

## More general informaion sources continued

### Campaign to Protect Rural England

A guide to organising a community clean up.  
<http://www.litteraction.org.uk/downloads/OrganiseCleanUp.pdf>

### My Community Starter

A Zurich Insurance Plc initiative, created in association with specialists from legal, health and safety, risk management and volunteering backgrounds. The toolkit seems easy to use and goes through a series of online questions. It gives guidance on health and safety, insurance, planning and legal issues and creates a personalised toolkit pack for you. It is suitable for smaller groups, not for registered charities or organisations already running large events.

<http://www.communitytoolkit.co.uk/>

### Keep Britain Tidy (KBT)

Are an environmental charity and the anti-litter campaign for England. This section of thier website has information on how to get involved in KBT events. They also have a 'community toolbox' which has ideas on funding, inspiration and information on what others have done and details of useful organisations.

<http://www.keepbritaintidy.org/GetInvolved/Default.aspx>  
<http://www.community-toolbox.org/>



Write to us care of: BEE, Meersbrook Park  
Brook Road  
Sheffield  
S8 9FL

Tel: 0114 273 4221

Email: [info@sheffieldenvironment.org](mailto:info@sheffieldenvironment.org)

## About Sheffield Environment Weeks

### A potted history

Sheffield Environment Weeks started as a day of activities in 1984. It was a national event run by the Civic Trust and sponsored by BT. Voluntary groups could apply for grant funding to put on events. Sheffield regularly obtained funding to put on a programme of events.

The national event ceased to be but Sheffield's continued and even expanded to a week of events. The voluntary sector ran and organised it up to about 1993, then Sheffield City Council offered a partnership and took on the role of secretariat.

When the week of events became very crowded it was expanded to 2 weeks. But instead of groups spreading out events, more were put on. It went to a month long event in 2002, and a six week event in 2009!

The constitutional aim is: *'To promote the health and wellbeing of Sheffield residents through promoting the work of community groups and organisations who carry out environmental improvements, practical conservation, raise awareness and encourage the local population to participate in environmental practice and environment related activities'*

Sheffield Environment Weeks continues to be run by a committee of volunteers with administration support from Sheffield City Councils Bloom, Environment and Education Section. It is a not for profit voluntary group that fundraise for the production of the programme, the up-keep of the website and the annual launch event.

## Sheffield Environment Weeks

Sources of information for community groups putting on events



[www.sheffieldenvironment.org](http://www.sheffieldenvironment.org)

[info@sheffieldenvironment.org](mailto:info@sheffieldenvironment.org)

## Where to start?

There are a wide range of organisations out there that offer guidance for groups that are thinking about putting events on.

We've had a search around and found a few that we think offer a good overview of what's available, but it's by no means exhaustible.

The advice ranges from how to manage small events like litter-picks through to planning and reviewing large events like street parties or fetes. Take a look through and see what you think.

The guides are exactly that - think of them as frames for you to weave your ideas onto.



### Sheffield Specific Guides

#### Sheffield City Council's

'Guide to organising community events in your local park or green space' is designed for groups who are thinking about or planning a community event in their park or green space and it contains lots of useful information.

<http://www.sheffield.gov.uk/out--about/parks-woodlands--countryside/gettinginvolved/organising-community-events>

Community Partnership Team  
Parks & Countryside  
Meersbrook Park  
Brook Road  
Sheffield  
S8 9FL

Telephone: 0114 273 6884

Email: [parksandcountryside@sheffield.gov.uk](mailto:parksandcountryside@sheffield.gov.uk)

#### Voluntary Action Sheffield

Voluntary Action Sheffield (VAS) is a charity that supports the development of a vibrant, effective and influential voluntary and community sector locally. VAS provides a wide range of services, including specialist support, advice and training voluntary and community organisations in Sheffield.

<http://www.vas.org.uk/>

**South Yorkshire Funding Advice Bureau (SYFAB)** support voluntary and community organisations to get the resources they need. They provide advice, information and training to help South Yorkshire organisations become more confident and self-reliant in fundraising.

<http://www.syfab.org.uk/>



### More general information sources

#### Friends Of the Earth

Essential information on organising events, whether they are small actions or photo opportunities designed to gain media attention; mass demonstrations and rallies which provide a focus for lots of people to get involved; or conferences and seminars where participants meet face-to-face to share ideas.

[http://www.foe.co.uk/resource/briefings/organise\\_events.pdf](http://www.foe.co.uk/resource/briefings/organise_events.pdf)

#### Voluntary Organisation Development Agency

VODA is a registered charity providing advice, training, information and support to volunteers, voluntary and community groups. They work locally, regionally and nationally to promote the value and needs of the voluntary and community sector. This PDF was produced by North Tyneside VODA.

[http://www.voda.org.uk/cms/assets/files/8\\_7%20community%20event.pdf](http://www.voda.org.uk/cms/assets/files/8_7%20community%20event.pdf)

#### Safe Child

This American guide is about putting on an event to raise awareness about preventing child injury, but contains information that can be easily adapted for any community event. A comprehensive guide to putting on larger events, with ideas for partner working.

[http://www.cdc.gov/SafeChild/images/Safe%20Child\\_Event%20GUIDE-a.pdf](http://www.cdc.gov/SafeChild/images/Safe%20Child_Event%20GUIDE-a.pdf)