

# Cathy Fifield

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July 9, 2007

United Church of Christ  
United Evangelical Church  
3200 Dillon Street  
Baltimore, Maryland 21224  
ATTENTION: Mr. Harvey Jacob, President

## **REF: PROPOSAL CLEAN UP WEEK**

Dear President and Church Council Members:

To some, it is an on going process. To others, it is a matter to ignore. To our Church community, I feel it is an area that needs to be approached. I am referring to organizing a clean up week for our Church and its various areas. Below, I have outlined a method I think may help us identify, inventory, de-clutter, and discard numerous objects that occupy space in the Church buildings. This would require some volunteers, some Church officials, and necessary equipment for removal of items.

### **PHASE 1: Identify and Inventory:**

It will require 3 or 4 volunteers and a Church official with the ability to decide to keep, discard or usefulness.

Volunteers would go with Church official, area by area, to sort, record, and tag items for removal, relocation, or discard. This would allow a thorough knowledge of what we possess and a location of same as to its usefulness.

### **PHASE 2: De-Clutter and Discard:**

It will require as many volunteers and Church officials as possible, plus the removal equipment. Once **Identity and Inventory** has been achieved, you need to **De-Clutter and Discard** depending on what is found on **Phase 1**. Removal equipment may be as simple as volunteers with pick up trucks, or, **1-800gotjunk** for removal, or a roll off trash hauler. Some metal objects may be recycled for scrap (cash) to offset the cost of snacks and drinks for the volunteers or equipment.

## **Cathy Fifield**

I have spoken with a few people that have expressed an interest in pursuit of this project. Many exacting details would be worked out by the small group of project managers to try to make this flow smoothly. I do have some further thoughts on how to proceed, but wish to ask for your interest and input before initiating contacts.

This is an extremely simple outline for a large undertaking. Yet, every trip starts with a first step. This proposal is that step. Without your co-operation, nothing would be started or accomplished. I am fairly amenable to whatever would get this project going. Hopefully, the time is now.

I would appreciate the Council considering this proposal, and for any help, assistance, and suggestions the Council could offer. Hoping to hear positively from you soon.

Sincerely,

Cathy Fifield