

## **Beach & Riverside Cleanup Leader Checklist**

### **Day of Event Checklist**

- ☐ Arrive early to set up and post signage (an hour before the event at the latest)
- ☐ Take the following items with you:
  - Table and chair(s) (tape a SOLVE sign/bag to the table and/or your car to identify the check-in site.)
  - Printed online registered volunteer list - print the night before or morning of event. (*provided by SOLVE*)
  - A stack of volunteer waivers (*provided by SOLVE*)
  - A stack of Ocean Conservancy data sheets and pencils (*provided by SOLVE – only for litter cleanups*)
  - Pens/masking tape
  - Litter bags (*provided by SOLVE*)
  - Vinyl gloves (*provided by SOLVE*)
  - Hazardous material container & tongs (*provided by SOLVE*)
  - First aid kit (*provided by SOLVE*)
  - Snacks and drinking water (optional) and any other tools necessary for the project
- ☐ Put up arrow signs (*provided by SOLVE*) or other signage directing volunteers to the check in table. Assume volunteers are not familiar with the area, so provide ample site signage.
- ☐ As people arrive, greet them warmly! A method that works well is to have a few key volunteers help with the check in, depending on how many volunteers are expected.
  - One person greets people, determines whether they completed the online waiver, and has them sign a paper waiver if necessary. There are separate waivers for adults and youth (unaccompanied by an adult).
  - Another key volunteer gives them the safety talk, “glove and gear” check, an overview of SOLVE and the specific project, and any demonstrations necessary. They provide educational information on the project. For litter cleanups, they recommend that volunteers team up - with one bag for trash, one for recyclables, and one with an Ocean Conservancy data card (if applicable).
  - Then a key volunteer directs them to a particular work area and gets them started on the project.
- ☐ THANK THE VOLUNTEERS FOR COMING! Help them wrap up the project.
- ☐ Fill out the Day of Event Form and call in the results:

**CALL SOLVE (503-844-9571) TO REPORT YOUR**  
**DAY OF THE EVENT RESULTS**  
**OR FAX THE FORM (866-590-7658) by 3:00 p.m. on 9/29**

### **After the event**

- ☐ Collect left over materials and make sure garbage, signs, tools, etc. are removed.
- ☐ Pick up any medical hazardous waste that has been identified. Place them in the hazmat container and alert your local hauler.
- ☐ Send all registration/participant waiver sheets, Ocean Conservancy data cards, Day-of-Event report forms, garbage hauler receipts, and your favorite digital photos to SOLVE by Friday, October 8<sup>th</sup>.