



3/24/23

Dear Sir or Madam:

On behalf of the Morris County Clean Communities and the Morris County Municipal Utilities Authority (MCMUA), we are offering your school the opportunity to earn up to \$600.00 simply by participating in a program to *Keep Morris County Litter Free!*

Clean Communities is a statewide litter abatement program that focuses on the cleanup of litter, enforcement, and changing the attitudes of those who litter through education. To promote this initiative, the MCMUA offers a school grant program in which students in **grades 5-12**, accompanied by adult supervisors, participate in a litter cleanup of at least 2 acres of the outdoor school grounds (school property, ball fields, and wooded areas on the school property) between April 19 and June 16, 2023.

A minimum of 20 students must participate to be considered for the grant. When the litter cleanup has been completed, and upon the submission of designated paperwork and purchase receipt, **the school will receive a \$600.00 donation.** This grant shall be used to purchase: Clear Stream frames and bags, reusable water bottles, outdoor receptacles for trash and recyclables, or indoor receptacles for recyclables (indoor containers for waste are excluded). Alternatively, grant money may be used to defray the cost of a water filler station (purchase must be completed during 2023).

Please provide this letter and the enclosed application packet to the advisor of your environmental club, green team, or other school organization that would be interested in this project. All completed applications must be received by April 17, 2023. Only complete applications will be considered. Applications will be accepted on a first-come, first-served basis, as our funds are limited.

If you have any questions, please call Cheryl Birmingham, Morris County Clean Communities Coordinator, at 973-285-8395. We look forward to hearing from you!

Sincerely,

*Cheryl Birmingham*

Cheryl Birmingham  
Morris County Clean Communities Coordinator

Enclosures



**Certification Form**  
**Clean Communities Grant for Schools in Morris County**

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

I certify that the \$600.00 grant money that will be provided to (add name of school),

---

and will be used to **purchase Clear Stream frames & bags, reusable water bottles, outdoor trash or recycling receptacles, indoor recycling receptacles, water filler fountains/stations (to fill reusable bottles), and other approved purchases** (requests must be confirmed by Cheryl Birmingham).

To receive the grant money, I will provide a copy of the receipt for this purchase by **November 1, 2023**, to Cheryl Birmingham, Clean Communities Coordinator, Morris County MUA, 214 A Center Grove Road, Randolph, NJ 07869.

---

Signature of School Business Administrator/Board Secretary

---

Print Name

---

Date

---

Telephone number and email address

Complete this form and mail or email the original with the application forms for the litter cleanup. If you have any questions, please call Cheryl Birmingham at 973-285-8395 or email questions to [cbirmingham@co.morris.nj.us](mailto:cbirmingham@co.morris.nj.us). Thank you.



**Litter Cleanup Form A - Application**  
**2023 Clean Communities Grant for Schools in Morris County**  
**Keep Morris County Litter Free!**

To be considered for this program, you must provide all requested information. Please print or type all information about your school. Only completed applications will be considered. The grants will be awarded on a first-come, first-served basis. If you have any questions, call Cheryl Birmingham, Morris County Clean Communities Coordinator, at 973-285-8395.

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

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

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

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

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

**Email address:** \_\_\_\_\_

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

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

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

(Name of town in which school is located)

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

**Please follow the student-to-adult ratio (1 adult for every five students).**

How many students/**participants** have signed up: \_\_\_\_\_ (20 students are recommended).

Proposed date of cleanup (conduct cleanup between April 19 – June 16): \_\_\_\_\_

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

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

(Clean during daylight hours only; the ground must be free of snow to ensure visibility of litter.)

Area to be cleaned (description): \_\_\_\_\_

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

Will you pick up a “Keep Morris County Litter Free” banner from the MCMUA and display it in front of the school for one week? \_\_\_\_\_

Will you provide your own gloves and trash bags for the cleanup? (Circle one) YES or NO

If no, the MCMUA will provide (limit 24 pairs) gloves and trash bags for use at your cleanup: pairs of gloves \_\_\_\_\_, number of bags \_\_\_\_\_. Please call or email Cheryl at 973-285-8395, [cbirmingham@co.morris.nj.us](mailto:cbirmingham@co.morris.nj.us)) to arrange to pick up the items.

**IMPORTANT DATES:**

**April 17, 2023:** due date for school litter cleanup applications

**April 19 – June 16:** time frame for the litter cleanup

**June 21, 2023:** due date for submitting the Summary Report (Form D), Form C, and photos from litter cleanup.

**November 1, 2023:** due date for submitting copy of the receipt from the purchase. The grant will be sent to the school when the copy of the receipt is received.



## Litter Cleanup Form B - Agreement/signature page

The undersigned is a duly authorized representative

Of \_\_\_\_\_ and agrees to do the following:  
Please Print Name

Submit completed application forms A and B (completed by a faculty member in charge of cleanup) **and certification form** (your school Business Administrator must sign that) by **April 17, 2023**.

### The week of the cleanup:

- Take 3 pictures of the cleanup. **One picture must be of the group of students with the bags of collected litter in front of the school or on school property** (submit photos with summary form after cleanup).
- The participating faculty member and three adults must be sure that all recyclables from the cleanup are collected separately from the trash to be recycled and that all garbage is adequately disposed of.
- Please note: **At the time of your cleanup, there must be no snow on the ground.**

### After the cleanup:

- The **completed summary Form D** (a list of bags of trash and recyclables as well as other details of the cleanup) and Form C, must be received by the MCMUA by June 21, 2023.
- Three pictures from the litter cleanup with the summary form must be provided. **One of the three pictures/photos must show the bags of collected litter and the participants.**
- The school must submit one paragraph about the cleanup to a local newspaper and one picture (this is an excellent project for a student). Or post a narrative on the school website.
- The MCMUA plans to issue a check (payment) to the school for \$600.00 after submitting the completed summary report, photos, and **a copy of the purchase receipt**. Grant funds are to be used specifically for outdoor or trash or indoor recycling receptacles, water filler station, reusable water bottles, and Clear Stream frames & bags. Please visit [www.MCMUA.com](http://www.MCMUA.com) for a list of vendors who sell recycling and trash receptacles.
- The school will make its grant purchase for one of the items listed above and submit the receipt by November 1, 2023.
- The school assumes responsibility for any costs associated with collecting, recycling, and disposing of all collected litter. **RECYCLING IS MANDATORY IN MORRIS COUNTY.**
- The school agrees to indemnify and hold harmless the MCMUA and County of Morris and its employees from and against any 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 performing the agreed-upon cleanup at the school.

---

Signature of the Responsible Party listed above

Date



## FORM C

### 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 must keep all mandated recyclables separate from the trash collected. The following mandated recyclables must be recycled:

- Aluminum cans
- Steel cans
- Glass bottles and jars
- Plastic bottles (with a neck) coded #1 and #2.
- Dry corrugated cardboard
- Clean newspaper and mixed paper (magazines, junk mail, etc.)
- Tires – must be recycled
- Any scrap wood or metal that you can recycle (not mandated to be recycled)

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

We recycled at (circle one)    Our School            Municipal recycling depot/center

If you circled one of the two options above, **please skip** the next section.

Complete this section **ONLY** if your school or municipal recycling depot cannot handle the recyclables from this cleanup.

*Furthermore, I understand that the unlawful disposal of litter that has been collected is a violation under 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 (trash and recyclables) which we collect on our clean up, and we have made arrangements with:*

Who transported recyclables: \_\_\_\_\_  
(name of person or hauler)

Where recyclables were taken: \_\_\_\_\_  
(name of facility)

**All collected litter will be appropriately disposed of on the day of the cleanup.**

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

**Complete and return this form by mail or email by June 21, 2023.**



**Litter Cleanup Form D - SUMMARY REPORT** (please complete AFTER the cleanup)

This form must be completed following your cleanup and submitted with (3) three photos of the cleanup. In addition, **one photo must be of all the participants with the bags of litter.** The grant is contingent on meeting this requirement.

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

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

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

Name of project leader, email address, & 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

Several packs of recyclables \_\_\_\_\_ X weight in lbs. = \_\_\_\_\_ total lbs. collected

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

(Please review the enclosed conversion chart before you start, or feel free to weigh the collected litter)

\_\_\_\_\_  
Signature of faculty member

\_\_\_\_\_  
Date

**Complete and return this form by mail or email by June 21, 2023.**



## GUIDELINES FOR A SAFE & SUCCESSFUL PROJECT:

1. Before starting your cleanup, instruct all participants of the following:  
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 daylight hours.
3. Suggestions for the cleanup team:
  - wear long pants; blue jeans are recommended, and a long sleeve shirt/jacket.
  - wear work boots or heavy shoes. A minimum ankle high is 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 beverages in winter.
5. Designate someone to serve as photographer for the cleanup (you will need to submit (3) three photos from your cleanup to meet the requirements). **One of the three photos must be of the group with 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 the trash to be recycled. Properly dispose of all collected trash. **Be sure to count the bags of litter collected and 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 handling **broken glass and sharp pieces of metal**. **Again, the adult advisor should do this.** 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 before the cleanup.**



Feel free to use the following conversion chart:

**Conversion Chart**

**To be used for the Summary Report**

**Conversion of volume to weight for recyclable materials**

**Newspaper**

**One 12" stack = 35 lbs.**

**Batteries**

**One auto battery = 33 lbs.**

**Corrugated Cardboard**

**1 cubic yard = 285 lbs.**

**Used motor oil**

**One gallon = 7 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.**

The cardboard and mixed paper will take much work to gauge. However, you will have a more accurate number if you can weigh it.

