

2025 ICC GUIDELINES FOR SITE COORDINATORS

A Site Coordinator is in charge of a **single site** and is responsible for organizing and facilitating the activities that occur at a specific location on the day of the event. Such tasks include the identification of a safe cleanup site, creation of a working group to organize the event, orientation of group coordinators, provision of cleanup materials and supplies, promotion of the event, local sponsorship identification, submission of cleanup report and other tasks.

BEFORE THE CLEANUP

1. [Register online at the website](#). You may send an email to signify your participation (iccpilippines@gmail.com). You will receive an email acknowledging your participation. You may request for an endorsement letter signifying you as a Site Coordinator.
2. [Identify your cleanup site](#). Be sure it's safe and accessible. You might need to obtain permit to access the site for the ICC event (i.e. City/Municipal Government, City/Municipal/Provincial ENRO or Barangay LGU).
3. [Create a working group to help in organizing the Cleanup](#). Make a plan with a timeline and role assignments for the group. Plans will include provision of cleanup materials & tools, snacks, water, weighing scale, first-aid personnel and garbage/trash hauler (check with the LGU), as well as, set-up of the cleanup site on ICC Day.
4. [Hold a Coordinators Meeting](#). Invite Group Coordinators of organizations, companies, schools and clubs for an ICC orientation and discussion of plans and guidelines for ICC Day.
5. [Promote the ICC event](#) through email, social media, website page and tri-media platforms. Print event flyers and post tarpaulins in your area. Sample designs of the tarpaulin and banner are available at the ICC Philippines website.
6. [You may contact local sponsors](#) to support your cleanup (optional).
7. [Finalize all preparation activities](#). Make sure all cleanup materials, tools & other provisions are ready.
 - Cleanup materials (sacks/net bags, data forms, gloves)
 - Cleanup tools (broom sticks, rakes, shovels, scooping nets)
 - Other provisions (water and first-aid / health emergency personnel)
 - Tables, chairs, tents (optional); PA system (megaphone or portable microphone), portable toilet (if available), water for washing, weighing scale
 - Garbage/trash haulers
 - Final ocular survey of the cleanup site to determine proper location of each tent/station (registration, first aid, ICC materials distribution, drinking and washing, sorting of trash)
 - Program for the kick-off and guest to grace the event
 - People assigned to document the event
 - Tarp, banners or signs (to guide volunteers to the site) (see templates at the website)
 - T-shirts (optional) (see templates at the website)
 - Certificates (see templates at the website)

- A layout map of the cleanup area with designated stations for registration, first- aid, washing, sorting, etc. to guide volunteers
8. [Cancellation and rescheduling of the ICC event](#) will be upon the discretion of the local Site or Area Coordinator. Inform Group Coordinators of the rescheduled date.
 9. [Remind Group Coordinators](#) on the basic health and safety precautions.

ON ICC DAY

1. [Before 5 am, set-up areas or stations](#) for the kick-off ceremony, registration, first-aid, drinking, weighing, washing and trash hauling. Mark each station to guide volunteers. Post banners or signs to direct participants to the cleanup site. Cleanup materials (sacks and gloves), trash data forms, ballpens, registration forms and a labeled box for returning accomplished forms must be ready at the Registration/ Receiving Area.
2. [Remind the tasks/responsibilities](#) of persons assigned during the ICC Day event.
3. [During the kick-off ceremony, remind volunteers](#) on health and safety, what to do during emergencies, proper data recording and other do's and don'ts during the cleanup.
4. [Oversee all ICC activities](#) from collecting, sorting to hauling of trash bags/sacks. If possible, debris items that are recyclable such as, glass bottles and beverage plastic bottles are segregated. Make sure the waste hauler takes all the trash away.
5. [Remind the Receiving Area](#) to check returning data forms - if they are properly filled-out and no information missing (such as, site name, name of school and coordinator, weight of trash, number of bags, etc.) — every detail of data is important. If possible, fill the name of the cleanup site ahead so that volunteers will not misrepresent your site. The Receiving Area should have a labeled box for all accomplished data forms.
6. [Give a short thank you message or give out certificates of recognition](#) (if available) to conclude the cleanup event

AFTER ICC DAY

1. [Summarize all data collected.](#)
 - Collect and check data forms submitted by the Group Coordinators, if properly filled out and no information missing. Required information include site name and location; mode of data collection; date of cleanup; total number of volunteers; total weight of trash collected, number of sacks filled and number of filled sacks and total distances covered.
 - Summarize data into the Coordinators Ocean Trash Data Form. Separate the data collected from underwater or watercraft cleanup. Get the GPS or coordinates of your cleanup site at Google Map. Right click on the location and choose "what's here" for the coordinates to appear.
2. [Submission of Data Results.](#)
 - Submit your data results by email or online at the ICC Philippines website.
 - You may submit photos or snapshots of the forms by email provided its
 - readable and complete.

- If you are reporting to an Area Coordinator, furnish him/her the results as early as possible. Send a copy to ICC Philippines for immediate results monitoring.
- 3. [Share your photos, videos and stories](#) about your cleanup event. Post them to social media and website pages. Submit high resolution pictures (>1 MB) to ICC Philippines together with your report.
- 4. [Recognize your coordinators, sponsors and volunteers](#). [Send](#) a follow-up e-thank you letter or can give out your own certificate to appreciate their efforts. Certificate templates can be downloaded from the website.