

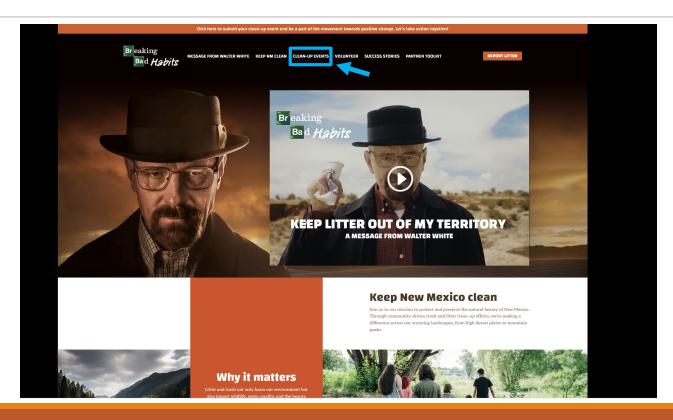
EVENT SUBMISSION TUTORIAL

Visit Website:

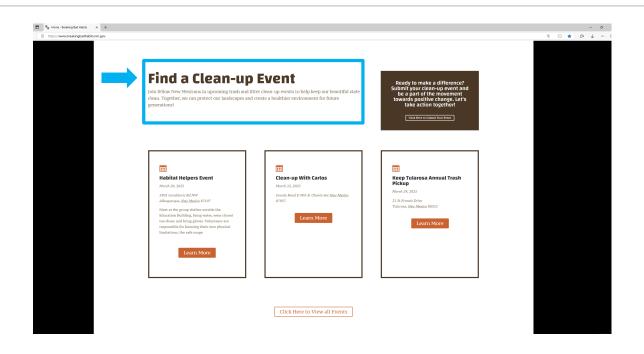
www.breakingbadhabits.nm.gov

Three Ways to Submit an Event

Option 1: Click on 'CLEAN-UP EVENTS'

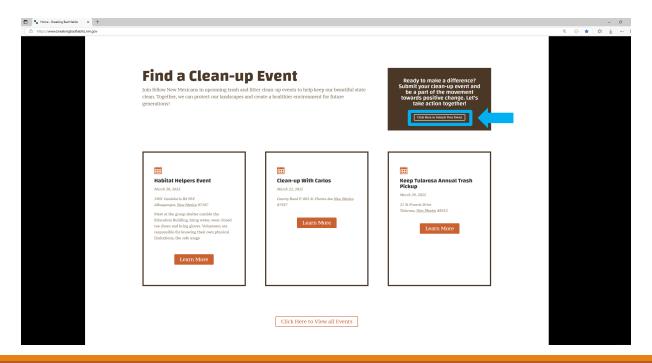


Option 2: Scroll down to 'Find a Clean-Up Event' Section

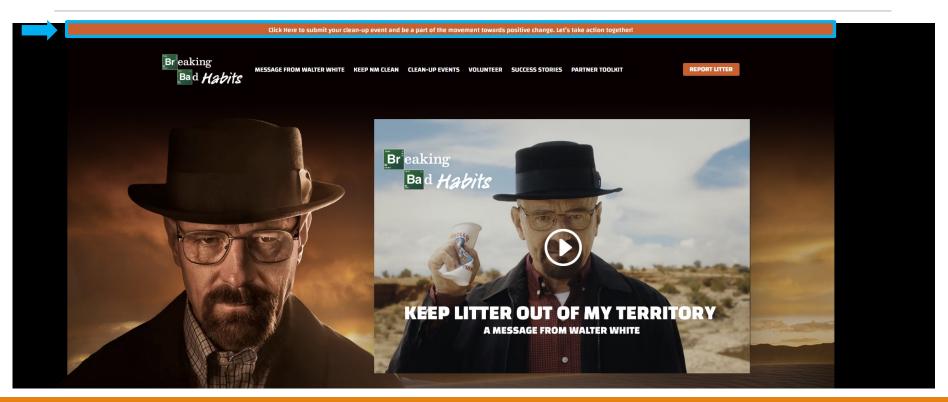


Event Submission

·Click on 'Click Here to Submit Your Event'



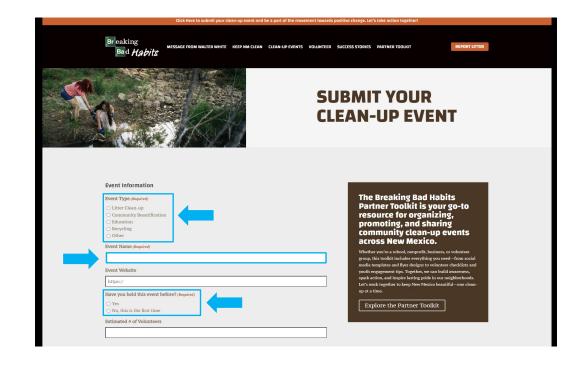
Option 3: Click on 'Click Here to submit your clean-up event and be a part of the movement towards positive change. Let's take action together!'



Event SubmissionFilling out the Form

Event Information

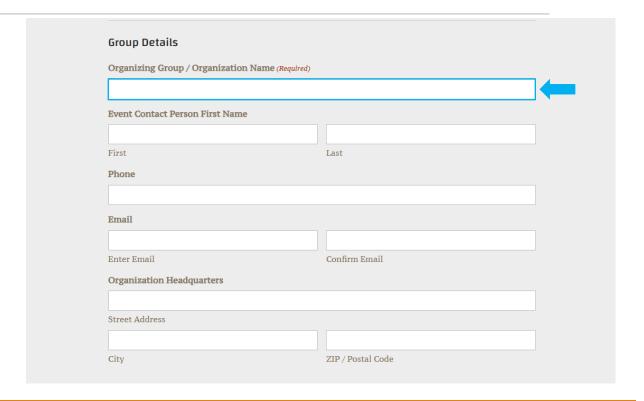
- Event Type (Required)
 - Litter Clean-up
 - Community Beautification
 - Education
 - Recycling
 - Other
- Event Name (Required)
- Event Website
- Have you held this event before (Required)
- Estimated # of Volunteers



Group Details

Group Details

- Organizing Group/Organization Name (Required)
- Event Contact Person First Name and Last Name
- Phone
- Email
- Organization Headquarters
 - Address, City, ZIP



When is Your Event

When is Your Event

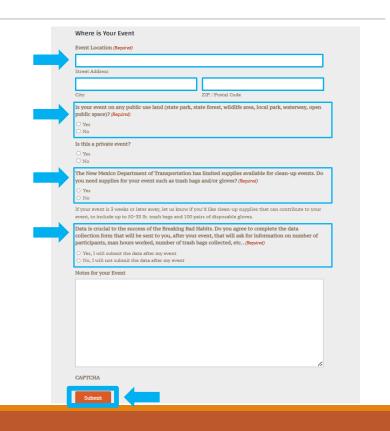
- Start Date (Required)
- End Date (Required)
- Start Time (Required)
- End Time (Required)



Where is Your Event

Where is Your Event

- Event Location(Required)
 - · Street Address, City, ZIP
- Is your event on any public use land (state park, state forest, wildlife area, local park, waterway, open public space)? (Required)
- Is this a private event?
- The New Mexico Department of Transportation has limited supplies available for clean-up events. Do you need supplies for your event such as trash bags and/or gloves? (Required)
- Data is crucial to the success of the Breaking Bad Habits. Do you agree to complete the data collection form that will be sent to you, after your event, that will ask for information on number of participants, man hours worked, number of trash bags collected, etc.. (Required)
- Notes for your Event
- Submit



Breaking Bad Habits: Partner Toolkit

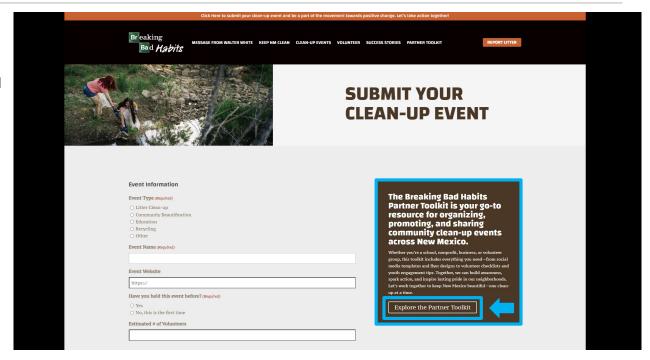
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Partner Toolkit

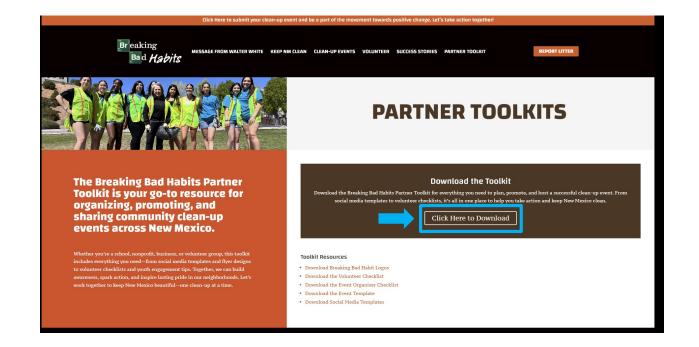
Download the Breaking
Bad Habits Partner
Toolkit for everything you
need to plan, promote,
and host a successful
clean-up event. From
social media templates
to volunteer checklists,
it's all in one place to
help you take action and
keep New Mexico clean.

 Click on 'Explore the Partner Toolkit'



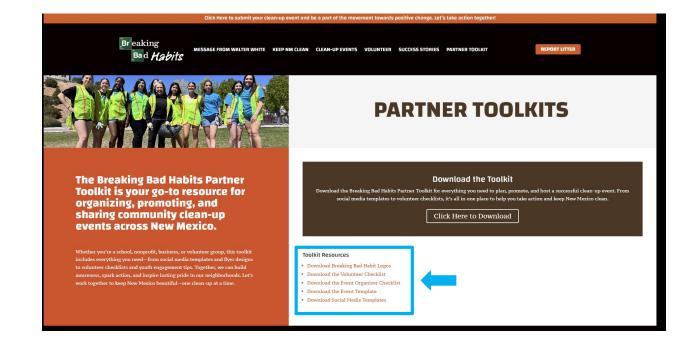
Download Partner Toolkit

Click on 'Click Here to Download'



Partner Toolkit Resources

- Breaking Bad Habits Logos
- Volunteer Checklist
- Event Organizer
 Checklist
- Event Template
- Social Media Templates



For C&B Partner Assistance:



CHANTAL SANDOVAL

Clean & Beautiful Program Manager Chantal.Sandoval@td.nm.gov



DELANA DU

Clean & Beautiful Management Analyst Delana.Du@td.nm.gov