

EVENT PROPOSAL

Swachh Saturday — Neighbourhood Clean-Up Drive

Proposal for a monthly community clean-up and waste-segregation campaign

PREPARED FOR

Ward Office and Residents'
Associations

PREPARED BY

Imran Sheikh, Club Secretary

DATE

June 2026

CONTENTS

1. Executive Summary.....	2
2. Event Concept.....	3
3. Goals and Objectives.....	3
4. Event Details.....	3
Programme Schedule.....	3
Target Audience.....	3
5. Sponsorship Opportunities.....	4
Promotion Plan.....	4
Logistics and Operations.....	4
6. Timeline.....	4
7. Team and Governance.....	5
8. Budget.....	5
9. Measuring Success.....	5
10. Risks and Mitigation.....	6
11. Conclusion.....	6
12. Annexure: Contact Details.....	6

1. EXECUTIVE SUMMARY

The Youth Club proposes a monthly clean-up drive on the first Saturday of every month, combined with door-to-door awareness on waste segregation. The drive will involve residents, schools and local shopkeepers and will be coordinated with the ward office for collection of the waste gathered.

Monthly

First Saturday

6 lanes

Starting area

All ages

Volunteers welcome

2. EVENT CONCEPT

Litter in open plots and along the drain near the market is a health risk and an eyesore. Many households are unsure how to segregate wet and dry waste.

A regular, visible community effort can change habits and keep the area clean.

3. GOALS AND OBJECTIVES

Create a cleaner neighbourhood through regular community action and better waste habits.

1. Hold a clean-up drive every month for six months.
2. Reach every household in the area with segregation information.
3. Involve at least two schools and the market association.
4. Reduce littering hotspots.

4. EVENT DETAILS

Day and time	First Saturday of each month, 7:00–10:00 AM
Starting point	Community hall, Shanti Nagar
Partners	Ward office, schools, market association
Equipment	Gloves, bags, rakes from the ward office and club

Programme Schedule

Time	Session	Venue / format
7:00 AM	Assembly, safety briefing and team allocation	Community hall
7:20 AM	Clean-up in assigned lanes	Six lanes
9:00 AM	Door-to-door segregation awareness	Residential blocks
9:45 AM	Waste handover to ward vehicle and wrap-up	Community hall

Target Audience

- Residents of all ages
- School students with permission from parents
- Shopkeepers and market association

5. SPONSORSHIP OPPORTUNITIES

Sponsors receive visibility before, during and after the event. Packages can be customised; amounts below are indicative.

Tier	Contribution	Key benefits
Community supporter	Any amount / in kind	Thanks on notice board and social media
Local business partner	₹5,000	Banner mention for six months

Promotion Plan

- Notices in housing societies and at the market
- WhatsApp groups of residents' associations
- Announcements in partner schools

Logistics and Operations

Area	Plan	Owner
Safety	Gloves, masks and first-aid kit; no handling of sharp waste by children	Club volunteers
Collection	Ward vehicle at 9:45 AM	Ward office
Records	Photos and attendance sheet each month	Club secretary

6. TIMELINE

The work plan below shows the main activities and their indicative timing.

Activity	Jul	Aug	Sep	Oct	Nov	Dec
Planning and permissions	■					
Monthly drives	■	■	■	■	■	■
Awareness visits	■	■	■	■	■	■
Review						■

7. TEAM AND GOVERNANCE

Name	Role	Responsibility
Imran Sheikh	Coordinator	Overall planning
Pooja Rawat	Volunteer lead	Teams and safety
Ward office contact	Partner	Collection support
School teachers	Partners	Student volunteers

8. BUDGET

All amounts are estimates in Indian rupees and are provided as sample figures for planning.

Head	Details	Amount (₹)
Gloves and masks	Six months	12,000
Garbage bags	Six months	6,000
Banners and notices	Printing	5,000
Refreshments	Water and snacks for volunteers	9,000
First aid	Kit refills	3,000
Total		35,000

9. MEASURING SUCCESS

Indicator	Target	How measured
Drives held	6	Attendance sheets
Volunteers per drive	Growing each month	Sign-in sheet
Households reached	All in starting area	Visit list
Hotspots cleared	Reduced by end of term	Photo record

10. RISKS AND MITIGATION

Risk	Likelihood	Mitigation
Monsoon rain	Medium	Reschedule to next Saturday
Low turnout	Medium	Involve schools and societies
Waste not collected on time	Low	Confirm with ward office the day before

11. CONCLUSION

Small, regular actions can transform our neighbourhood. We invite everyone to join.

Next step

Grant permission and collection support from the ward office for the first drive on 4 July 2026.

Imran Sheikh

Submitted by

Approved by (name, designation)

12. ANNEXURE: CONTACT DETAILS

Organisation	Youth Club, Shanti Nagar
Contact person	Imran Sheikh, Club Secretary
Email	contact@yourdomain.in
Phone	+91 00000 00000
Address	Your address line, City, PIN