



Waterway or Beach Clean-up Planning Worksheet

Research possible areas, the best ways to access them, and differences in specific zones. Consider items to check into.

- ☐ Depth of the waterway - and the strength of currents in certain areas
- ☐ Research tides and the best time of day to clean up more of the beach.
- ☐ Consider types of cleaning tools that might be effective for sifting trash out of the sand.
- ☐ Check into any possible environmental issues and possible weather-related risks like flood zones where flash floods have happened in the past.
- ☐ Conduct an onsite visit.
- ☐ See how easy it is to access trash without putting participants in harm's way,
 - ☐ The soundness of the banks, leaves, or rocks that people might slip on
 - ☐ Poison oak, what will it look like at that time of year to better identify
- ☐ Some cleanups are done from kayaks, so access the type of transport that is reasonable for participants that are not new to the method of getting around
- ☐ Reach out to a local conservation organization to find out if they can suggest a good waterway to clean and the best season to be cleaning it.
- ☐ Is access close enough to where the trash bags will be hauled so that trash bags don't become too burdensome to remove safely?
- ☐ Is there enough trash for people to access in the time allowed for the event
- ☐ File for a permit with all appropriate jurisdictions: city, county, state, forest service, parks, and recreation departments, etc., to hold the event in the area you are planning to clean.
 - ☐ Find out if they will haul away the trash bags for you.
- ☐ Assess the risks of the area you choose and seek legal counsel as needed.

Homework notes: _____

Access funds or materials needed. Consider collaborations or sponsors for acquiring needs and support before booking

- Consider approaching a local organization that has a place to host the event and suggest holding the event there for a small entrance fee to act as a fundraiser.
 - There is a general collaboration letter template as part of the kit.



- Check in with state and local nonprofits to find out if there are any organizations that generally support local clean-ups, help get out the word, and keep track of how much has been collected.

Homework notes: _____

Plan on a dumpster, an area to park it, or access other available dumpsters

- ☐ Plan what dumpster you will be able to take your trash to. Check costs if you need to rent one, and make sure you have permission or permits to have a dumpster parked for the day of the event.
- ☐ Plan on calculating the amount of trash collected or ask the dumpster company to weigh the contents and contact you with the amount

Homework notes: _____

Plan supplies needed:

- ☐ Plan for tools needed for picking up the trash and hauling the trash
 - ☐ Trash grabbers, work gloves
 - ☐ Can you rent them, purchase them, or ask participants to bring them
 - ☐ Suggestions are to bring extra work gloves for people who forget to bring their own
 - ☐ Trash bags, what thickness of bags will hold the types of material that you will be hauling? Make sure you've budgeted for all of these expenses or are clear about what you want your participants to contribute or bring with them.



- ☐ From the suggested data, the average size of cleanups is 27 people and 2-3 bags per person. So with that calculation, then having 50 - 80 bags just to be safe is a good idea
- ☐ Consider some buckets for sharp items

Homework notes: _____

Assess the time needed for planning and length of event:

- Suggestions are 1-2 months ahead or it may be difficult to have people available that haven't already committed to other local events
- Suggestions are to start smaller for first-time events to understand more about the community, amount of dumpsters needed, amount of volunteers that will show up or be needed, etc.

Homework notes: _____

Length of Event:

- Two hours is typically a good length of time for a clean-up unless you have an older, or very young family groups where you may want to keep it to 1.5 hours

Homework notes: _____



Plan on possible dates - pick a date

- ☐ Choose a season when water levels are lower, fall and early winter, and the trash is most accessible above the water level.
- ☐ Pay attention to weather reports to make sure there is no chance of flash floods in those areas
- ☐ Many say that summer is not the best time because it can be very humid, with more bugs, and foliage can hide more of the trash.

Homework notes: _____

Choose a Name for your event.

- Consider naming after an organization for collaboration of sponsorship.

Homework notes: _____

Schedule your event location:

- ☐ Create your event in Eventbrite and share it with a Facebook event page and with other social media platforms.
- ☐ Let your volunteers know what to wear and what tools to bring
 - ☐ Such as boots and tennis shoes, but no open slip-on or high heels
- ☐ Provide personal liability and insurance waivers. Consider having this available to download at your website, Facebook page, or a brick-and-mortar location that you are collaborating with

Homework notes: _____



Inviting people and organizations to attend:

- ☐ Decide how many people you would like to attend. If you would prefer to have a smaller event, then invite a smaller group such as
 - ☐ a local Meetup group
 - ☐ Scout troop,
 - ☐ Local women's or men's group, etc.
- ☐ If you want a larger group, then consider reaching out to other organizations to collaborate and help get the word out without as much advertising
- ☐ Look for a volunteer website that helps solicit volunteers
- ☐ Make sure people would have appropriate boots if there are sharp types of trash that might not be seen when stepping into a shallow water area.
- ☐ Let the local radio and television stations know about the event
- ☐ Consider a social media shout-out from a local influencer or organization
- ☐ Have photo release and liability release forms available for all the would like to participate.

Homework notes: _____

Get the word out. Announce your event. Emailed Invitations for smaller group events. Public event invitations can be sent to:

- ☐ Social media,
- ☐ Local churches,
- ☐ Local schools
- ☐ Parks & Recreation department bulletin boards,
- ☐ University or college bulletin boards,
- ☐ City government contacts
- ☐ Homeschool groups,
- ☐ Send event date to GGL info@gogreenlocally.org to get added to a local event list subscription
- ☐ Libraries,
- ☐ Local clubs (Lions, Optimist, Shriners, ETC.)



Homework notes: _____

If needed - print a small number of event fliers with typed information and QR code:

- ☐ One free source among many for QR codes is <https://www.qr-code-generator.com/>
- ☐ Printing through a local college or university can be at a discounted rate

Homework notes: _____

Consider hosting a pre-event for fun, planning, and building enthusiasm with your event volunteers.

- ☐ Date
- ☐ Location
- ☐ Food
- ☐ Length of event
- ☐ Send out the invitation, and
- ☐ Track RSVPs
- ☐ Plan for back-up volunteers in case anyone has a last-minute cancellation

Homework notes: _____



Plan out your zone layout and location risk aversion planning

- ☐ Provide maps and clear understanding of the zones that will be covered and potential hazards in the area

Plan to purchase a first aid kit and helpful supplies kit:

- ☐ bandaids
- ☐ Ice packs
- ☐ Bottled water
- ☐ Gloves and alcohol wipes, etc.
- ☐ Bring a container to hold hazardous items: an empty detergent bottle is safer so that it doesn't accidentally fall out when walking back. Clearly label it: HAZMAT, so no one accidentally spills it.
- ☐ Print out all forms needed: liability waivers, zone maps, etc.
- ☐ Provide personal liability and photo release forms printed and ready. Consider having a brick-and-mortar location that you are collaborating with provide the forms as well.

Homework notes: _____

Plan any social meeting places and food if that will be a part of the event

- ☐ If free food is promised, meet with location management to confirm in writing how it will be provided on the day of the event:
 - ☐ Reusable cups, napkins, etc.

Homework notes: _____



Assemble location information for sharing with guest invites and social media. Add a note to your calendar to send event reminders.

- ☐ Decide and prepare verbiage to note C19 protocol for your event
- ☐ Note how you will notify people if you have to do a last-minute cancellation.

Homework notes: _____

Hold pre-event planning meeting:

- ☐ Walk around the site with the team to discuss the area (wildlife, muddy, encampments)
- ☐ Assign volunteers to take on various tasks for the event:
 - ☐ First aid kit and basic first aid help
 - ☐ Someone to hand out maps of the zone (if necessary) or have a map handy to point out the areas to be covered and to be careful around
- ☐ Someone keeping a count of all volunteers present

On the day of the event(s):

- ☐ Arrive earlier to walk around the site on the day of the event to make sure there are no new things to keep an eye out for (wildlife, muddy, new encampments)
- ☐ Meet again with your volunteers and go through the checklist and any questions or concerns.
- ☐ Make sure enough water is available in case people misjudge the weather/time/season and get dehydrated
- ☐ Make sure emergency service numbers are handy in case of an emergency.
- ☐ Check-in each participant
 - ☐ Thank them for their joining the event
 - ☐ Discuss or handout zone map
 - ☐ Discuss safety - keeping gloves on, don't walk into areas where you can see your feet safely
 - ☐ How to handle wildlife encounters, etc.
 - ☐ Staying on pathways



- ☐ Watching for slide areas
- ☐ Check people's footwear is appropriate. If it isn't, then suggest that they might help in other areas or other ways.
- ☐ Double-check everyone's phone is charged in case they need to call.
- ☐ Receive their signed and dated hold-harmless liability release docs for themselves and any children present.
- ☐ Let them know the goal for today's event and where the trash is going to be brought when bags are full.
- ☐ Let them know where snacks are available either before, during, or after
- ☐ Give them the coordinator's cell number in case anyone was not able to walk out from where they had walked (ie sprain, etc.)
- ☐ Collect email addresses for a follow-up survey.
- ☐ Address the group collectively
 - ☐ Thank them as a group for taking action to create a cleaner environment for all and for any goals that the group might be aiming to achieve.
 - ☐ Ask them about themselves and what made them decide to participate.
 - ☐ Talk about safety:
 - ☐ Areas to be cautious around
 - ☐ Know what poison ivy looks like, etc.
 - ☐ What to do if they encounter broken glass
 - ☐ Encourage people to wear any suggested identification - such as a vest, etc.
 - ☐ If you are near a nature area, know if hunting is an issue in the area, and warn people to steer clear of walking in those areas.
 - ☐ Encourage all to have fun and enjoy your event!
 - ☐ Let them know before everyone is due to return, they will hear a loud (pre-determined sound such as a horn) to indicate to all that it is time to return.
 - ☐ Let everyone know that they must check-in with the organizers when they are going to be leaving so that no one is presumed to be lost if they don't return.
 - ☐ Review details of what kinds of trash that goes into bags, or buckets, and what is better to leave behind.
 - ☐ Review where to place bags that are full and how full to fill them with an appropriate amount that can still be lifted to place in a dumpster.
- ☐ Start the clean-up process.
 - ☐ Coordinators should keep track of unsafe zones,
 - ☐ People wandering too close to less safe areas,
 - ☐ Children that might have wandered away from their parents
 - ☐ Someone looking flushed or being affected by either heat or cold
- ☐ Wrapping up the event
 - ☐ Take all bags to the agreed location for disposal
 - ☐ Collect tools, gloves, and unused bags
 - ☐ Check all participants off the list to make sure all arrived back safely



- ☐ Ask people the highlights of their day.
- ☐ Thank everyone that made this event possible!!!

Homework notes: _____

Actions following the event:

- ☐ Follow up with people who want to get involved further or do the next event.
- ☐ Total all metrics. Count how many people, things, money saved, trash not dumped, etc, and share this with GOGREENLOCALLY.ORG. for special acknowledgment and free resources for future events. - email info@gogreenlocally.org and share your success with the GoGreenLocally Action Incubator Platform.
 - ☐ Consider sharing your success with the Community Clean-up Support group and how you shared this with EcoSpeech peer
- ☐ Celebrate the success of your event on social media, add hashtag #gogreenlocally, and share your stats or money raised if it was a fundraiser.

Homework notes: _____

Additional sources for river cleanups

[American Rivers](#)

[Living Lands & Waters](#)

[NY/NJ Baykeeper](#)

[Lake Pontchartrain Basin Foundation](#)

[Friends of the Mississippi River](#)



Missouri River Relief

Cumberland River Compact

Budget Dumpsters - consider offering a free action package with a discount from a dumpster company

Resource Source Links:

<https://www.budgetdumpster.com/resources/river-cleanup-guide.php>

<https://www.epa.gov/cleanups/basic-information-about-cleanups>