

GREAT SIERRA RIVER CLEANUP
COORDINATOR & SITE CAPTAIN MANUAL

# **Cleanup Coordinator Timeline**

April – through summer	Organizations sign up to lead a cleanup	
May-June	Request supplies from California Coastal Commission link.	
End of May	Send media packages to school districts to recruit students before the end of the school year and continue recruiting in early September once next school year starts	
July	Attend the GSRC Information Meeting or watch the GSRC Information Meeting recording.	
August	Arrange cleanup site(s) and, if needed, establish meeting point(s)	
August 15	Submit cleanup leads and sites to GSRC to include for location map	
August-Cleanup Day	Send media package for outreach (distribute flyers, issue press release, etc)	
Ongoing	PRE-REGISTER and assign volunteers to specific sites, if multiple locations. Include liability waivers during registration.	
August 15 – mid-September	Hold Site Captain meetings & organize Cleanup day logistics	
Cleanup Day	Greet volunteers, safety talk, host cleanup, take lots of photos.  Volunteers use the Volunteer Data Forms to track the litter they pick up (this is very important). Print this form and bring enough for each pair/group to use.	
After Cleanup	Site captains collect all Volunteer Data Forms and compile all of them onto the Site Captain Summary Sheet. Email the Site Captain Summary Sheet to greatsierrarivercleanup@sierranevadaalliance.org AND rebecca@sierranevadaalliance.org by 1 pm.  If you're not able to email, try texting a photo of the Summary Sheet to (775) 971-8018.  Select 5-10 of the best photos from your event and drop them in the Google folder with your group's name on it.  We're looking for smiles, people working, people having fun, families and friends together, unique trash, lots of trash, pictures of the water, etc. Before and after photos are great!  The liability waiver includes a photo release, so be sure that all participants have signed this form so that you can use their images for publicity purposes.  If possible, title the photos so that they can be easily identified with the date of the cleanup, name of the group, and photographer's name.	

	Celebrate your success with your staff and volunteers! Don't forget to thank your volunteers.
By October 15	Site captains scan and send waivers directly to the California Coastal Commission.
	Site captains compile all <u>Volunteer Data Sheets</u> on to the <u>Site Captain Data Form</u> . Scan and send these forms to the Ocean Conservancy.
	If mail is preferred, the address is on the bottom of the volunteer data collection form.
By October 31	Assess surplus supplies
	Complete SNA's event evaluation form (we'll send this to you).

## SAMPLE DAY-OF-CLEANUP TIMELINE

## 7:45 - 8:00 am - Arrive at meeting point(s) to set up

#### Bring:

- Tables
- Food, drinks, if needed: ice
- Site signs that captains hold up (so volunteers can find their Site Captain easily) (if applicable)
- Site volunteer lists
- Sponsor thank you signs
- Extra waiver forms and pencils
- Extra data collection forms
- Extra trash and recycling bags

## 8:30 am

- Volunteers arrive to meeting point(s) and separate into their groups (if needed)
- Help volunteers get oriented
  - Not pre-registered: help them sign in and have volunteers sign waivers
- Provide snacks to volunteers
- Welcome and thank everyone for coming
  - Remind them about any post Cleanup party/celebration (If applicable)
  - Safety talk (if your already at a clean up site) and point any off limit areas
    - (If already at a site) distribute data forms, pencils, and clean up supplies
    - Tip: pair up so one person picks up trash and the other tallies

## 8:45 am - (If multiple sites, and only one meeting point) All depart for their sites

## 9:00 am - (If multiple sites, and only one meeting point) All Site Captains meet volunteers at their sites to:

- give safety talk (if it hasn't been given) and point out any off limit areas
- distribute data forms, pencils, gloves & bags
- give instructions for data forms
  - Tip: Pair up to help with data collection

## **9:15 am -** Set up Post Cleanup celebration party (if applicable)

11:30 am - Volunteers give back their data forms, site captains tally data sheets and send to coordinator

Coordinator tally all data on one form to send to SNA

## 12 pm

- Retrieve all supplies
  - organize into pre-labeled boxes
  - waivers & data forms into envelopes with site names
- Finish tallying info to report to SNA

**1:00 pm** – If you haven't done it yet, send SNA all the data information. Remember to keep a copy of all the forms or record the data so that you can compare numbers for the following year.

# **Cleanup Day Supply Checklist**

suggested list of useful items

- Clipboard with all the needed info - List of volunteers - Data Forms (English & Spanish) with important phone numbers - Pencils - Liability Waiver Forms - Raffle Tickets (if doing a raffle) - Gloves - Trash Bags - Trash Pickers - Buckets - Scale - Recycling Bags - Posters - Promotional Items - T-shirts - First Aid Kit - Sign-in table - Folding chairs - EZ UP - Signage - Sunscreen - Hand sanitizer - Snacks - Water - Prizes (if doing a raffle) - Tape, Scissors, Clipboards, Paper, and Paperweights - Banner and other organization literature - Calculator - Envelopes to easily collect data cards	GENERAL SUPPLIES FOR SITE LEADERS (in pre-packed bags)	REQUEST VOLUNTEERS TO BRING
	<ul> <li>Clipboard with all the needed info</li> <li>List of volunteers</li> <li>Data Forms (English &amp; Spanish) with important phone numbers</li> <li>Pencils</li> <li>Liability Waiver Forms</li> <li>Raffle Tickets (if doing a raffle)</li> <li>Gloves</li> <li>Trash Bags</li> <li>Trash Pickers</li> <li>Buckets</li> <li>Scale</li> <li>Recycling Bags</li> <li>Posters</li> <li>Promotional Items</li> <li>T-shirts</li> <li>First Aid Kit</li> <li>Sign-in table</li> <li>Folding chairs</li> <li>EZ UP</li> <li>Signage</li> <li>Sunscreen</li> <li>Hand sanitizer</li> <li>Snacks</li> <li>Water</li> <li>Prizes (if doing a raffle)</li> <li>Tape, Scissors, Clipboards, Paper, and Paperweights</li> <li>Banner and other organization literature</li> <li>Calculator</li> </ul>	<ul> <li>Appropriate shoes for the site</li> <li>Reusable water bottle</li> <li>Reusable bucket</li> <li>Hat</li> </ul>

## Site Captain Package

## PART ONE: SAMPLE SITE CAPTAIN INSTRUCTIONS

Give these to each Site Captain and go through these instructions with them at Site Captain meeting.

Thank you so much for being a Site Captain for the Great Sierra River Cleanup!

Site Captain Name:
Site:
Sierra Nevada Alliance contact cell number:
Trash Pickup Area(s):

## All volunteers should bring:

Trash Pickup Agency:

- Reusable water bottles
- Snacks (if needed)
- Good work gloves (we will provide disposable ones, too)
- Sunscreen
- Good walking/hiking/river shoes
- Hat
- Reusable bucket for trash pickup

## Site Captains will be supplied with:

- Extra liability waivers & pencils EACH person must print name, full address, phone number, and sign name. Minors under 18 MUST have a parent sign.
  - Those pre-registered should have already done a waiver online.
- List of participants
- Garbage & Recycling bags
- First Aid Kit limited you may want to bring your own kit!
- Raffle ticket(s) for each participant (if applicable)
- Site form for site data
- Data forms & pencils
- Buckets for picking up glass
- Extra gloves
- Raffle tickets one for each volunteer on list

#### Safety:

- Have everyone sign waivers families CANNOT sign as one
- Warn about possible dangers water, rocks, sharp pieces of trash, poison oak, snakes
- If you pick up food, make sure it goes in any pre-existing garbage cans that might be there, or that it is wrapped well so that animals do not get in it before bags are picked up.

If you do come across any questionable items like needles, tampons, condoms, etc., please do not allow children to pick up. If you have an agency representative there (State Parks, BLM, USFS, etc.), please let them

handle it. If not, as the Site Captain you should please carefully wrap items & put in a bag. Needles need to be disposed of separately (please give them to agency members if present or Coordinator.)And, know of any off-limit areas at your site and communicate to volunteers.

## Site Captain Responsibilities:

- Most Site Captains will meet their groups at XXX, unless prior arrangements are made to meet at your site. Captains will figure out carpooling with participants and proceed to the site.
- Make sure waivers are completed by each participant. Please make sure participants have time to read the full waiver text.
- (If applicable) make sure each volunteer receives ONE raffle ticket. The volunteer will take ONE side of the ticket and the OTHER side will be handed in after the clean up.
- Divide up volunteers to different sections of the site to clean up and tell them where to leave trash.
- Make sure volunteers fill out data sheets this can be done with people dividing into pairs.
- Be responsible for bags and first aid kits.
- Make sure photos are taken.
- Make sure recyclables are consolidated in their own bags and volunteers know to do this.
- Consolidate all trash in one central location for pick-up.
- Be aware of the safety of the group and call 911 and then Cleanup coordinator with any emergency. Bring a cell phone, if possible.
- If applicable, invite group to post-Cleanup celebration (INCLUDE DIRECTIONS to pass out to volunteers)
- Compile all data from VOLUNTEER DATA FORMS onto your one SITE DATA COMPILATION FORM at the end of the Cleanup and return to Cleanup Coordinator asap.
- Keep all data forms and waivers on file.

## Thank you for being a site leader!

The Great Sierra River Cleanup is held in partnership with Coastal Cleanup Day and serves to promote good stewardship on waterways from the source to the sea!

#### PART TWO: SAMPLE SITE CAPTAIN MEETING

#### Preparations

- Prepare agenda for the meeting.
- Purchase drinks, snacks, ice.
- Prepare paper goods (plates, cups, napkins).
- Order pizza/sandwiches if needed.
- Email/call all site leaders to confirm the number of attendees.
- Prepare site lists to give them.
- Complete all bags containing materials for their sites: data forms, pens/pencils, trash and recycling bags, first aid kit, waivers, raffle tickets with baggie, clipboard, list of participants and water jugs.
- Prepare any "swag" items.
- Take photos of the meeting.

## Meeting Agenda

- Welcome and thank-yous
- Introductions name, number of years site leader, favorite thing about the event. Each Site Captain should sign in (have a form ready) with name, cell phone, address, email.

- Verify each leader's site information have them review and make sure you don't need to change
  anything when you call volunteers to confirm attendance. Verify who is meeting at the central location
  and who is not.
- General info shared and review schedule, timeline
- What time to call in
- When to bring items back by
- Review data forms and all other forms
- Find out who will be meeting at the central location to give them their final volunteer lists or who needs the list sent by email in advance.
- What questions do they have
- Thank them again

NOTE - you may need to meet individually with some Site Captains to go over specific instructions/concerns about their site

## PART FOUR: ORIENTATION & SAFETY TALK SCRIPT

given by Site Captains to volunteers at their Cleanup sites

Welcome to the Great Sierra River Cleanup! This event is part of the Coastal Cleanup Day which started in 1985, and is the largest volunteer event in the state! You are the most important part of this effort. You're going to be spending the next few hours cleaning up the trash that has accumulated over the past summer. All of it poses a threat to our river environments and the animals, fish and birds that live here, so do your best to pick up everything you find that's man-made.

Everyone should have filled out a waiver form already. Has anyone not filled out a waiver? (IF ANYONE HAS NOT SIGNED A WAIVER, GIVE THEM A FORM TO FILL OUT.)

Here are some safety rules for you to follow as you take part in the Cleanup:

- Do not go near any large drums. They are potentially filled with chemicals.
- Wear a glove on the hand you're picking up trash with and closed toe shoes at all times, and have clothing and sunblock to protect you from the sun.
- Don't lift anything too heavy; when in doubt, don't try!
- Don't touch or pick up dead animals, or attempt to move injured animals. Make your Cleanup captains aware of the animals and where they are.
- Don't pick up syringes, needles, or any sharp objects. Mark the area and notify the Cleanup captain or local official of their location.
- Always stay in teams of at least two.
- Avoid overexertion, sunburn, heat exhaustion, and dehydration. When in doubt, come in early.
- All children need to be supervised by an adult at all times.

## WHAT TO PICK UP

We pick up only human-created matter (plastics, metal, glass, Styrofoam, etc.). Natural debris (algae, driftwood, etc.) is part of the natural system we are working to restore and should be left alone. Avoid disturbing plants and animals. Most of the trash out on the river is small, so keep your eyes out for smaller pieces of trash. Look in rock crevices and sift through sand to find more!

A word about the recycling bags – the recycling bags are for cans and bottles only. Nothing else you find at the river today can be recycled, so please only deposit cans and bottles in the recycling bag. (Please edit this part of the script based on what can be recycled in your community.)

## HUNTING SEASON SAFETY TIPS (IF APPLICABLE)

- If you think that your Cleanup is close to a deer-hunting area, please take note of these tips:
- Wear orange clothing such as hats, vests and pack covers. White and brown are poor color choices for
  deer season since many hunters will be looking for the white tail of a deer. If you have your dog with you,
  get them an orange collar, vest or something reflective. A bell on the collar is also another good idea as
  it will not only protect your dog from hunters but will also scare away bears and bobcats before your
  dog has a chance to interact with them.
- Make noise by carrying on conversations with others, the woods or yourself. Sing songs, whistle or play
  the harmonica. Stumble and crash your way through the woods, and do anything to let others know
  you're coming. If you hear gunshots, yell out to let hunters know where you are.

## WATER SAFETY CLEAN UP TIPS (IF APPLICABLE)

If you are using kayaks, dinghies, inflatable boats, rowboats, rafts or paddleboards to pick up trash, please take note of these tips:

- Do data collection on-shore, not on the water. Concentrate your efforts on collecting trash and recyclables first. Bring the collected trash to the meeting location and then catalogue data for data cards.
- Work in teams. The person in the watercraft will collect trash and recyclables and his/her partner on land will receive the trash and do the data collection. The shore-side volunteer can also collect trash while waiting for the watercraft.
- Remember to encourage on-the-water Cleanup volunteers to wear life jackets at all times.
- No one should ever leave children unsupervised around the river or creek.
- Only pick up human-created matter (plastics, metal, glass, Styrofoam, etc.). Natural debris (algae, wood, etc.) is part of the natural system we are working to restore and should be left alone. Avoid disturbing plants and animals. Much of the trash you will find is small, so keep your eyes out for smaller pieces of trash. The smaller pieces can be mistaken for food by aquatic animals.
- Please Wear Your Life Jacket! Please encourage Great Sierra Cleanup Day participants conducting on the water Cleanups to wear life jackets at all times. Life jackets are the proven number one way to save a life in the event of a sudden, unexpected capsizing or fall overboard. For more information about life jackets, visit: http://www.dbw.ca.gov/Boaterinfo/LifeJacketinfo.aspx/LifeJacket.aspx
- You may also want to check the following video about important safety information for paddlers: http://vimeo.com/7725540 (American Canoe Association)

## **Sample Work Plans**

#### **WORK PLAN 1**

Ongoing: Distribute volunteer forms for Cleanup Day at all relevant events such as Earth Day (April) and at all presentations to community service clubs.

Late July: Mailing of a volunteer letter to past Cleanup Site Captains and volunteers to request their participation and organization of volunteer groups again. Follow up letter with phone call.

Late July: Mailing of a volunteer request letter to selected community groups and individuals explaining Cleanup Day and requesting they join our Cleanup groups or start their own. Follow up with phone calls.

Late July: Mailing of food/drink donation requests to local businesses. Follow up with phone calls. Mid-August: Creation of an initial Cleanup press release/fact sheet for distribution to all area media, including newspapers, radio, and television. Start social media campaign.

Early September: Site Captain Meeting. Distribution of materials. Explanation of Cleanup Day logistics and reporting procedures. Follow-up as needed with those unable to attend.

Early September: Contact with local environmental reporters for preparation of both pre- and post-Cleanup Day articles in local newspapers. Contact with local radio and TV to set up on-air appearances.

Mid September: Appearances by Program Staff, Board members, and/or Cleanup Site Captains on local radio and TV stations. Presentations to local service groups as requested.

Two Weeks and One Week before Cleanup Day: Placement of Cleanup Day display ads in local newspapers to announce the day and recruit volunteers.

Cleanup Day: Do the Cleanup and submit initial data by phone to the SNA.

As Requested by SNA: Submit additional follow-up data to SNA.

Late September/Early October: Send thank you letters and Certificates of Participation to volunteers.

#### **WORK PLAN 2**

6 Months - Year Ahead

- · Reserve Park for the Volunteer Party
- Order all supplies for the event. See old forms to see how many to order.

#### 3 Months Ahead

- Secure two free 3 X 5 Ads from the local newspaper. Determine what dates to advertise and find out specs to complete the ads.
- Secure music and determine the fee to pay them.
- Confirm all Site Captains and let them know the date of the site leader meeting.
- Secure larger sponsors: e.g., Clif, Odwalla
- Secure all sponsors and donors before making posters.

#### 1-2 Months Ahead

- Start social media campaign to promote event and gather volunteers.
- Meet with membership team to discuss membership strategy, e.g., free ice cream with memberships purchased at cleanup party?
- Set up all sites with Excel spreadsheet to fill in names.
- Send out postcards via mail house to our database for people in the local area.
- Set up interviews with radio stations for the 2 weeks before the event.
- Secure underwriting with radio for the week of the event. Interviews the week before the event and therefore there's coverage for two weeks.
- Write a press release to put onto the website.
- List the Cleanup sites onto the website for people to review.
- Liquor license completed.
- Letters to all agencies to alert them to the trash pickups that they will be helping with.
- Call all agencies to confirm all details of each site pick up.
- Call the waste company/landfill to get free dump delivery.
- Confirm with the meeting place to have parking there for the start of the event.
- Email blast to our members and other members of other groups.

#### 1 Month Ahead

- Review all old evaluations.
- FINALIZE ALL SITE CAPTAINS.
- Make all signs for everything at the meeting place and party location.
- Mail out postcards to local members/residents and regional areas.
- Posters up two weeks in advance with all donors on them.
- Confirm all trash pick ups and note on site leader forms.
- Look at last year's event inventory form and assimilate into all docs to implement.
- Review which sites have people going to the meeting place and which go to their sites.
- Put together an agenda for the Site Captain meeting.
- Put together bags containing site materials for the Site Captain meeting site leader bags and any gifts for them.
- Contact Board to come and support the event.
- Invite the County Board of Supervisors and city councils.
- Figure out the kids area at the party: bubbles, bouncy house? art?

#### One Week Ahead

- Hold Site Captain Meeting.
- Confirm all staff for their roles.
- Confirm all agencies doing pick-ups.
- Finalize all raffle procurement and get set up.
- Make posters of the raffle items and thank the donors.
- More posters up.
- Set up interviews with radio stations.
- Set up for the local newspaper to do a story.
- Finalize liquor/event form/liquor license.
- Call/get any last insurance forms.
- Deliver ABC alcohol letter to the relevant authority.

- Update poster with new donors CALL all food donors.
- Put posters/cards up everywhere.
- Update all site leader sheets with information from each, including where to put trash and what agency is picking it up. Every item filled in!!!
- Print and update all docs from SNA needed for the event.
- Set up volunteers to come into the office every day next week to help with everything!!!!
- Send out a Press Release.
- How much ice do we need and when do we get it? Check for it?
- Review all the details of the BBQ.
- Pick up food and drink for BBQ.
- Keep track of travel expenses.

## Day Before the Event

- Gather up all BBQ supplies/park supplies so that they are completely ready to go.
- Pick up all fresh food for the event.

#### After the Event

- Thank you postcards to all volunteers.
- Thank you to all sponsors, donors, and raffle item folks.
- Fill out recording forms for SNA within one week.
- Evaluate the event and gather up evaluations from other staff/site leaders/volunteers.
- Thank you to all agencies that assisted with trash/recycling.
- Thank you to all media outlets.
- Record all hours for all volunteers!
- Clean up the office completely.
- Clean up all files and store all ready for next year with samples of publicity, etc.
- Record in calendar for next year when to start (earlier) for preparations, especially the liquor license issue.
- Write Kudos letter for the newspaper include all sponsors, agencies, and volunteers.
- Names of all volunteers, sponsors, donors into newsletter
- Update list of sponsors, media sponsors, donors, volunteers, and agencies helping out for contacting next year!!

## **List of Decomposition Rates**

A fun but illuminating list of decomposition rates of stuff people pick up during Cleanup Day. Enlarge this and put on poster board for use at the Site Captain meeting, the day of Cleanup meeting site, and/or at post celebration. Or use figures in your press releases and reports.

Glass bottle: 1 million years

Monofilament fishing line: 600 years Plastic beverage bottles: 450 years Disposable diapers: 500 years

Boot sole: 80 years

Styrofoam cup: 500 years

Aluminum can: 80-200 years

Tin can: 250 years Leather: 50 years

Nylon fabric: 30-40 years

Plastic film canister: 20-30 years

Plastic bag: 10-20 years Cigarette filter: 1 - 2 years Wool sock: 1-5 years

Plywood:1-3 years

Waxed milk carton: 3 months

Apple core: 2 months Newspaper: 6 weeks

Orange or banana peel: 2-5 weeks

Paper towel: 2-4 weeks

The above information was taken from the Pocket Guide to Marine Debris from the Ocean Conservancy.

## **More Great Cleanup Ideas**

#### Go Green!

The CA Coastal Commission is continuing to push a "BYOB - Bring Your Own Bag" campaign this year to help reduce the number of plastic bags that are made specifically for Cleanup Day (right now they produce 78,000 per year!). Here are some ideas to help with this:

- Be sure to have your Site Captains keep track of the number of people at each site who bring something reusable to the cleanup this includes a water bottle, their own gloves, buckets, and trash bags. This info is recorded on your compilation form and it will go back to the SNC & CCC.
- Buckets are the best and most eco-friendly receptacle for collecting trash (this info will need to be communicated to volunteers when they are told what to bring)
- Use 5-gal. buckets and have central dump stations at each Cleanup site
- Many communities have Public Works departments that have tons of buckets, ask to borrow them for the day
- Ask for bucket donations from restaurants
- Get burlap sacks donated from local coffee shops or grocery stores, they can be washed and reused the next year
- Encourage volunteers to get into teams and share a trash bag
- Encourage volunteers to bring their own gloves work and garden gloves are not only reusable, but they are safer and sturdier when picking up trash.
- Have people in the community donate old gardening gloves that can be used on Cleanup day
- Encourage volunteers to take only 1 glove per person to reduce the number of gloves that are thrown away

But also make your entire event as green as possible - be a model event for your community:

- Use compostable or real servingware or ask that volunteers bring their own servingware
- Serve local, organic food get donations from local farms
- Eliminate plastic water bottles and encourage volunteers to bring aluminum water bottles (and supply water coolers at event)
- Offer recycling & compost stations at event have clear signs to remind people where their waste goes/what bins to use
- Encourage carpooling/cycling/walking/mass transit
- Save paper, use recycled or compostable products
- If you have any vendors at the Cleanup, ask them to respect your green practices
- Invite your local recycling department to speak
- Make sure volunteers understand to separate all trash & recyclables when cleaning river

#### Other Ideas to Consider

- If you are an AmeriCorps Site Coordinator, include Cleanup manual and plans in your Legacy Binder
- Can you make the Cleanup a year round event? Educate and build stewardship year round. Pack it
  in/pack out, stewardship volunteers throughout summer teaching river users, etc. Volunteers hand out
  trash/recycling bags to recreator s. PR plan throughout the summer/year to educate and minimize
  trash.

- Post your Cleanup to the Sierra Nevada NG Geotourism site. This may help you get more volunteers. http://www.sierranevadageotourism.org/participate.php (See separate sheet on how to post to this site).
- Consider endorsing the CA Children's Outdoor Bill of Rights Info, which is linked to the GSRC concept. The site is located at <a href="https://calroundtable.org/childrens-rights">https://calroundtable.org/childrens-rights</a>

## How to a Create a Google Volunteer Registration Form

Creating a Google Docs Volunteer Registration Form for the Great Sierra River Cleanup

It's easy for coordinators to create an online volunteer registration form for cleanups, saving time that would be used for follow-up calls and emails related to registrations. The form also allows you to collect contact information and record volunteer hours after the event; it even helps with sending out thanks. It can be edited, and updated information can be added to your cleanup website. Additionally, having all of the information posted to a website gives volunteers the details they need to be prepared for the event.

Here is a simple outline of the steps to set up the Google Doc and the registration process:

- Create a Gmail account.
- Click on the Apps icon.
- Click on the Drive icon.
- Click on the Create tab.

Create a new Google Form (located under "More" in the dropdown menu).

- Create questions for your form (see example below).
- By selecting the "Add Item" icon, you can insert new questions into the form
- Note that you can select different "Question Type" options. For this form you will use the "Text" or "Paragraph Text" selections (and a couple of "Checkbox" questions).
- In the "Advanced Settings" option, you can specify what types of answers respondents can include (such as requiring a text/number response for certain questions, depending on the nature of the question).
- On your website, include a page that lists all of the relevant public information about the event.
- Include a PDF with descriptions of all of your cleanup sites, including special information about each site and directions to each site.
- Embed the form into your website (see example below).
- Check the responses in your Gmail account weekly to copy and paste registrants' information into each site's individual lists, if you have more than one site.

#### **EXAMPLE OF FORM AND RELATED TOOLS**

Responses will be automatically listed in a simple spreadsheet for tracking purposes. All responses will be saved in the Google Drive, and will appear as a separate icon next to the form. They will appear as two adjacent icons in your "My Drive" (see below):

You may also change the view of 'My Drive' by clicking on the 'List View' option at the top right side of the page. This is the spreadsheet that is generated to track responses. To send the link to potential volunteers, you would use the Send Form link in the upper right hand corner.

Click on the icon and a window will pop up (below). You can enter your list of volunteer email addresses in the box below and then send the link to your list. To embed the form into a webpage or email, simply copy and paste the URL of the form to your text (you may also hyperlink it).

#### **EXAMPLE OF WEBSITE WRITE-UP**

#th Annual Great Sierra River Cleanup [put in site or river, lake, etc.]

Great Sierra River Cleanup Registration Information Thank you for your interest in helping to clean and restore the (insert river/site name here) on:

Saturday, [DATE] 9 am - Noon

With about 80% of the debris on the coast originating from inland water sources, you will also be helping to keep trash off the coastal beaches.

What to expect for the Cleanup sites

All participants should arrive at their site by 9 am and be ready to work. A site captain will be at each site to sign you in and distribute supplies. Captains will provide latex gloves, trash and recycling bags, data cards, pencils, a safety briefing, and directions on where to clean up at each site.

Please bring the following:

- Closed-toe shoes
- Work gloves
- Sunscreen
- Filled water bottle and snack
- Reusable bucket if you have one
- Work clothes

#### Waiver Forms

A waiver form is required by each person participating in the cleanup. You may complete the waiver form at your site upon arrival. However, participants under the age of 18 must have a parent or guardian sign as well. Therefore, we recommend that you download the form at this link (insert link here) and bring the signed form to the cleanup site. If you are participating as a group of minors, such as a Girl or Boy Scout Troop, please have volunteers' parents sign the forms in advance as the leader may not sign for the troop.

Great Sierra River Cleanup Site List

Click on this link (insert link for site and directions) to download a list of this year's cleanup sites, as well as directions to the sites. Please review the site list to see if there are any special issues regarding the site you have chosen. Some sites are more appropriate for children, while others require extra hiking to the location or have other situations not appropriate for small children.

Picnic lunch or appreciation BBQ (this is not required, but you could add information below if your group chooses to have something after the cleanup.)

Thanks for registering!

If you have any questions, please contact (insert contact name and info) Embed link to Google Doc or your registration page