

## **Guidelines for operating your ALPAR-funded Youth Litter Patrol**

Usually a Youth Litter Patrol (YLP) is usually made up of 2-5 youth aged 14-17 and one adult supervisor. The amount of the grant is based on community population and assumes paying minimum wage to youths and approx. \$15 per hour for supervisors. It allows for some incidental expenses such as payroll taxes and insurance. If you are considering paying your youth or supervisors a higher wage, then this grant must be supplemented by other means (i.e. Village Council, matching grants). As an alternative to paying by the hour, youth can be paid “by the bag” or they may earn the grant for their group and work the appropriate number of hours to match the amount of the grant.

### **Youth Litter Patrol information;**

**HIRING:** Contact the AK Department of Labor for work permit forms. Work permits for youths ages 14 through 17 must be acquired prior to employment if paying by the hour. Not needed if earning money for group. On the Work Permit Application, duties should be described as “*Pick up litter within the community.*”

Your local state employment agency, the high school principal or counselor, or an advertisement in the local newspaper can usually provide more than enough potential youth litter patrollers. The actual manner in which you select individuals for participation in the program is up to you. Labor laws state that the minimum age for paid employment of this nature is age 14. All applicable equal opportunity and payroll tax laws apply. It is the responsibility of the grantee to comply with all applicable state and local employment laws.

**SUPERVISION:** The supervisor is expected to control the youth litter patrol team at all times, watching out for safety, conduct and productivity. In addition to helping pick up litter, the adult supervisor coordinates patrol activities, fills out time sheets, passes out and collects vests, and is in overall command.

**SCHEDULING:** Different communities have different needs depending on the litter problem in the community. We encourage you to develop your own schedule that works best for you. Many communities have told us that a four hour work session held 3 times a week works well. Other communities prefer to have the youths work one or several 6 hour or 8 hour shifts per week. Organize a schedule that will best suit the needs of the sponsor group, the workers, and will provide the best results for a clean community.

**VESTS:** All members of the Youth Litter Patrol must wear safety vests while in the field. These vests warn motorists to watch for roadside workers.

**LITTER BAGS:** Large heavy-duty plastic litterbags will be provided to the Youth Litter Patrols by ALPAR. Your community's annual spring cleanup coordinator may still have some left, so be sure to check with her or him about using the bags for the YLP.

**BAG PICK UP:** Patrol should make contact with your municipality or village administration and seek their cooperation in picking up the bagged litter. A schedule and route can be negotiated, but make sure the bags do not lie on the roadside for more than a day or so, or the patrol's hard work may be undone by broken bags and redistributed garbage. **Also, be sure to keep a count of how many bags are collected and picked up - this information is to be included in your final report to ALPAR. Also track # of bags or weight of recyclables collected and recycled.**

**TRANSPORTATION:** Normally it is the responsibility of the supervisor or parent volunteer to provide transportation for the Youth Litter Patrols. In some cases, communities have provided other support efforts.

**LITTER PICK UP:** Experience has shown that one effective way for patrols to clean a roadside is to assign two team members to each side of the road, with each side picking up litter as they move along in the same direction.

**WEATHER:** It is recommended that the patrols can operate in light rain. If the rain is coming down in torrents, suspend operation and patrol again on another day.

## **RECORD KEEPING FOR ALPAR YOUTH LITTER PATROLS**

The sponsor group is required to maintain accurate records of the following:

1. Payroll and Time Cards
2. Number of bags (or total pounds) of litter collected and materials recycled.

**TIME CARDS:** All patrol members and supervisors should fill out time cards. Copies of time card summaries must be submitted with the final program report to ALPAR. Youth Litter Patrols conducted as a group activity to earn money for club or civic causes (i.e. individuals do not get paid, but everyone works a certain number of hours picking up litter to earn money for the club/troop) must also maintain records of hours worked, names of workers, and quantity of litter collected. ALPAR asks that time cards be maintained and reports submitted even though individuals are not paid directly.

**INSURANCE:** The sponsor group should make certain that a liability policy is in force for members of their Youth Litter Patrol. The sponsor must also provide workers compensation insurance if patrollers are working for a wage.

**PUBLICITY:** Youth Litter Patrols are encouraged to publicize their activities. A press release will be sent to your local media, but the most effective coverage is that which you generate locally. At ALPAR we'd appreciate receiving copies of any publicity about your Youth Litter Patrol and photos of your YLP picking up trash for use in our reports and publications.

**FUNDRAISING:** ALPAR encourages recipients of YLP funding to obtain matching donations of services, goods, and/or financial contributions from local businesses and organizations.

**RECYCLING:** We encourage you to recycle as much of the trash picked up by the YLP as possible (i.e. aluminum cans, glass, etc). Rural communities should utilize ALPAR's **Flying Cans** program to recycle their aluminum cans.

**REPORTING:** If funded, you will be required to make detailed reports of your YLP activities and results. We suggest that one person be assigned this responsibility, and they become familiar with our simple reporting form. Failure to report may jeopardize final payment and/or future grants.