

2025 ICC GUIDELINES FOR AREA COORDINATORS

An Area Coordinator or Provincial Coordinator is usually responsible for a specific geographic area, province, parish, lake, river, district, region, or town. He is responsible for managing **multiple** (2 or more) beaches/ sites, and works with many different organizations and entities to build volunteers. His tasks is to assist Site Coordinators in the procurement and distribution of supplies and materials, in the event promotion and local sponsorship identification, and submission of data reports from all cleanup sites, among others.

BEFORE THE CLEANUP

1. [Register at the website or send an email](#) to signify your participation (iccphilippines@gmail.com). You will receive an email acknowledging your participation as an Area Coordinator.
2. [Identify cleanup sites](#). Be sure they are safe and accessible. Identify and coordinate with your Site Coordinators.
3. [Hold a Coordinators Meeting](#). Invite Site Coordinators for orientation of new members and to discuss plans and preparations for ICC Day.
4. [Assist Site Coordinators with their ICC preparation activities](#). These include the distribution of cleanup supplies and materials for ICC Day, the promotion of the ICC event and local sponsorship identification.
5. [Follow-up final preparations with each Site Coordinator](#). Make sure all cleanup materials, tools & other provisions are ready for ICC Day.
 - 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
 - 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)
 - 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)
6. [Cancellation and rescheduling of the ICC event](#) due to weather or security concerns will be upon the discretion of either the Area Coordinator or the Site Coordinator.

ON ICC DAY

1. [Check the sites by 5 AM](#). Make sure everything is organized from the setup of stations, distribution of cleanup materials and tools to provisions of first-aid, water and hauling trucks. Banners or signs are posted to direct participants to the cleanup site and stations.
2. [Oversee all ICC activities](#) from collecting, sorting to hauling of trash bags/sacks. Make sure the waste hauler takes all the trash away.
3. [Remind Site Coordinators](#) to check returning data forms - if properly filled-out and secured in a labeled box. Remind them to summarize all data forms collected and submit as early as possible to you or directly to ICC Philippines for immediate results monitoring.

AFTER ICC DAY:

1. [Gather all Coordinator Ocean Trash Data Forms submitted by the Site Coordinators](#).
 - Check if properly filled out and no information/data missing, such as, cleanup site location, totals on volunteers, sacks/bags and weights; distances, etc.
2. [Submission of Data Results](#).
 - Create a spreadsheet of the data collected from multiple cleanup sites. This will be useful for your SWM report or for your Cleanup information drive. Submit a copy of the spreadsheet to ICC Philippines by email
 - You may also submit the summarized Coordinator Trash Data Form by email: iccphilippines@gmail.com or online at the website. Another option is to send snapshots of the form (front and back pages), provided it is clear and complete
 - Separate underwater and watercraft data.
 - Deadline of submission is until the end of December 2024 by Email or Online at the ICC Philippines website.
3. [Share your photos, videos and stories](#) to your social media or website. Submit high resolution pictures (>1 MB) and videos, and stories about your ICC even to ICC Philippines together with your report.
4. [Recognize your coordinators, sponsors and volunteers](#) with a follow-up e- thank-you letter or certificate. You can give out your own certificates or templates can be downloaded from the website.