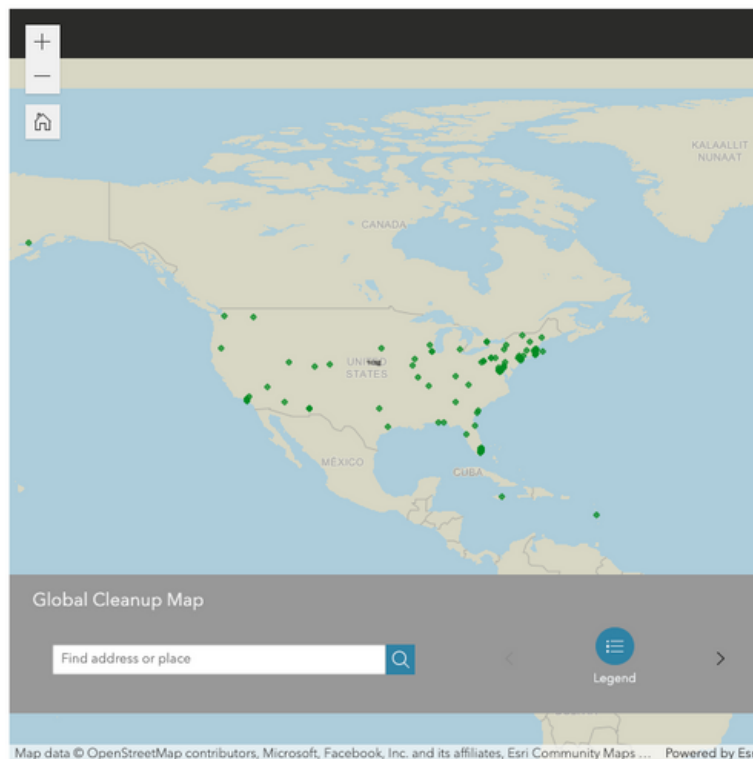
@greatglobalcleanup

USING THE GREAT GLOBAL CLEANUP MAP

ADD A CLEANUP TO THE GREAT GLOBAL CLEANUP MAP

- Visit www.earthday.org/microsoft to find an upcoming cleanup
- You can find a public cleanup on the Global Cleanup Map to join in a city near you.
- Contact the cleanup organizer for the event you want to join
- Once you finished your cleanup return to the page and share your results
- If no public cleanup is available, please plan a private cleanup.
- Relax and know your work has helped your community and planet.

FIND AN UPCOMING CLEANUP



EVENTS

Outside of hosting cleanups, learning about environmental issues is a great way to promote sustainability and further efforts to protect our planet.

Listen to
recent Earth
Day Lives



Read
about
clean up
news

Check out
Earth Day
events



HOST A TEACH-IN

Teach-ins provide the community with the knowledge they need to advocate for a cleaner, more secure future. Inspire your participants to partake in a local cleanup that you organize together!



HOST A UNIVERSITY LECTURE

College students are at the forefront of the environmental movement. Engage this generation by informing them of the need for environmental action and the impact of local cleanups!



Visit www.earthday.org/takeaction to find out how to further get involved in solving the plastic pollution crisis.

ANY MORE QUESTIONS?

If you have any questions, send us an email
at karapetian@earthday.org.



BUILD A WASTE-FREE WORLD WITH US.