



2025 CREEK WEEK CLEANUP CHECKLIST FOR CREW LEADERS

Follow the steps below to ensure a successful cleanup!

In Preparation:

- ☐ Form a *Creek Crew* (a volunteer cleanup group of your friends, neighbors, schoolmates, coworkers, etc.) and register using the Creek Week Cleanup Map to identify your preferred site. If your Crew is larger, we suggest you have multiple entry points to your site, or plan staggered start times.
- ☐ Read and complete Cleanup Program Forms:
 - **Document 2:** Risk and Release Form (to be completed by all *Crew* members during their registration process – you will have some Group forms printed for completion on your cleanup day for walk-up volunteers)
 - **Document 3:** Safety Guidelines (read and discuss with all *Crew* members prior to doing work)
- ☐ Survey your site in advance. Get a lay of the land, see how much work there is to do, make a trash disposal plan (if using the GoCOS! App or website, check in advance to see if your site is in the city's jurisdiction for trash pickup).
- ☐ **Gather any materials that you already have, including gloves, masks, grabbers, buckets, and ask your Crew Members to do the same. This will help keep our event sustainable year after year as our resources are limited this year. A wagon(s) for hauling is helpful.**

Material Pickup/Crew Leader Training:

- ☐ Pick up your Crew materials (or send a representative) during one of these times below.

COS site: El Paso County Maintenance Shop in Bear Creek Regional Park (1802 Creek Crossing St.)

Pueblo site: El Centro Del Quinto Sol Building near Skateboard Park (609 E. 6th St.)

Wednesday, September 10: 3:00 pm - 6:00 pm (COS)

Saturday, September 13: 9:00 am - 12:00 pm (COS)

Tuesday, September 16: 11:30 am - 1:30 pm (COS)

Monday, September 22: 6:00pm - 7:00pm (Pueblo - includes safety training)

***Optional* Crew Leader Training Meeting:**

September 10th, 6:00-7:00 pm

At Bear Creek Regional Office, 2002 Creek Crossing St, Colorado Springs, CO 80905

Day of Your Cleanup:

- ☐ *Crew Leader* should have sunscreen, insect repellent, first aid kit, and water available for their *Creek Crew*. (Not provided by the District)
- ☐ Conduct a safety meeting with your *Creek Crew* to review the safety information (day-of or in advance).
- ☐ Take pictures! We love your *Crew* pics, so be sure to snap a few and share with us (email to creekweeksoco@gmail.com).
 - Before and After Photos
 - Cleanup Crew Action Photos
 - Group photos
- ☐ Use QR Code to share survey links to participants before they leave. Make sure to take your own separate Crew Leader survey.
- ☐ If in Colorado Springs, download the **GOCOS! app** to report suspicious findings, camps, or trash piles for pickup (unless otherwise arranged) <https://coloradosprings.gov/gocos>. Scroll to the bottom search bar, type in “trash”, and select “Creek Week trash collection”. Search for your site - by number or location name - and log information (location, pictures, etc.).

Continuing in 2025: We Need Your Data!

Data collection is an important aspect of this process playing a crucial role in quantifying your hard work and ensuring ongoing support for Creek Week. Additional information can be found on the Creek Week website.

Recording Your Cleanup Numbers:

1. **MANDATORY!** Bring a notebook or use your phone notes app and record necessary information which you will report in the ‘post cleanup survey’
 - Number of full trash bags
 - Strangest littered item found
 - Most common littered item found
2. **Optional** Track Your Trash with **CleanSwell** phone app
We know you are picking up trash – but what exactly are you finding out there? Select one *Crew Member* to collect data as you are picking up, and be part of an international data collection program.
3. **Optional** Be a Biologist with **iNaturalist** phone app
Our watershed is constantly changing. As you pick up trash, have one or two *Crew Members* take pictures of the flora and fauna you find and help add to the local knowledge of our region.

By Friday, October 12th:

- ☐ Be sure you have submitted photos, surveys, and your summary #s to the FCWD Google Drive folders.
 - Photos: Create your own Google Drive Folder with your crew name and date as the folder name, then upload your cleanup photos and group risk and release forms that were manually signed day-of.