

## Keep Pennsylvania Beautiful

### Admin and Program Dates & Deadlines for Affiliates

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- Items marked with an asterisk (\*) are required.
- All affiliate documents and resources can be found [here](#).
- All programming materials can be found [here](#).

## OCTOBER

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### Affiliate Admin:

October 1-31: Fiscal Year End Reporting for affiliates in good standing. Including but not limited to:

- Pay Affiliate dues invoice\*
- Complete affiliate online report\*
- Complete affiliate online survey\*
- Report on any outstanding Minigrants\*
- Review affiliate profile doc and affiliate directory to ensure everything is accurate\*
- Affiliate Awards open: start to think about who you will nominate for your Volunteer of the Year, Steward for Tomorrow, and/or Community Partner

### KPB Programming:

- Attend and/or promote our Annual Conference: Typically held Mid-October
- Litter Hawk Youth Award program is open, promote and/or host an event
- Young Ambassadors are settling into the program. Affiliates with Young Ambassadors in their area will be connected with them.

## NOVEMBER

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### Affiliate Admin

- November 1-15: Affiliate Minigrant Application Open

- Affiliate Awards open: start to think about who you will nominate for your Volunteer of the Year, Steward for Tomorrow, and/or Community Partner, due December 31.

#### **KPB Programming:**

- Pick Up Pennsylvania-fall ends November 30
- Litter Hawk Youth Award program is open, promote and/or host an event

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## **DECEMBER**

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#### **Affiliate Admin**

- Affiliate Award nominations are due December 31
- Pick Up PA Coordinator will request fall program totals (all data from September 1 through November 30)

#### **KPB Programming:**

- Litter Hawk Youth Award program is open, promote and/or host an event

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## **JANUARY**

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#### **Affiliate Admin**

KPB processes affiliate awards

#### **KPB Programming:**

- January 31: Litter Hawk Youth Award submissions due, promote and/or host an event

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## **FEBRUARY**

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#### **Affiliate Admin**

No affiliate admin deliverables due

**KPB Programming:**

- Promote Pick Up Pennsylvania, supporting the Great American Cleanup, and/or register events.

**MARCH**

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**Affiliate Admin**

- March 1-15: Affiliate Minigrant Open

**KPB Programming:**

- A250PA Minigrants open (2026), TBD on exact details and due dates
- March 1 - Pick Up Pennsylvania officially begins. Registered events are eligible for FREE work gloves, safety vests, and trash bags, as supplies last. Promote Pick Up Pennsylvania, supporting the Great American Cleanup, and/or register events

**APRIL**

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**Affiliate Admin**

No deliverables due

**KPB Programming**

- Pick Up Pennsylvania continues: free/reduced cost landfill space available April 1 – 30, registered event participants receive details on participating landfills
- Young Ambassador Applications Open, help promote the program
- Litter Hawk Youth Awards ceremony at PA State Capitol Building - affiliates with a winner in their county are invited, and/or they can request the winner's artwork to host a celebration locally

**MAY**

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**Affiliate Admin**

No deliverables due

## **KPB Programming**

Pick Up Pennsylvania spring ends May 31

Young Ambassador Program Graduation

- Continue to promote the Young Ambassador Application

## **JUNE**

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### **Affiliate Admin**

- KPB Pick Up Pennsylvania Coordinator will request spring program totals (all data from March 1 through May 31)

### **KPB Programming**

Pick Up Pennsylvania is a year-long initiative, but free supplies are only available in spring and fall

- Continue to promote the Young Ambassador Application, applications close early June

## **JULY**

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### **Affiliate Admin**

- July 1-15: Affiliate Mini Grant Open

### **KPB Programming**

No new items for programs

## **AUGUST**

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### **Affiliate Admin**

No deliverables due

### **KPB Programming**

- Promote Pick Up Pennsylvania-fall, supporting The International Coastal Cleanup, and/or register events

## **SEPTEMBER**

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### **Affiliate Admin**

No deliverables due

### **KPB Programming**

Pick Up Pennsylvania-fall begins September 1, supporting International Coastal Cleanup. Registered events are eligible for FREE work gloves, safety vests, and trash bags, as supplies last.

### **Ongoing Affiliate Perks:**

Affiliate webinars will be offered throughout the year, with dates announced in advance.

### **Ongoing KPB Programs to Feature and Promote**

- Litter Free School Zone
- Land Stewards/Adoptions
- Open Your Eyes to Litter books (affiliates can request books for the cost of shipping, as supplies allow)
- Waterway Stewards
- Illegal Dump Free PA

### **Note:**

- This calendar does not include additional regional grants or other opportunities that may become available throughout the year.
- All dates are subject to change.