



Dear Principal,

Subject: 2022 Clean Communities Grant for Schools in Morris County
Keep Morris County Litter Free!

I am delighted to offer your school an opportunity to participate in a program being sponsored by the Morris County Municipal Utilities Authority (MCMUA) through the Morris County Clean Communities program to schools in Morris County, grades 5 through 12, titled, Keep Morris County Litter Free! As you may know, the New Jersey Clean Communities (NJCC) program 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 has developed a 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 outdoor school grounds (school property, ball fields, and wooded areas on the school property) between April 18 and June 18, 2022. **Due to the pandemic, teachers and/or parents may participate in place of students, (with at least one teacher, leading the cleanup and will be responsible for paperwork/photos). All must follow CDC guidelines, wear proper PPE and practice social distancing during the cleanup project.** Once the project is complete and the designated paperwork has been submitted, **the school will receive a \$600.00 grant** to be used to purchase outdoor receptacles for trash and recyclables or for indoor receptacles for recyclables (indoor receptacles for trash are excluded); or to assist paying for a water filler station (purchased during 2022). Bottle filler stations reduce the use of single-use plastic water bottles.

We suggest that you pass this letter along with the enclosed application packet to the advisor of your environmental club, green team, or other school organization that would be interested in this project. **Applications** will be accepted on a first-come, first-served basis, as our funds are limited and you will be notified of receipt. **A second project, the poster contest, is described in the second letter.**

Please see enclosed (below) the litter cleanup forms. If you have any questions, please call Christine Scano, Morris County Clean Communities Coordinator, at 973-829-8005. We look forward to hearing from you!

Sincerely,

Christine Scano

Christine Scano
Morris County Clean Communities Coordinator

Enclosures

Certification Form
Clean Communities Grant for Schools in Morris County

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

I certify that the \$600.00 grant money that will be provided to

_____ School
Print name of school

will be used to **purchase outdoor trash or recycling receptacles, or indoor recycling receptacles,** water filler fountain/stations, (to fill reusable bottles) and/or other approved purchases (requested and confirmed by Christine Scano).

I will provide a copy of the receipt for the purchase of these receptacles by December 15, 2022, to Christine Scano, Morris County 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

Complete this form and mail original with application forms for the litter cleanup.
If you have any questions, please call Christine Scano at 973-829-8005 or email questions,
cscano@co.morris.nj.us.

Thank you.

Please complete and return application forms (A, B, C, D, E) by mail, or email, by April 10, 2022.
MCMUA 214 A Center Gove Road, Randolph NJ 07869 or cscano@co.morris.nj.us

Litter Cleanup Form A - Application
2022 Clean Communities Grant for Schools in Morris County
Keep Morris County Litter Free!

In order to be considered for this program, you must provide all of the requested information. Please print or type all information pertaining to 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 Christine Scano, MC Clean Communities coordinator, at 973-829-8005.

Please provide the following information (print or type):

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 which school is located)

Names of 3 adult supervisors: _____, _____, _____

See Form D – please try to follow student to adult ratio (1 adult for every 5 students) if possible

How many students/**participants*** have signed up to participate: _____

Proposed date of cleanup: _____

Rain date: _____

Time of cleanup: _____

(Clean during day-light hours only; the ground must be free of snow to insure visibility of litter.)

***Due to the pandemic, teachers and/or parents may take the place of students for the 2022 litter cleanups**

Area to be cleaned (description):

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

All must follow CDC guidelines, wear proper PPE and practice social distancing during the cleanup project.

Will you provide your own gloves and trash bags for the cleanup? _____

Please complete and return application forms (A, B, C, D, E) by mail, or email, by April 10, 2022.

MCMUA 214 A Center Gove Road, Randolph NJ 07869 or cscano@co.morris.nj.us



Will you pick up gloves (limit 24 pairs) and trash bags from the MCMUA for use at your cleanup? If so, please call Christine Scano at 973-829-8005 (or cscano@co.morris.nj.us) to make arrangements.

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) by **April 10, 2022**.

All must follow CDC guidelines, wear proper PPE and practice social distancing during the cleanup project.

The week of the cleanup:

- Take a picture of the students with bags of collected litter in front of the school, or on school property (mail photo 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.
- Please note: **At the time of your cleanup, there must be NO SNOW on the ground.**

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 MCMUA by June 24, 2022.
- Three pictures must be provided from the litter cleanup with the summary form. **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 along with one picture (this is a great project for a student). Or post narrative on school website.
- The MCMUA plans to issue a check (payment) to the school for \$600.00, following submission of completed summary report and photos. Grant funds are to be used specifically for outdoor recycling or trash receptacles or indoor recycling receptacles, or water filler station. Please visit www.MCMUA.com for a list of vendors who sell recycling and trash receptacles.
- The school will purchase the recycling/trash receptacles or filler station by December 1, 2022.
- A copy of the invoice for the purchase(use of grant money) by the school will be provided to the MCMUA by December 15, 2022.

Signature of Responsible Party listed above

Date

Complete and return this form by mail, or email, by April 10, 2022.

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MCMUA 214 A Center Gove Road, Randolph NJ 07869 or cscano@co.morris.nj.us



Due to the pandemic, teachers and/or parents may participate in place of students, (with at least one teacher, leading the cleanup and will be responsible for paperwork/photos).
All must follow CDC guidelines, wear proper PPE and practice social distancing during the cleanup project.

PARTICIPANT FORM C

SCHOOL NAME:

DATE OF CLEANUP:

TIME of CLEANUP:

NAMES OF PARTICIPANTS

Grade

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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 MUA with completed forms.
5. Provide the Morris County MUA with completed Summary Form no later than June 24, 2022. 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

Please complete and return application forms (A, B, C, D, E) by mail, or email, by April 10, 2022.
[MCMUA 214 A Center Gove Road, Randolph NJ 07869](mailto:cscano@co.morris.nj.us) or cscano@co.morris.nj.us

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 keep all mandated recyclables separate from the trash that is 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 are able to recycle (not mandated to be recycled)

Please refer to the attached list of mandated recyclables.

My group will be sure to **keep all recyclables separate from trash** during the cleanup and take the recyclables 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 is not available to handle the recyclables from this cleanup.

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 (trash and recyclables) which we collect on our cleanup 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 properly disposed of the day of the cleanup.

Date

Signature

Complete and return this form by mail, or email, by April 10, 2022.

**Please complete and return application forms (A, B, C, D, E) by mail, or email, by April 10, 2022.
[MCMUA 214 A Center Gove Road, Randolph NJ 07869](mailto:cscano@co.morris.nj.us) or cscano@co.morris.nj.us**

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

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>
Commingled plastic/steel/glass/aluminum	_____
Scrap metal	_____
Wood	_____
Corrugated cardboard/chipboard	_____
Newspaper	_____
Other (please specify)	_____

TOTAL WEIGHT OF RECYCLABLES _____

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

Signature of faculty member

Date

**Complete this form AFTER the cleanup and submit with 3 photos of the cleanup.
One photo of the bags of litter collected.**

Please return completed summary form F no later than **June 24, 2022.**

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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**. **This should be done by the adult advisor.** 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.

You can list the number of bags of trash and number of bags of recyclables. You can weigh all trash and recyclables you've collected during you cleanup to get accurate weights if you like. In addition, please find the conversion chart below.

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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 = 7lbs.

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 be hard to gauge. If you have the means to weigh it, you would have more of an accurate number.

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