

# Zone & Beach Captain Guide



## Welcome SOLVE Zone & Beach Captains!

Since 1984, SOLVE has coordinated two annual coast-wide cleanup events with the help of volunteer leaders like you - the Beach & Riverside Cleanup in September and the Spring Oregon Beach Cleanup in March. These events give Oregonians the opportunity to join thousands of volunteers across the state in an effort to fight litter, restore natural areas, and become lifelong coastal stewards. With an estimated 250,000 tons of plastic litter floating in the world's oceans, these coastal cleanup efforts are more important than ever.

This guide is designed to help you organize coast-wide cleanup day activities. From ordering supplies and contacting haulers, to collecting data and reporting your results, both Zone and Beach Captains will find step-by-step information on running the event. The goal of this guide is to make your planning process as easy and enjoyable as possible. We couldn't do this without you!

Note that this guide is specific to the two SOLVE coast-wide beach cleanup events. If you are planning an individual litter, planting or invasive removal project on the coast or inland, contact SOLVE to request a copy of the general Project Leader or Beach Cleanup Leader Handbooks.

Whether you are new to SOLVE or have been a Zone or Beach Cleanup Captain for many years, we would like to thank all of you in advance for your dedication to keep Oregon's beaches clean and healthy!

Please contact us if you have any questions.

SOLVE

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# Introduction

## Introduction

Today, as was true in 1969 when SOLVE was founded, the need exists for Oregonians to connect with each other and their communities to work together towards a healthy environment. The Pacific Northwest attracts many people because of its stunning beauty and innovative populace, which means more strain on the health of our state's natural resources. The role of SOLVE and key volunteers in inspiring, engaging, and supporting volunteers to clean up and sustain Oregon's natural areas has never been more important.

There is a growing awareness in Oregon about the deteriorating state of our environment due to invasive plants, poor water quality, and everyday trash in our urban and rural spaces. Luckily, we in the Pacific Northwest have a strong sense of place and pride in our beautiful and unique states. Successful restoration of our environment to a thriving and healthy one is possible when we work together to prevent further degradation.

Community volunteer projects, small and large, have the power to bring people together to address real community needs in a tangible way. The cumulative effect of such projects over time is stronger communities, a healthier environment, and a more vibrant economy. Together, we can make a difference – one step at a time.

## About SOLVE

SOLVE brings Oregonians together to improve the environment and build a legacy of stewardship. This mission builds on the founding vision of citizen stewardship started in 1969 by Governor Tom McCall. SOLVE facilitates collaboration among a broad spectrum of individuals, organizations, and communities that volunteer for the betterment of Oregon's environment. By working together, we have made a positive impact on the environment and touched the lives of generations of Oregonians.

Annually, SOLVE offers more than 40,000 volunteer opportunities in 170 communities across the state. On average, volunteers log 220,000 hours of service in Oregon and Southwest Washington every year. This is accomplished through a variety of volunteer events that are focused on four main project foci: cleanup of litter and illegal dump sites, removal of invasive plants, planting native trees and shrubs, and maintenance and monitoring of watershed health.

SOLVE staff work to support, coordinate, and lead volunteers in these four main project foci through various established SOLVE programs. SOLVE staff members are ready to help you create and manage a successful project in your community today.



## History of the Twice-Annual Beach Cleanups

The first coast-wide Oregon beach cleanup began on October 13, 1984 through the leadership and vision of two Oregonian women, Judie Hansen and Eleanor Dye. Judie was working as the Executive Assistant to the Director of Oregon Fish & Wildlife. While reading an issue of Alaska's *Fish & Game* magazine, she landed on an article about the untimely death of a brown bear. An autopsy revealed that the bear's stomach held the remains of 13 Styrofoam cups, likely leading the bear to assume a full stomach and starve. Judie had no idea small bits of plastic could harm wildlife, and decided to do something about it.

***The dream of an Oregon Beach Cleanup began to take root.***



Many people stepped up to make the beach cleanup possible, including Eleanor Dye, who represented the North Coast Refuse Haulers. She organized haulers up and down the coast, who have been donating their services to properly dispose of debris since 1984. That is no small service - in the first year alone, 26 tons of trash was picked up by 2,100 volunteers.

***The 1984 coast-wide, volunteer beach cleanup was the first of its kind in the world, and has since inspired similar cleanup models around the globe.***



SOLVE took over the cleanup efforts, adding the Spring Oregon Beach Cleanup in 1986 to address the higher accumulation of debris on the beaches following winter storms. The fall cleanup also became part of the International Coastal Cleanup, connecting Oregonians with volunteers across the nation and world. Over the decades, both cleanups have grown into an Oregon tradition, with thousands of people working together each year to protect the health of our oceans, wildlife, and coastal economies.

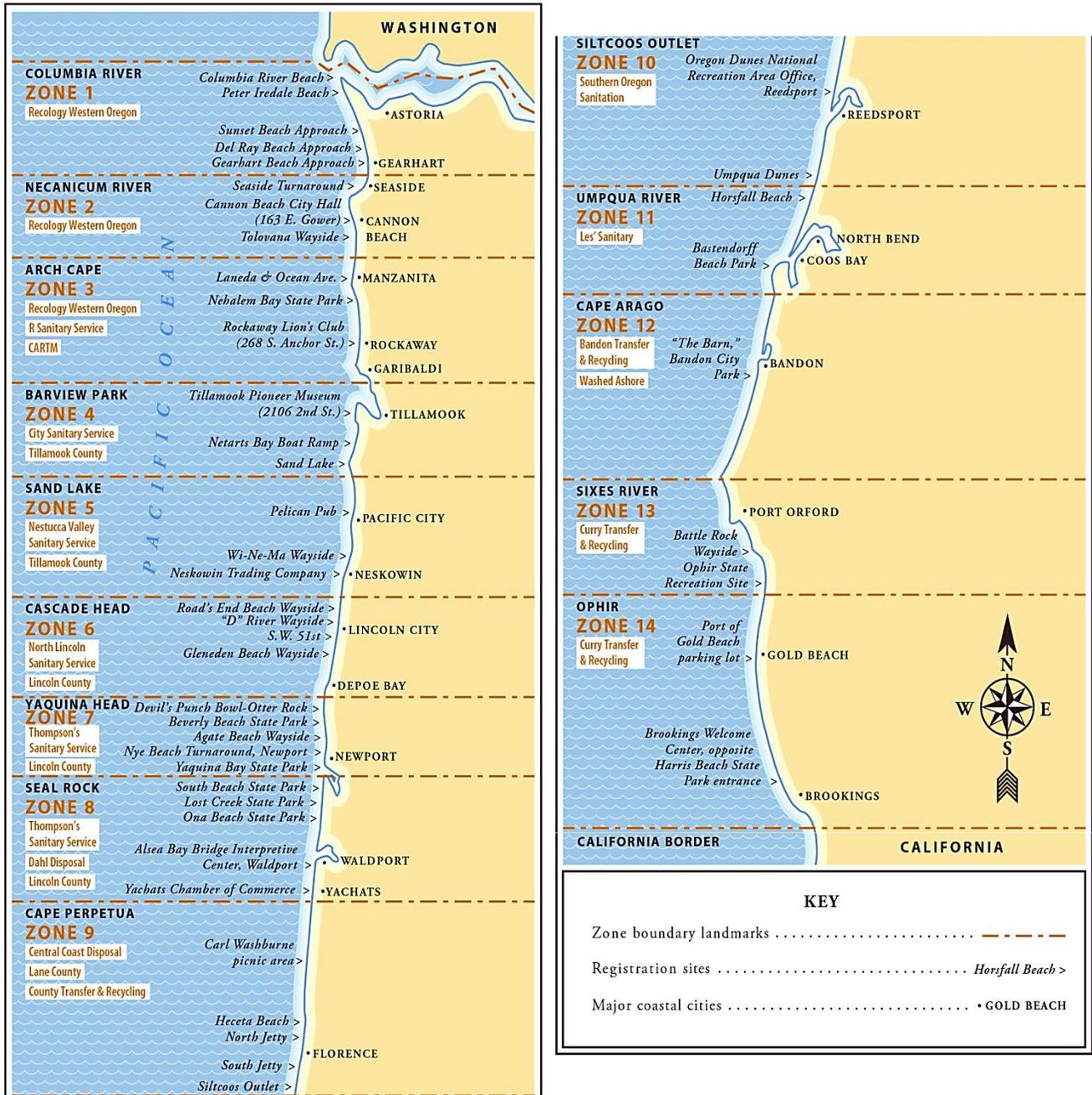
***Over 10,000 volunteers join forces each fall and spring to remove an average of 100,000 pounds of trash from our beautiful beaches.***



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# Beach Cleanup Zone & Site Map

SOLVE beach cleanup sites are divided into 14 zones and scattered along 350 miles of coastline, from Columbia River Beach in the north to Harris Beach in the south. Each zone is coordinated by volunteer Zone Captains, who recruit and train Beach Captains to staff up to 50 check-in sites on event day. See the map below for an overview of zones and sites.



# Overview of Roles

The Beach & Riverside Cleanup and the Spring Oregon Beach Cleanup are huge events, bringing out thousands of volunteers each year. Each event requires careful planning by SOLVE staff as well as nearly 100 volunteer leaders up and down the coast. With so many moving parts, it's important to know the roles of all the different players. From Zone Captains to cleanup volunteers, each role is crucial to the success of these events!

## SOLVE

SOLVE Support and Resources for Coast-wide Beach Cleanups	
SOLVE Support	SOLVE Resources
<p><b>Event Planning:</b></p> <ul style="list-style-type: none"> <li>▪ Event planning support from SOLVE staff</li> <li>▪ Zone Captain recruitment &amp; training</li> <li>▪ SOLVE Leader Handbook</li> <li>▪ Basic insurance for key volunteers</li> <li>▪ Limited number of reimbursable small grants for \$100 to cover eligible supplies</li> </ul> <p><b>Volunteer Recruitment &amp; Publicity:</b></p> <ul style="list-style-type: none"> <li>▪ Marketing materials</li> <li>▪ Flyers (electronic, editable)</li> <li>▪ Website and social media publicity</li> <li>▪ E-update publicity</li> <li>▪ Volunteer recruitment assistance</li> <li>▪ Outreach to volunteers (individuals and groups)</li> <li>▪ Online registration and waivers for volunteers</li> <li>▪ Statewide news releases</li> <li>▪ Posters &amp; brochures (printed)</li> </ul>	<p><b>Free Event Supplies:</b></p> <ul style="list-style-type: none"> <li>▪ Trash bags</li> <li>▪ Vinyl gloves</li> <li>▪ Safety vests</li> <li>▪ First aid kits</li> <li>▪ Sharps containers and tongs</li> <li>▪ Site signage</li> <li>▪ Educational signage</li> <li>▪ Marine debris data cards</li> <li>▪ Day of event report forms</li> <li>▪ Volunteer gifts</li> </ul>



## Zone Captains – Regional Coordinators

Zone Captains are dedicated local volunteers, several of whom have been leading beach cleanups for over a decade. They represent the Oregon Parks and Recreation Department, U.S. Forest Service, Lion's Clubs, Surfrider Foundation and more. Zone Captains are recruited and trained by SOLVE to coordinate each of 14 zones up and down the coast. Below is an overview of the tasks involved.

### Zone Captain Responsibilities

#### Event Planning:

- Order beach cleanup supplies (w/ SOLVE support).
- Distribute supplies to Beach Captains.
- Request donations from local vendors (coffee, donuts, etc.).
- Work with local garbage haulers on debris pickup following the event.

#### Volunteer Recruitment & Publicity:

- Recruit and train Beach Captains to staff each check-in site.
- Distribute event brochures to local businesses, community centers, etc.
- Present about the event at local meetings such as civic groups, and Chambers of Commerce (optional).

#### Day of Event:

- Ensure all check-in sites are set up by 9:30am.
- Work with Beach Captains where needed to register volunteers.
- Be available for Beach Captains to call with questions or problems.
- Collect day of event report forms, waivers and marine debris data cards from all Beach Captains.
- Collect all supplies from Beach Captains.

#### Post-event Reporting:

- Call SOLVE by 3pm on event day.
- Report data (pounds, volunteers, unusual items, fun stories).
- Mail ALL volunteer waivers and marine debris data cards back to SOLVE.



## Beach Captains – Site Leaders

Beach Captains serve as the volunteer cleanup leaders for up to 50 check-in sites on the day of the event. They are the faces of SOLVE, making sure that the cleanup runs smoothly. Recruited and trained by Zone Captains, Beach Captains set up registration, hand out supplies, give a safety orientation, educate and direct volunteers, and make sure everyone has fun! Many Beach Captains also serve as Zone Captains and several sites are staffed by 2-3 captains to delegate tasks. Below is an overview of the tasks involved.

### Beach Captain Responsibilities

#### Set Up:

- Scout the site ahead of time with the Zone Captain to decide where to set up, send volunteers, and dispose of trash.
- Print off the volunteer roster to check-in volunteers (sent to you by SOLVE or the Zone Captain).
- Pick up any food or drink donations (optional).
- Set up the registration table and signage by 9:30am.
- Hang directional arrows to direct volunteers to the site.
- Be available to speak with the Zone Captain as needed.



#### During the Event:

- Welcome and thank volunteers.
- Check in volunteers and make sure they've signed a waiver.
- Post a safety information sign and give a brief safety orientation and introduction.
- Give volunteers the option to fill out marine debris data cards and describe the process.
- Hand out cleanup supplies.
- Direct volunteers where to go and where to drop off their cleanup bags.
- Gather materials as volunteers return and help compile trash for hauling or recycling.
- Report any hazardous or potential tsunami debris found to the Zone Captain.
- Remain at the site until 1pm - volunteers often show up later than the start time.

#### Post-event Reporting:

- Report to the Zone Captain no later than 2pm with day of event cleanup results.
- Break down the registration site.
- Give the Zone Captain the day of event report form, all volunteer waivers, marine debris data cards, leftover supplies, etc.

## Cleanup Volunteers

Volunteers are recruited from local communities and across the state. They are the workforce behind our cleanup efforts, removing over 100,000 pounds of debris from Oregon's shorelines each year. Volunteers can be any age, Oregonians or visitors, with a group or on their own. They are our audience and our coastal stewards. Below is an overview of their contributions to Oregon beaches during the coast-wide events.

### Cleanup Volunteers

#### Before the Event:

- Register online for their favorite beach cleanup site.
- Receive a confirmation email from SOLVE with what to bring, where to go, and the Zone/Beach Captain contact.
- Help spread the word to other volunteers or lead a group themselves.
- Make travel arrangements and call SOLVE with any questions.



#### During the Event:

- Arrive at the cleanup site and check in with the Beach Captain.
- Fill out a waiver, receive supplies and head to the beach.
- Spend 1-3 hours scouring the beach for debris.
- Fill out marine debris data cards to collect data on types and amount of debris.
- Drop off cleanup bags at the designated location, often separating debris from recyclables.
- Report any hazardous materials found or potential tsunami debris.

#### After the Event:

- Leave with a better understanding of the amount and types of marine debris littering Oregon's beaches.
- Receive a thank you email from SOLVE with cleanup statistics.
- Invited by SOLVE to come out again for the next coast-wide cleanup.
- Offered the opportunity to become future Beach Captains.

# Materials & Supplies

## Cleanup Supplies

SOLVE provides free supplies and forms during each coast-wide beach cleanup event. From bags and gloves to educational signage, event supplies are an essential component of your cleanup, and each Zone Captain is responsible for ordering these items. For recommended items not provided by SOLVE (e.g. sand sifters, litter grabbers), Zone Captains are encouraged to utilize the small \$100 grant or request donations from the community. The table below lists all supplies provided by SOLVE, as well as recommended items.

SOLVE Beach Cleanup Supplies	
Supplies Provided by SOLVE	Other Recommended Supplies
<ul style="list-style-type: none"> <li>▪ <b>SOLVE litter bags (large-small)*</b></li> <li>▪ <b>Vinyl Gloves: (x-large-small)*</b></li> <li>▪ <b>Sharps container w/ tongs*</b></li> <li>▪ <b>Small first aid kit*</b></li> <li>▪ <b>Volunteer waivers (adult, youth)*</b></li> <li>▪ <b>Beach cleanup safety sign*</b></li> <li>▪ <b>SOLVE volunteer site sign*</b></li> <li>▪ <b>SOLVE event sponsor sign*</b></li> <li>▪ <b>SOLVE directional arrow signs</b></li> <li>▪ <b>Marine debris educational sign</b></li> <li>▪ <b>Recycling signs</b></li> <li>▪ Community service credit form</li> <li>▪ Zone/Beach Captain SOLVE t-shirts</li> <li>▪ Safety vests</li> <li>▪ Ocean Conservancy debris data cards</li> <li>▪ Pencils</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Pens*</b></li> <li>▪ Clipboards</li> <li>▪ Masking tape</li> <li>▪ Table</li> <li>▪ Chairs</li> <li>▪ Buckets</li> <li>▪ Litter grabbers</li> <li>▪ Microplastic sand sifters</li> <li>▪ Magnets (for nails)</li> <li>▪ Snacks</li> <li>▪ Water</li> <li>▪ Hand sanitizer</li> <li>▪ Hand-held scale (for more accurate weight)</li> <li>▪ Camera (to document your cleanup)</li> <li>▪ Flagging tape</li> <li>▪ 2-way radio (to communicate with Beach Captains)</li> </ul>

**\*Required at the event**



## Ordering Supplies

Zone Captains can order supplies three months ahead of the event - January for the Spring Oregon Beach Cleanup, and July for the Beach & Riverside Cleanup.

The inventory checklist on the Zone/Beach Captain Resources webpage (<http://www.solveoregon.org/zone-beach-captain-resources>) will help you decide what supplies you can discard or reuse. Many of you have been leading SOLVE cleanups for over a decade and likely have several old forms and leftover bags. All signs and forms with the old SOLV logo or old sponsors should be recycled. Anything you cannot recycle (e.g. sponsor signs), please keep and hand to the SOLVE Beach Cleanup Coordinator during the supply delivery road trip before the event.

Note that the checklist does not include any volunteer giveaways (e.g. Oregon Lottery reusable bags, SOLVE window clings). These change from year to year. Feel free to hand out any old giveaways that you still have in your supplies.

Once you have decided what supplies you need, you can order them through the SOLVE website - <http://solveoregon.org/leader-resources/forms/project-supplies>. Supply order deadlines are typically 4-6 weeks before the event.

## Supply Delivery Road Trip



The SOLVE Beach Cleanup Coordinator will deliver your supplies approximately one month before the event, during a week-long coastal road trip. You will be notified of the date and time of delivery in advance. Zone and Beach Captains are highly encouraged to meet with the coordinator, if available, to ask questions, discuss any issues that have come up, receive extra supplies, and drop off old signs and other non-recyclable materials.

When prompted, please let the coordinator know:

1. An available time and location to meet on the scheduled delivery date.
2. If unavailable, where supplies should be delivered.
3. If there are any volunteer groups, organizations, or city officials you'd like the coordinator to meet on behalf of SOLVE while in your area.



# Small Grants

SOLVE also provides reimbursable small grants up to \$100. A limited number are available to Zone Captains to supplement project material and supplies costs.

Priority for small grants is based on economic need, the scope of the cleanup, geographic diversity, and the sustainability of the project over time. One great example comes from Zone 8, who utilized the small grant to create microplastic sand sifters for its four cleanup sites. Other items purchased through the grant have included litter grabbers, reusable gloves, magnets to pick up nails, and buckets. To find out if you are eligible, contact the SOLVE Beach Cleanup Coordinator.

Each Zone Captain may receive one SOLVE grant per cleanup site each calendar year. If you are considering applying for a small grant, please review the following list to see if your need qualifies. Note that this list also covers items for all of our programs, including our inland cleanup and restoration projects.

Acceptable Use of SOLVE Small Grant Funds	
Items That <u>Can</u> Be Purchased	Items That <u>Cannot</u> Be Purchased
<ul style="list-style-type: none"><li>✓ Fuel for equipment used on site</li><li>✓ Reusable buckets</li><li>✓ Reusable gloves</li><li>✓ Tools (Litter grabbers, magnets, sand sifters. Must be made available for future SOLVE events)</li><li>✓ Mulch</li><li>✓ Native trees and shrubs</li><li>✓ Plant cages</li><li>✓ Publication and distribution of promotional items (ex. posters, signs, flyers) if not provided by SOLVE (subject to approval by SOLVE staff)</li><li>✓ Waste disposal fees</li></ul>	<ul style="list-style-type: none"><li>✓ Food, gifts, or parties for volunteers</li><li>✓ Fundraising activities</li><li>✓ Personal equipment, phone bills</li><li>✓ Pesticides or herbicides</li><li>✓ Supplies used for activities outside SOLVE's focus areas</li><li>✓ Volunteer transportation expenses</li><li>✓ Wages</li></ul>



## Applying for a Small Grant

Zone Captains can apply for a small grant when submitting a supply order, or at any time during the month leading up to the event. You can apply for the grant through our website - <http://solveoregon.org/leader-resources/forms/request-grant>.

To apply for a grant for the coast-wide beach cleanup events:

- You must be a SOLVE Zone or Beach Captain.
- Apply through the webpage by choosing your site(s) and filling out the form.
- SOLVE will send notice of grant approval via e-mail within two weeks. If you do not receive approval, please contact SOLVE.
- Before your cleanup occurs, spend your own money and save your receipts.
- After your cleanup, submit the Grant Reimbursement Request Form (sent to you by SOLVE) and attach all receipts for reimbursable items. Forms must be received within 30 days of your cleanup. If SOLVE does not receive the form by this date, any funds held in your name will be released to other projects.
- SOLVE will issue a payment check within 30 days of receipt of the Day of Event Report Form, volunteer waivers, Grant Reimbursement Form, and all receipts.

## Seeking Community Donations

While not required, if you'd like to add more elements to your cleanup that aren't covered under the small grant, we recommend seeking local in-kind donations from stakeholders in your community. These might include drinks, snacks, prizes, and/or volunteer giveaways (e.g. reusable bags, discounts for food at a local restaurant).

### Ask for Support

Asking for support can often cause anxiety. However, remember:

- **The SOLVE coast-wide beach cleanup events have a long history.** Many stakeholders have participated in the past and will be willing again. Other may have seen the impact locally and want to help, but have never been asked.
- **Your cleanup has value.** You are making a difference in your community!
- **Your cleanup is an opportunity for the stakeholder.** You are presenting the potential donor with a chance to get involved in something important.



Ask for what donors have in abundance. If a cash contribution is out of the question, be prepared to ask for materials that you will need for your event or to recognize volunteers. For example, a bank may be able to supply reusable water bottles to give to volunteers as recognition items; a local coffee shop may be able to provide coffee the morning of the cleanup; a hardware store may have extra buckets or litter grabbers they'd be willing to donate.

Here are some valuable tips to ensure the request for support goes well.

### **Asking for support in person:**

- Coordinate so only one person from your cleanup leadership team contacts each prospective partner or sponsor.
- Be professional. Be on time, dress appropriately, etc.
- Be confident. Your cleanup is valuable.
- Keep it short. Do not overstay your welcome.
- Demonstrate the value of the SOLVE coast-wide beach cleanup event and your specific cleanups to the donor. Remember that you must articulate the "value" from the perspective of the potential partner / donor.
- Present an event budget. Donors will want to see where their donation is going, particularly if it is a financial contribution.
- Show the donor who else is involved in the community. They will be more willing to donate if they see others have already contributed.
- Show donors how you plan to recognize them. Discuss and present site-specific flyers, local news releases, e-mails, and other ways to provide publicity for them. Note that SOLVE can thank them on the specific site webpage, as well as the final report for the event. **Make sure that you are still listing the statewide sponsors on all outreach materials.** They are all listed on the SOLVE website on the main event page. They make these events possible each year!
- You may submit an in-kind donation form to SOLVE with a receipt to make community donations tax-deductible. Use the **In-Kind Donations Form** on the Zone/Beach Captain Resources page on the SOLVE website - <http://www.solveoregon.org/zone-beach-captain-resources>.
- Be flexible and quick on your feet. If a donor cannot make a financial contribution, ask for a donation of what they do have in abundance.



### Asking for support in writing:

- Keep it brief and concise.
- Use bold-type and bullets to separate important points from the rest of the text.
- Leave plenty of “white space” so your correspondence does not appear cluttered.
- Make sure more than one person proofreads the correspondence before it is sent.

Below for your reference is an example of a fundraising letter or e-mail that you might use to ask for support from a prospective donor.

### Example: A Fundraising Letter to a Potential In-Kind Donor

<<date>>  
<<company name>>  
<<company address>>

Dear <<name of contact>>:

On <<date>>, <<group name>> will clean up <<location>>.

This cleanup is a unique volunteer community action project aimed at creating public awareness, instilling a local responsibility ethic, and promoting community spirit. This project produces immediate results that will make <<community name>> proud.

To successfully complete this event, the planning committee needs <<dollar amount or in-kind requested>>. This letter is to request your support. Your help would be greatly appreciated by all involved. Recognition would be provided <<on local flyers, in community news releases, at the event, in the final report, etc.>>.

I will call you in a few days to further discuss this request. Thank you.

Sincerely,

<<your name>>  
<<your address>>  
<<your phone number>>  
<<your e-mail address>>



# Organizing Your Cleanup

The following pages give a step-by-step guide to organizing your cleanup day. While there are many ways to organize your cleanup sites, there are a few basics that all Zone Captains should cover in order to make your job easier and ensure that the event runs smoothly. Most of these tasks are also required by SOLVE and need to be completed by the established deadlines. Beach Captains should review the **Day of Event Checklist** on pages 23-25 with their Zone Captain, and have it on hand during the cleanup day.

Use this list to help get you started and guide you through the planning process. However, we know that different cities and counties will be faced with different circumstances. Feel free to contact the SOLVE Beach Cleanup Coordinator at any time with zone or site-specific questions.

## SOLVE Event Timeline of Activities

<p><b>1-3 Months Before</b></p> <ul style="list-style-type: none"> <li>• Confirm participation.</li> <li>• Recruit/train Beach Captains.</li> <li>• Contact local haulers.</li> <li>• Update site descriptions.</li> <li>• Inventory/order supplies.</li> <li>• Seek donations.</li> </ul>	<p><b>2-4 Weeks Before</b></p> <ul style="list-style-type: none"> <li>• Spread the word.</li> <li>• Distribute supplies.</li> <li>• Finalize cleanup details.</li> </ul>	<p><b>1 Week Before</b></p> <ul style="list-style-type: none"> <li>• Scout your cleanup site(s).</li> <li>• Distribute day of event packets to Beach Captains.</li> <li>• Send day of event talking points to Beach Captains.</li> <li>• Send Beach Captain contact information to SOLVE.</li> </ul>
<p><b>1-2 Days Before</b></p> <ul style="list-style-type: none"> <li>• Print volunteer rosters.</li> <li>• Email Beach Captains last minute reminders.</li> </ul>	<p><b>DAY OF EVENT!</b></p> <p>See Day of Event Checklist, pages 23-25.</p>	<p><b>1-2 Weeks After</b></p> <ul style="list-style-type: none"> <li>• Mail all volunteer waivers, data cards, and report forms to SOLVE.</li> <li>• Thank Beach Captains &amp; haulers.</li> </ul>

## Before the Cleanup

### 1-3 Months Before

- **Confirm your participation:**

Approximately three months before the event, SOLVE will contact all past Zone Captains to confirm participation. Please let us know if you will be returning so that we can send you updates for the upcoming event as early as possible.

While we wish all of our Zone Captains could return year after year, we understand that life and other obligations often take precedent. If you are no longer able to participate, please contact us and let us know who will be taking over your role as soon as you can. If you don't have a successor, consider asking one of your Beach Captains or key volunteers – they have already received some training, often know the site(s) well, and have proven their dedication to keeping the coast clean! Once the new Zone Captain is identified, make sure to connect them with SOLVE and local haulers, hand them any leftover supplies, tour them through the cleanup sites, and discuss any vital information they may need.

- **Recruit and Train Beach Captains:**



Each cleanup site must have one or more Beach Captains (Zone Captains often captain individual sites as well). The Beach Captain is the person in charge of each site, setting up registration, hanging signs, greeting volunteers, giving the safety and education talk, distributing cleanup supplies, and making sure everyone has a safe and fun cleanup day! They can also help you prepare for the event by seeking local donations, spreading the word, and scouting the site before volunteers arrive for any hazardous or large debris items.

The Day of Event Beach Captain Checklist is on pages 23-25, and can be downloaded off the Zone/Beach Captain Resources webpage. Zone Captains, **please print off the checklist and review it** with each of your Beach Captains before the event.

The number of Beach Captains that need to be recruited varies with each zone. Zones with five or more cleanup sites (Zone 1, Zones 7-9) will require many more Beach Captains than zones with only one site (Zone 12). SOLVE recommends assigning **more than one Beach Captain to each site**. For cleanup sites that typically host a large number of volunteers (e.g. Seaside, Cannon Beach, etc.), having more than one captain is essential to break up tasks. For example, one captain is in charge of registration and waivers, the second is in charge of the safety and education talk, and the third is tasked with taking photos, and helping volunteers as they clean the beach.



Before determining how many Beach Captains to recruit, Zone Captains should first contact veteran Beach Captains that led sites in previous years to see if they are interested in returning. Beach Captains are often recruited from local and regional:

- Service groups,
- Lions or Rotary Clubs,
- State Park camp hosts,
- Community businesses,
- Churches,
- Universities,
- Surfrider chapters, and
- Past beach cleanup volunteers.

If you need help recruiting, please contact SOLVE. We can help spread the word, and send any interested volunteers your way. We receive dozens of inquiries about becoming a Beach Captain – it helps us to know which sites are in need of a captain.

- **Contact local haulers:**



Due to the scope of the coast-wide beach cleanup event, SOLVE is not in direct contact with every local hauler, or Public Works Department regarding disposal and hauling logistics. It is the **Zone Captain's responsibility** to ensure that each cleanup site is prepared for the proper disposal of debris picked up by volunteers on the day of the event. Make sure to **contact your local trash haulers as soon as possible** to give them ample time to arrange donations and pickup.

Many of our haulers have been donating their services to the events since 1984! That is no small service, as they help dispose of and recycle over 100,000 pounds of debris each year. Setting up disposal with your local hauler may be as simple as calling and telling them the upcoming event date. However, in many cases, other logistics are also necessary. To make sure you are covered, consider the following steps:

- Contact your local hauler, let them know you are a SOLVE Zone Captain, and confirm your sites. Give them the date of the upcoming event.
- Contact the county to discuss a disposal fee waiver.
- Coordinate with the local Public Work's Department.
- Work with local State Parks.

Let us know if for any reason a local hauler can't cover the full cost. To make their donation tax-deductible, please ask for a receipt after the event and send a copy to SOLVE.



If it makes sense at your site, **consider recycling** to divert waste from the landfill. Contact your local hauler about the best way to sort recyclables for pickup. Suggest to volunteers that they head out in pairs with one person carrying a recyclables bag and one carrying a landfill bag. For tips, read the Recycling & Sustainability section - pages 41-43.

- **Update site descriptions on the website:**

Volunteers register for the beach cleanups in one of two ways. They can either pre-register through the SOLVE website in advance, or they can sign up the day of the event with the Beach Captain at the check-in site. Regardless of which way they choose, they typically decide to register at a specific location based on the site description on the website. They also learn where to meet, directions, and what to bring.

While SOLVE writes a generic description for each site, Zone Captains are encouraged to review their sites webpages, and update descriptions, directions, meeting spots, contact information, and other details with SOLVE. One great example from Bandon:

*Join SOLVE, Oregon State Parks, and thousands of volunteers in the battle against marine debris along our beautiful ocean beaches here in Bandon! With a combined effort, we can remove invading forces of litter and marine debris. Be on the lookout for any debris that may have been swept up into the water by the 2011 Tohoku, Japan earthquake and tsunami. Some of these items will need special handling. Rally to the gazebo at the City Park in Bandon for information and cleanup supplies on the 22<sup>nd</sup> of September, 2012 at 10am. You can also drop off prisoners of war (debris) at this location by 1pm and the Oregon State Park Ranger will haul them off to their final place of incarceration. Special thanks to Oregon State Parks and the Washed Ashore Project for disposing of and recycling debris!*

- **Inventory and order supplies:**

See pages 8-11 for detailed information on ordering supplies and applying for a small grant. SOLVE has also created a **Beach Cleanup Supply Inventory Checklist** which is available for download on the Zone/Beach Captain Resources webpage. Make sure to order supplies by the appropriate deadline in order to receive them on time. If you need help sorting through your current supplies, please contact SOLVE!

- **Seek donations:**

See pages 11-13 for information and tips regarding event day donations.



## 2-4 Weeks Before

- **Spread the word:**

Word of mouth is the best way to promote your cleanups locally, and recruit new participants to help you out! While SOLVE is responsible for the statewide event promotion, we can't have as great of an impact as you in promoting your local cleanups.

SOLVE provides all Zone Captains with event posters/brochures to post around the community. SOLVE also sends out three statewide news releases leading up to each event, including targeted media alerts with individual site information. There is an online editable flyer located on the **Zone/Beach Captains Resources Page** on the website which you can fill out and then print off. We recommend posting this in public places such as bulletin boards, libraries, local storefronts, chambers of commerce, and visitor centers. News release templates, and social media messaging can also be found on the resources page.



Please remember to do all the following on **all** promotional materials for your cleanups:

- Use the SOLVE event name (e.g. Beach & Riverside Cleanup) and SOLVE logo.
- Include the names and/or logos of all event sponsors and local partners.
- Email all promotional materials to the SOLVE Beach Cleanup Coordinator for review **before** you post them.

Here are some ideas for attracting new participants in your communities:

- Post flyers around the community.
- Use social media, like Facebook, Twitter, etc.
- Invite key community partners to your cleanups (e.g. local officials).
- Challenge local businesses.
- Speak to:
  - Local schools,
  - Chambers of Commerce,
  - Community centers,
  - Scout troops,
  - Faith-based groups,
  - Recreational users,
  - Fraternal or service organizations (e.g. Rotary, Lions, Kiwanis),
  - Membership organizations (e.g. Sierra Club, Audubon Society, Surfrider), and
  - Local TV, radio stations, and newspapers.



- **Distribute supplies:**

Make sure to give yourself ample time to review and distribute cleanup supplies to your Beach Captains. If you find you are missing anything, or have more volunteers pre-registered than you had anticipated, now is the time to order more. Try to give SOLVE at least two weeks' notice to guarantee that orders arrive by the event date.

Give Beach Captains the provided **Supplies Inventory Checklist** or create your own. Make sure they bring this with them on the day of the event to aid in site setup.

- **Finalize cleanup details:**

Review your event timeline and make sure you have completed all major tasks. Ask yourself the following questions:

- Have the local haulers been contacted? Are they ready to go for event day?
- Do you have all your Beach Captains and have they been trained?
- Do you have all the supplies you need for event day?
- Did you review your site descriptions on the SOLVE website for errors?
- Have you reached out to the local media and posted flyers?

### ***1 Week Before***

- **Scout your cleanup site(s):**

SOLVE recommends that Zone and/or Beach Captains scout sites before the day of the event to identify any potential hazards or large debris items. If you find hazardous or large items, please contact the SOLVE Beach Cleanup Coordinator, and report it by **calling 211, Oregon's Marine Debris Hotline**. By scouting sites ahead of time, you reduce the chance that volunteers will come in contact with dangerous debris items, and can coordinate the removal of larger debris.

- **Distribute & review Day of Event packets with Beach Captains:**

During the supply delivery road trip, you will receive a Day of Event packet for each one of the sites in your zone. Please review these with your Beach Captains - the packets contain all the major forms that they will need on the day of the event. In addition to materials provided by SOLVE, please add your contact number for the day of the event, and emergency contact numbers in case something comes up.



Day of Event Packets should include:

- Day of Event Checklist
- Safety Information
- SOLVE Emergency Notification Procedure
- Volunteer Liability Waiver Forms (Adult & Youth)
- Community Service Credit Form
- Day of Event Report Form
- Ocean Conservancy Marine Debris Data Cards

- **Send talking points and day of event scripts to Beach Captains:**

Talking points and day of event scripts will be available for download on the **SOLVE Zone/Beach Captain Resources webpage** 2-3 weeks before the event. They will also be sent to all Zone Captains in an email. Please review and send to your Beach Captains. Talking points cover many questions volunteers ask on the day of the event, including the history of the SOLVE beach cleanups, the most common items picked up during the events, the impact of debris on our coastlines, and other important educational information.

Event day scripts help Beach Captains deliver an opening safety and educational talk at the beginning of the cleanup. This is one of the most vital parts of the event as it ties together the volunteer's effort to a larger environmental impact. **The number one volunteer complaint after coast-wide beach cleanup events is that the Beach Captain(s) simply handed out supplies, without providing information about the purpose of the cleanup.** Encourage Beach Captains to think of the cleanup as more than just a one-time litter pickup event. The more volunteers are engaged during the cleanup, the more likely they are to become lifelong stewards, and return year after year!

- **Send Beach Captain contact information to SOLVE:**

Please make sure to send SOLVE the email address, and day of event phone number for each of your Beach Captains before event day. On rare occasions, SOLVE needs to contact the leader on-site the morning of the event, or following the event if the Day of Event Report has not been called in by 3pm. Beach Captains are also recognized in the SOLVE Final Report, and can only be acknowledged if we know who they are.



## ***1-2 Days Before***

- **Print volunteer rosters:**

A link to download volunteer rosters will be sent to each Zone Captain before the event. You can check the status of online signups through this link at any time before the event. The rosters update daily as volunteers register through the SOLVE website. The rosters also indicate whether a volunteer has signed the online e-waiver. **If they have not signed the online e-waiver, they will need to fill out a form the morning of the event.** Make sure to send these roster links to your Beach Captains to print out the night before or the morning of the event for check-in.

- **Email Beach Captains last minute reminders:**

Some good last minute reminders to send Beach Captains include:

- Have the site set up **by 9:30am** at the latest.
- Print out the volunteer roster, and highlight those who need to fill out a waiver.
- Review talking points and day of event script.
- Make sure supplies are organized and ready to go.
- Review the emergency notification procedure.
- Review the day of event checklist.
- Indicate where they should drop off waivers, data cards, report forms, and leftover supplies following the cleanup.

## Day of Event



Congratulations! You made it to event day! A complete **Day of Event checklist** for Beach Captains can be found on the next page. This checklist includes step-by-step information to guide you in everything from set-up to filling out the report form at the end of the day. If you are a Zone Captain and coordinating multiple sites in your zone on event day, here are a few tips to make the day run as smoothly as possible:

### The SIX Zone Captain Essentials

1. Provide Beach Captains with **multiple phone numbers** for you so they can reach you in the event of an emergency, and to report results by 3pm. Print a list of their contact information to have handy during the cleanup.
2. Have at least one **volunteer standing by with extra supplies** in case one or more of your Beach Captains runs out during the cleanup. These volunteers should have cars pre-loaded with supplies ready to go.
3. Have the **emergency notification procedure** on hand, and a list of important phone numbers with you at all times (local police, state park contacts, hospitals, marine mammal stranding, etc.). You can find numbers and the emergency notification procedure on page 33.
4. Make sure that all your Beach Captains **set up their sites by 9:30am**, and be on call to answer last minute questions.
5. Direct Beach Captains to call in their event report by 2pm so that you have enough time to compile results to give to SOLVE. **Call in all reports by 3pm** on event day! Collect waivers, data cards, and photos, and send to SOLVE by the deadline.



## Day of Event Checklist

### Before Participants Arrive

- Set up your site **by 9:30am at the latest**.
- Take the following items with you and set up the registration area:
  - Table & chair(s)
  - Printed online registered volunteer roster (*provided by SOLVE*)
  - A stack of volunteer waivers (*provided by SOLVE*)
  - A stack of Ocean Conservancy data cards & pencils (*provided by SOLVE*)
  - Pens & masking tape
  - Litter bags (*provided by SOLVE*)
  - Vinyl gloves (*provided by SOLVE*)
  - Sharps container & tongs (*provided by SOLVE*)
  - First Aid kit (*provided by SOLVE*)
  - Snack & drinking water (optional) & any other donated supplies
- CLEARLY IDENTIFY** the registration & disposal area by posting required signage (*all provided by SOLVE*). Assume volunteers are not familiar with the area, so provide ample signage:
  - **SOLVE volunteer site sign** taped to table or in ground on H-stakes next to registration
  - **SOLVE event sponsor sign** taped to table or in ground on H-stakes next to registration
  - **SOLVE directional arrow signs** hung where drivers can see them at the turn off road and leading up to the registration table
  - **Beach cleanup safety sign** posted for all to read clearly
  - **Marine debris educational sign** hung or in ground on H-stakes next to registration
  - **Recycling signs** (optional) near disposal area

### As Participants Arrive

- As people arrive, greet them warmly and thank them for coming out! If there is more than one Beach Captain at your site, consider breaking up the rest of the tasks.
- Ask the volunteer if they registered online. If they say yes, check off their name on the volunteer roster. If they did not register online, or did not fill out an e-waiver (indicated on the roster), hand them a pen and have them fill out a paper waiver. See page 27 for more information on waivers.



- Depending on your site and the number of volunteers who show up, you can either give the safety and educational talk to each individual family group, or ideally, to the entire group before they head out. The following should be included in the talk. See the Zone/Beach Captain Resources page for talking points.
  - Brief overview of the SOLVE beach cleanup event, and why the cleanups are important.
  - Detailed safety talk (see pages 31-33 for safety information). Refer to the posted safety sign.
  - Indicate where the bathrooms are located, where to drop off bags after the cleanup, what to do if they come across hazardous or large debris items, and any other important information.
- Explain how to complete the **marine debris data card**. Refer to pages 29-30 for more information.
  - Filling out the data card is an important part of your cleanup!
  - Instruct participants to use lined tick marks (ex: III, instead of 3) next to each item. Do not use words such as “a lot” and “many”. **These cannot be used for data analysis.**
  - Divide people into teams of 3-4 when available. One person should serve as the data recorder during the cleanup. Make sure they are familiar with all the items on the data cards. The rest of the team can take the landfill and recycling bags and can call out each debris item pick up to the data recorder.
- Distribute cleanup supplies:
  - Pass out bags, vinyl gloves, data cards, pencils, and buckets or litter grabbers (if available) to volunteer.
  - If you are incorporating recycling, consider handing two bags to each person. Explain that one bag is for landfill items and the other is for recyclables. Similarly, you can have one person in group hold the recyclables bags, while another holds the landfill bag.

### During the Cleanup

- Make sure one Beach Captain remains at the registration table to check in late-comers.
- Document the cleanup:
  - Take photos or videos of cleanup volunteers in action, and of the group at the end of the cleanup! By signing the waiver, volunteers are also signing a media release.
  - Good photos are taken close up, include SOLVE bags, and highlight the cleanup effort.
- Be available to answer volunteer questions, and contact the Zone Captain with any issues that come up.
- Have the **emergency notification procedure** on hand, and a list of important phone numbers with you (Zone Captain, local police, etc.). You can find numbers and the emergency procedure on page 33.
- At the end of the cleanup, help volunteers dispose of debris. Collect all data cards and leftover materials.
- Thank volunteers for their hard work!



## At the End of the Cleanup

- Complete the **SOLVE Day of Event Report form** (provided), with the number of volunteers, amount trash, and highlights from the day. Instructions can be found on page 28.
- Call your Zone Captain **by 2pm with your Day of Event results**. Zone Captains **MUST** call SOLVE with all site results **by 3pm** that afternoon.
- Dispose of waste and recyclables as previously arranged with your local hauler, break down the site, and leave it cleaner than when you arrived.
- Drop off the waivers, data cards, Day of Event Report form, and any extra supplies with your Zone Captain. Zone Captains are required to send these back to SOLVE following the cleanup.
- Send photos to SOLVE via email. If you send them by 3pm, they may be included in the day of event statewide press release!



## After the Cleanup

### *1-2 Weeks After*

- **Mail all waivers, data cards, and forms to SOLVE:**

Zone Captains should mail all forms, and send photos back to SOLVE by the established deadline, typically **2 weeks after the event**. SOLVE often provides pre-stamped envelopes which you will receive during the supply delivery road trip.

- **Thank Beach Captains and haulers:**

Thank all your Beach Captains and key volunteers, as well as your local haulers for their time and donations. Invite them back for the next coast-wide cleanup. Also make sure to thank any in-kind donors that provided services (coffee, food, etc.) during the cleanup. Let everyone know how their efforts contributed to the cleanup by summarizing the day of event results.

- **Reflect on your event with your cleanup team:**

There is no better way to learn how to do a successful event than to reflect about how your event went with your cleanup leadership team/Beach Captains. Remember to schedule some time with these key leaders - preferably within a week or two after your event – to review the event. Discuss the following and take notes to include with your Day-of-Event Report to SOLVE (or to send to your SOLVE staff contact).

- What went well? How did this event really “shine”?
- What were the critical success factors? How could we ensure that we replicate these success factors in the next event?
- What would we do differently at the next event? Why?
- What good aspects of this event could be improved further, so that the next event runs even more smoothly, or more effectively achieves project objectives or educational goals?
- How well did we do as a cleanup leadership team? How did we support one another? How could we do an even better job next time?
- What did each member learn most about their own leadership style from being on this cleanup leadership team? How would they like to grow in their leadership ability during the next event?



# Forms

## Waivers



Because there is always the potential for liability when working with volunteers, you **must** use SOLVE volunteer waiver forms to protect you and SOLVE from possible liability issues. **Before** any work is done at the cleanup site, make sure that you have all adult volunteers fill out the volunteer waiver form for themselves and for any youth whom they are supervising. **Signed waivers are necessary to protect you and SOLVE from potential liability issues.**

Copies of both the Adult and Youth Liability Waivers can be found on the Zone/Beach Captain Resources page on the website. Note that, in some cases, adult volunteers may have already signed the waiver through SOLVE's website. Check your site's pre-registered volunteer roster before Event Day to find out who has already filled out a waiver. Have your Beach Captains use this as a checklist on the morning of the event.

- **Children and youth groups:** Organizations that have previously attained written permission of the participants' parents or legal guardians for all activities while in their care, may fill out one adult waiver with the name of the organization, and the total number of children listed.
- **Youth under supervision of parents or legal guardians:** Families with children under 18 may fill out one waiver form, signing for all children in their party. Anyone over 18 in their group should complete a separate waiver form.
- **Unsupervised youth under 18:** All unsupervised youth under the age of 18 must have a legal guardian fill out the **SOLVE Youth Liability Waiver** before participating in the cleanup event. All Beach Captains are provided with both the Adult and Youth Waiver forms.

## Community Service Credit Form

All Beach Captains will be provided with 1-2 copies of the Community Service Credit Form in their Day of Event Packet. The form can also be printed off the Zone/Beach Captain page on the website. This form is available to any volunteer who needs to document their community service hours after the cleanup. Most volunteers will come with their own form in hand, however, many forget to bring it. Note that SOLVE cannot verify service hours for volunteers after the event without this form. Only the day of event Beach or Zone Captain can sign the form.



# Data Collection

## Reporting Cleanup Results

Recording results on the **Day of Event Report Form** is an important step at the end of your cleanup. The form is included in your Day of Event Packet and is available on the Zone/Beach Captain Resources page. Once you fill out the form, Zone Captains **must call in the results by 3pm on the day of the event** to be included in the statewide press release. The following tips will help you as you fill out the form:

- Calculate the total number of **adult** and **youth volunteers** by referring to your registration checklist, as well as completed waivers. Don't forget to add in any youth included on the adult waiver forms.
- Calculate the total number of **students** and **teachers** using the method above.
- Weigh everything you collect, if available, including all bags of garbage, all recyclables, and anything you can't fit into bags.
- If you are not able to weigh the debris on site, you can **estimate weights** using the following table of commonly found items:

### Conversion Chart for Disposable Waste

1 Large SOLVE bag of garbage	30 lbs.
1 Medium SOLVE bag of garbage	20 lbs.
1 Small SOLVE bag of garbage	1 lb.
1 cubic yard of garbage	400 lbs.
20 yard drop box of garbage	8,000 lbs.
30 yard drop box of garbage	12,000 lbs.
Mattress	70 lbs.
1 case glass beer bottles (24 bottles)	12 lbs.
1 case aluminum cans (24 caps)	1 lb.
1 cubic yard of plastic bottles	35 lbs.
1 cubic yard of flattened cardboard	100 lbs.
12-inch stack of newspaper	35 lbs.
1 cubic yard of mixed paper	110 lbs.



## Marine Debris Data Cards – Collecting & Reporting



SOLVE beach cleanup volunteers are given the opportunity to participate in a citizen science effort to record the types and amount of debris they pick up during the event. Since 1986, **SOLVE has been the Oregon leader for the International Coastal Cleanup**, an annual event held around the world each September. SOLVE's Beach & Riverside Cleanup is part of this event, and volunteers are encouraged to contribute debris data throughout the year.

Each Beach Captain is given a stack of Marine Debris Data Cards during the coast-wide beach cleanup events (also available to download on the SOLVE website). Collecting data we find at our events is critical to expanding our knowledge, understanding, and prevention of marine debris on our coastlines, and involves citizens in a more engaging way.

After you submit your data cards back to SOLVE, we summarize the data and send it to the Ocean Conservancy to be compared globally. The reports are also shared with the general public, schools, businesses, and others in order to better quantify the problem, and aid in prevention and educational efforts.

### How to Collect Marine Debris Data

Collecting data is easy!

1. Instruct participants to use lined tick marks (ex: III, instead of 3) next to each item. Do not use words such as "a lot" and "many". **These cannot be used for data analysis.**
2. Divide people into teams of 3-4 when available. One person should serve as the data recorder during the cleanup. Make sure they are familiar with all the items on the data cards. The rest of the team can take the landfill and recycling bags and can call out each debris item they pick up to the data recorder.
3. Once volunteers have turned in their data cards, compile them and hand them back to your Zone Captain to be turned into SOLVE within 2 weeks of the cleanup. Make sure you label the stack with the site name.
4. If you have time, consider adding up your site's data on the "Coordinator Data Card" – this is a great help to us because we enter each card manually into the Ocean Conservancy database, and one card is easier to mail in than a stack of 20.



# Individual Data Card

## VOLUNTEER OCEAN TRASH DATA FORM

**Ocean Conservancy**

Ocean and waterway trash ranks as one of the most serious pollution problems choking our planet. Far more than an eyesore, a rising tide of marine debris threatens human health, wildlife, communities and economies around the world. The ocean faces many challenges, but trash should not be one of them. Ocean trash is entirely preventable, and data you collect are part of the solution. The International Coastal Cleanup is the world's largest volunteer effort on behalf of ocean and waterway health.

**HERE IS HOW IT WORKS:**

**1 CLEAN UP TRASH & COLLECT DATA**

**2 ORGANIZE & ANALYZE DATA**

**3 PUBLISH RESULTS**

**4 REDUCE OUR IMPACT**

**SITE INFORMATION:**

Cleanup Site Name: \_\_\_\_\_ Zone or County: \_\_\_\_\_  
 State or Province: \_\_\_\_\_ Nearest Crossroad or Landmark: \_\_\_\_\_  
 Country: \_\_\_\_\_

**NUMBER OF VOLUNTEERS WORKING ON THIS CARD:**

adults \_\_\_\_\_ children under 12 \_\_\_\_\_

**MOST UNUSUAL ITEM COLLECTED:** \_\_\_\_\_ **TYPE OF CLEANUP:** Land:  Underwater:  Watercraft:

**Please return this form to your area coordinator.**  
 If you are unable to do so, please mail or email it to:  
 Ocean Conservancy  
 Attn: International Coastal Cleanup  
 1300 19th Street, NW, 8th Floor  
 Washington, DC 20036  
 cleanup@oceanconservancy.org

**Trash Free Seas:** www.oceanconservancy.org/trashfree  
**Be a Green Boater:** www.oceanconservancy.org/do-your-part/green-boating  
 Sponsors: www.oceanconservancy.org/cleanup/sponsors

Make positive changes every day by downloading our free mobile app, **RIPPL**.

**OCEAN CONSERVANCY'S International Coastal Cleanup**

## TRASH COLLECTED

**Citizen scientist:** Pick up all trash and record all items you find below. No matter how small the items, the data you collect are important for Trash Free Seas!

Please DO NOT use words or check marks. Only **numbers** are useful data.

**EXAMPLE:** Plastic Bags: 1111 = 8

<b>MOST LIKELY TO FIND ITEMS:</b>	TOTAL #
Cigarette Butts: _____	_____
Food Wrappers (chips, chips, etc.): _____	_____
Take Out/Away Containers (Plastic): _____	_____
Take Out/Away Containers (Foam): _____	_____
Bottle Caps (Plastic): _____	_____
Bottle Caps (Metal): _____	_____
Lids (Plastic): _____	_____
Straws/Stirrers: _____	_____
Forks, Knives, Spoons: _____	_____
<b>FISHING GEAR:</b>	TOTAL #
Fishing Buoys, Pots & Traps: _____	_____
Fishing Net & Pieces: _____	_____
Rope (1 yard/meter = 1 piece): _____	_____
Fishing Line (1 yard/meter = 1 piece): _____	_____
<b>OTHER TRASH:</b>	TOTAL #
Appliances (refrigerators, washers, etc.): _____	_____
Balloons: _____	_____
Cigar Tips: _____	_____
Cigarette Lighters: _____	_____
Construction Materials: _____	_____
Fireworks: _____	_____
Tires: _____	_____
<b>TINY TRASH LESS THAN 2.5CM:</b>	TOTAL #
Foam Pieces: _____	_____
Glass Pieces: _____	_____
Plastic Pieces: _____	_____

<b>PERSONAL HYGIENE:</b>	TOTAL #
Condoms: _____	_____
Diapers: _____	_____
Syringes: _____	_____
Tampons/Tampon Applicators: _____	_____

<b>PACKAGING MATERIALS:</b>	TOTAL #
6 Pack Holders: _____	_____
Other Plastic/Foam Packaging: _____	_____
Other Plastic Bottles (oil, beach, etc.): _____	_____
Strapping Bands: _____	_____
Tobacco Packaging/Wrap: _____	_____

<b>DEAD/INJURED ANIMAL</b>	<b>STATUS</b>	<b>ENTANGLED</b>	<b>TYPE OF ENTANGLEMENT ITEM</b>
	Dead or Injured	Yes or No	
1. _____			
2. _____			
3. _____			

**ITEMS OF LOCAL CONCERN:**

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

**CLEANUP SUMMARY (circle units)**

Number of Trash Bags Filled: \_\_\_\_\_ Weight of Trash Collected: \_\_\_\_\_ lbs/kg Distance Cleaned: \_\_\_\_\_ miles/km

# Coordinator (Group Summary) Data Card

## COORDINATOR OCEAN TRASH DATA FORM

**Ocean Conservancy**

**DEAR CLEANUP COORDINATOR:**  
 Thank you for your hard work, dedication and valuable time spent for this important cause! We appreciate your commitment and passion for trash free seas.

Before you complete this form, compile all data from the Volunteer Ocean Trash Data Form. For each item of trash, add the total number of pieces and enter this number in the "Total" box on the back of this data form. Numbers are the only valid form of data, so please DO NOT use words or check marks in the boxes next to ocean trash items.

**NAME:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**CLEANUP SITE DESCRIPTION**

**Type of Environment (choose one):**

Saltwater (Ocean/Bay/Estuary)  Land (beach, shoreline or inland)  
 Freshwater (River/Stream/Lake)  Underwater  
 Inland (No Water Body Present)  Watercraft (powerboat, sailboat, kayak or canoe)

**Mode of Data Collection (choose one):**

\_\_\_\_\_

**CLEANUP SITE LOCATION**

Cleanup Site Name (beach, park, etc.): \_\_\_\_\_  
 State or Province: \_\_\_\_\_ Zone or County: \_\_\_\_\_  
 Country: \_\_\_\_\_ Nearest Crossroad/Landmark: \_\_\_\_\_

**CLEANUP SUMMARY**

Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_ Total Number of Volunteers at this site: Adults: \_\_\_\_\_ Children: \_\_\_\_\_  
 Total Weight of Trash Collected: \_\_\_\_\_ lbs. or \_\_\_\_\_ kgs. Total Number of Trash Bags Filled: \_\_\_\_\_  
 Estimated Distance Cleaned: \_\_\_\_\_ 1/4 \_\_\_\_\_ 1/2 \_\_\_\_\_ 3/4 \_\_\_\_\_ 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_ 5 \_\_\_\_\_ (circle one) Other: \_\_\_\_\_  
 Distance Measured in: \_\_\_\_\_ Miles or Kilometers (circle one)

**MOST UNUSUAL ITEM(S) COLLECTED:**

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

**Please return this form along with all Data Forms to your State/Country Coordinator.**  
**State/Country Coordinators:** Please submit Summary Data into the online Data Collection and Reporting Tool at [www.coastalcleanupdata.org](http://www.coastalcleanupdata.org).

**OCEAN CONSERVANCY'S International Coastal Cleanup**

**Ocean Conservancy**  
 Attn: International Coastal Cleanup  
 1300 19th Street, NW, 8th Floor  
 Washington, DC 20036  
 cleanup@oceanconservancy.org  
 www.oceanconservancy.org/Cleanup

## TRASH COLLECTED

**Citizen scientist:** Record the total number of items picked up by volunteers at the Cleanup site. The data you record are important for creating solutions for Trash Free Seas!

Please DO NOT use words or check marks. Only **numbers** are useful data.

**EXAMPLE:** Plastic Bags: 28

<b>MOST LIKELY TO FIND ITEMS:</b>	TOTAL #
Cigarette Butts: _____	_____
Food Wrappers (chips, chips, etc.): _____	_____
Take Out/Away Containers (Plastic): _____	_____
Take Out/Away Containers (Foam): _____	_____
Bottle Caps (Plastic): _____	_____
Bottle Caps (Metal): _____	_____
Lids (Plastic): _____	_____
Straws/Stirrers: _____	_____
Forks, Knives, Spoons: _____	_____
<b>FISHING GEAR:</b>	TOTAL #
Fishing Buoys, Pots & Traps: _____	_____
Fishing Net & Pieces: _____	_____
Rope (1 yard/meter = 1 piece): _____	_____
Fishing Line (1 yard/meter = 1 piece): _____	_____
<b>OTHER TRASH:</b>	TOTAL #
Appliances (refrigerators, washers, etc.): _____	_____
Balloons: _____	_____
Cigar Tips: _____	_____
Cigarette Lighters: _____	_____
Construction Materials: _____	_____
Fireworks: _____	_____
Tires: _____	_____
<b>TINY TRASH LESS THAN 2.5CM:</b>	TOTAL #
Foam Pieces: _____	_____
Glass Pieces: _____	_____
Plastic Pieces: _____	_____

<b>PERSONAL HYGIENE:</b>	TOTAL #
Condoms: _____	_____
Diapers: _____	_____
Syringes: _____	_____
Tampons/Tampon Applicators: _____	_____

<b>PACKAGING MATERIALS:</b>	TOTAL #
6 Pack Holders: _____	_____
Other Plastic/Foam Packaging: _____	_____
Other Plastic Bottles (oil, beach, etc.): _____	_____
Strapping Bands: _____	_____
Tobacco Packaging/Wrap: _____	_____

<b>DEAD/INJURED ANIMAL</b>	<b>STATUS</b>	<b>ENTANGLED</b>	<b>TYPE OF ENTANGLEMENT ITEM</b>
	Dead or Injured	Yes or No	
1. _____			
2. _____			
3. _____			

**ITEMS OF LOCAL CONCERN:**

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Thank you for your valuable contributions to the Cleanup!



# Safety Information

In addition to hanging the SOLVE Beach Cleanup Safety Sign at the registration table on the day of the event, all Beach Captains should give a Safety Talk. Volunteers need to know not only what to do, but how to do it safely. **Do not assume that volunteers are conscious of all potential risks to their safety and know what to do to remain safe.**

Please review this safety information with all of your volunteers before beginning the cleanup:

## Volunteer Safety Checklist

### General Safety Tips

- Plan for the weather with layers of clothing, sunscreen, rain gear, etc.
- Wear gloves and sturdy closed-toed shoes when collecting garbage.
- Use sunscreen and insect repellent when outdoors.
- Work with a partner and watch out for each other's safety.
- Pace yourself: do not overexert yourself. If you feel dizzy, sit down and rest.
- Take breaks. Do not work continually.
- Drink water or eat a snack periodically. On a hot day, in particular, keep hydrated. Be sure to drink water regularly.
- Be sure that you are physically capable of what you intend to do before you attempt to do it. Ask for help if you need it.
- Follow directions regarding how to handle and dispose of waste.
- Fill collection bags about two-thirds full, especially when handling heavy items.
- Follow common sense practices when lifting heavy items. Use your knees, not your back. If an object is too heavy, mark the location and notify the Beach Captain.
- Leave the site if hazardous conditions exist (ex. rising water, snowfall, etc.)
- Young children should remain under constant supervision.

### Safety Tips for Working on Steep Slopes or Banks

- Make sure your footing is stable. Wet rocks and logs can be very slippery.
- Stay away from cables that may be used to haul items upward.



## Safety Tips for Working on the Beach

- Watch for sneaker waves: never turn your back on the ocean.
- Stay away from logs in or near the surf.
- Use caution on steep banks and cliffs. Follow posted safety information.
- Know where the nearest tsunami evacuation route is.
- Know when high tide is due.
- Leave natural items on the beach (driftwood, seaweed, dead or live animals and birds).
- Don't disturb shorebirds or seals on the beach. Keep pets leashed and away from any animals.

## Safety Tips When Encountering Hazardous Items

- **Do not touch!** Mark the item and contact the Beach Captain.
  - Never touch glass shards, medical waste or hazardous materials, including syringe needles, bandages and condoms. Notify the Beach Captain who will have a Sharps Container and tongs to dispose of these items properly.
  - Never touch containers with unidentified liquid or material in them (barrels, drums, oil, tar balls, oiled materials).
  - Never touch propane gas tanks. Propane tanks are sometimes used to manufacture illegal drugs and may explode.
- Identify each item before you touch it. If you are uncertain about an item, leave it alone.

## In Case an Accident Occurs

- Know where the first aid kit is.
- Know where the nearest medical facility is located.
- Know where the nearest phone is and where to find cell reception. Dial 911 if emergency medical care is required – know your location.

***\*See page 33 for important contact information. Keep it on hand!\****



## SOLVE Emergency Notification Procedure

This procedure does not replace, but **is in addition to, your responsibility to first notify the appropriate medical/fire/emergency personnel (911)**, and your Zone Captain/nearest State Park.

The SOLVE Beach Cleanup Coordinator, serves as the primary response coordinator and media contact during an emergency.

An emergency may include, but is not limited to the following:

- Personal injury (volunteer, event coordinator, bystander, passerby, SOLVE staff, sponsor, or partner),
- Significant hazard,
- Crime evidence, and
- Involvement of law enforcement personnel.

Report the incident immediately to:

1. The SOLVE Beach Cleanup Coordinator - **Office Phone:** 503-844-9571
2. Leave a detailed message if no answer. Include your name, site location, nature of incident, time of occurrence, and phone number at which you can be reached.
3. Refer any media inquiries about the incident to the SOLVE Beach Cleanup Coordinator.
4. Good judgment shall prevail at all times. If in doubt about whether or not to report an incident, please report it.

## Hazardous Debris, Japanese Tsunami Debris, & Derelict Vessels

If you or a volunteer finds hazardous materials at the cleanup (oil or chemical drums, gas cans, propane tanks, etc.), do not touch it. Contact your Zone Captain and call 211 immediately to report it.

If you find any potential tsunami debris, or an item with marine species attached, contact your Zone Captain and report it by calling 211 while on the coast or taking a picture and emailing [beach.debris@state.or.us](mailto:beach.debris@state.or.us).

If you come across a derelict vessel or debris too large to remove by hand (shipping containers, boats, etc.), call 211 or report by email at [beach.debris@state.or.us](mailto:beach.debris@state.or.us). You can also contact the nearest State Park for all of these items.



# Marine Debris Education

## Why Include Education at Your Event?

SOLVE volunteer events provide a valuable opportunity to share information with Oregonians about the challenges facing our environment, and how their volunteer work can make a positive impact.

SOLVE's mission is not only to improve the environment, but to create **a legacy of stewardship** that will last for generations. Including education during your event will not only make the event more enjoyable and fulfilling for the volunteers, but will also contribute to long term changes in volunteers' habits and perspectives that will continue to make a positive impact on the environment in the future. When volunteers learn about the damage plastics cause to marine life, they may choose to avoid using plastic bags or littering.

## How to Incorporate Education into Your Event

Through years of experience and thousands of projects SOLVE has found that a great way to add an educational component to your event is to determine **three to five key messages** you think every volunteer should learn as a result of participating in the event.

If possible, arrange for a community expert or resource person to provide specific educational information about the issue of marine debris. Some examples of community experts and resources persons include: Oregon Parks and Recreation Department, Watershed Council representatives, Soil and Water Conservation District employees, and Department of Fish and Wildlife employees.

If you are unable to arrange for a community expert or resource person, refer to the talking points and key messages found in this guide and on the SOLVE website. You may also want to do some research on your own prior to the event. In either case, SOLVE is here to help you provide a successful educational component for your volunteers.

Please note that **SOLVE requires that all events begin with a short (i.e., 3-5 minute) introductory talk.** At a minimum, these short talks should include: a welcome to volunteers, an explanation of how to complete the activity, volunteer safety information, and an educational component. The introductory talk is a great opportunity to educate volunteers while also preparing them to complete event activities. The introductory talk is also a great chance to get volunteers excited about the project and the positive impact they will be making on the environment as a result of participating in the event.

For your reference, the next page contains one possible example of an introductory talk.



## EXAMPLE: An Introductory Talk

**Greeting:** *Hello everyone, and thank you for coming out to volunteer today! My name is <<my name>>, and I am a Beach Captain with SOLVE. (If there is a small enough group of volunteers: Why don't we go around the circle and have everyone introduce themselves). For those who have never heard of SOLVE, it is a state-wide, non-profit organization, that engages volunteers to take care of the environment. SOLVE has several programs, from cleanups to education programs, to provide community members with volunteer opportunities to preserve Oregon. One of those programs is the coast-wide beach cleanup, which has been taking place twice each year since 1984. On average 10,000 volunteers remove over 100,000 pounds of debris each year from the entire Oregon Coast. These SOLVE cleanups are led by partner organizations, such as <<my partner org>>.*

### Site Information:

- Cleanup site name
- How long <<partner org>> has been working here
- Issues on this site/importance of this site (ex: lots of microplastic debris)
- Project objectives of the site/benefits of working here

### Sponsors/Partners:

- SOLVE
- Other funders and partners

**Today's Activity:** *Today we'll be cleaning up the beach. (If there is a small enough group of volunteers: What are some ways you think our activities today will help this area?)*

**<<Insert key educational messages here>>**

**<<Insert disposal information and how to fill out data cards>>**

**Safety Tips:** *While we work today, please keep safety in mind. Be aware of your surroundings and don't stand on any logs or slippery rocks. Watch out for sneaker waves, and never turn your back on the ocean! If you find hazardous material, very large debris items, or potential tsunami debris, don't touch it or try to move it – mark the location and alert your Beach Captain. Wear your gloves at all times. If you come across an animal, dead or alive, steer clear and alert your Beach Captain. Please keep your dogs on a leash for the comfort of other volunteers.*

**Questions:** *Are there any questions? Now you're ready to begin!*



For litter and marine debris cleanups, SOLVE has created **educational boards** you can use the event. You can order the board when you fill out your supply order form. The education board should be placed in a location where **volunteers can view the information before, during, and after the event.** Make sure to let volunteers know about the educational board during the introductory talk. Another good time to suggest volunteers take a look at the educational board is while they are waiting for the event to begin.

Once volunteers start working, you and your Beach Captains can take the opportunity to educate volunteers as they work. As a volunteer leader, it is easy to get caught up in completing the work rather than relating to volunteers. Do not do this; be strategic. Use this opportunity to further educate as many volunteers as possible on the importance and long-term impact of what they are doing. Tie their participation at the event to the achievement of the project vision. Answer any questions they may have.

## Key Educational Messages

Here are some key messages SOLVE has created to educate volunteers about the impact and importance of their work. Please refer to the event-specific messages on the SOLVE website for more detail. These are typically available 2 months before the event.

- Seabirds and marine life can eat/become entangled in plastics and other materials.
- Wildlife can starve to death by mistaking plastic for food.
- Litter is unsightly, lowers property values, and impacts coastal economies.
- Plastic trash absorbs and can release toxic chemicals.
- Trash travels on the wind and waterways and through storm drains to the ocean.

### EXAMPLE: Key Message: Litter and Trash Removal

*Picking up trash in your neighborhood or along your local waterway is an easy and effective path to stewardship! Trash on the land will blow to the nearby creek, flow to the river and ultimately end up in the ocean -- we are all in a watershed. At any point, wildlife or fish can become entangled in, or eat the trash, so cleanups protect the environment and our native animals! One example: Pre-production plastic pellets, called nurdles, look very similar to fish eggs, and are readily eaten by marine life. Cleanups can also set good examples and provide education to prevent further pollution. Consider utilizing reusable water bottles, grocery bags, and take out containers. Bring a litter bag with you each time you go out to the beach. Every little action helps keep our beaches free from debris!*

# Media & Outreach

## Press Releases & Social Media

SOLVE is responsible for sending out statewide press releases, media alerts, radio spots, and brochures leading up to the coast-wide beach cleanup events. However, we rely on you, the Zone and Beach Captains, to help spread the word in your local communities. As much as we try, we aren't able to connect with every local paper, and community group!

SOLVE provides all the tools you need to help us spread the word about the event. In addition to cleanup supplies, we also provide you with statewide event brochures/posters, a site specific editable flyer, individual webpages for each of your cleanup sites, press release templates, talking points, and social media posting text. All these items will either be delivered on the supply drop road trip or are available on the Zone/Beach Captain Resources Page on the website.

### SOLVE Logo Guidelines.

Please remember to do the following on all promotional materials you make yourself:

- Use the SOLVE event name (ex: SOLVE Spring Oregon Beach Cleanup) and logo.
- Include the names and / or logos of all event sponsors, donors, and local partners.
- Email **all promotional materials** to the SOLVE Beach Cleanup Coordinator for review **before** you post them.

### The Importance of Media Coverage for Your Project

Media coverage can help you to share the story of your cleanup with a larger audience, recruit Beach Captains, recruit volunteer support beyond your core leadership team, and advertise your event to potential community partners, including in-kind donors.

There are many ways in which you can engage media partners. Be sure to create a formal role for media partners. This gives them a greater stake in making your project successful.

Some ways that a media partner can support you and your project include:

- Airing public service announcements about your project.
- Sending a media personality to your event or pre-event activities.
- Featuring your project and/or event in their radio, TV, or online content.
- Providing awards to, or profiles of, volunteers as part of their content.



There are a variety of types of news outlets in your communities that may be willing to provide news and calendar coverage for your project. Be strategic – remember that each type of news outlet has its own strengths and weaknesses when it comes to getting your content to the right audience in a quick and cost-effective manner.

Types of Community News Outlets Available to Cover Your Project / Event	
<b>Community Newspapers / Weeklies</b>	<p>These include:</p> <ul style="list-style-type: none"> <li>▪ Community newspapers</li> <li>▪ Weekly and semi-weekly papers</li> <li>▪ Neighborhood newsletters, etc</li> </ul> <p>Community newspapers are an important source where people receive information about their neighborhoods and local community.</p>
<b>Internet / Social Media Sites</b>	<p>There are several avenues for advertising events online:</p> <ul style="list-style-type: none"> <li>▪ <b>Newspaper websites</b> – Many newspaper websites also have webpages where you can post your event information.</li> <li>▪ <b>Volunteer websites</b> – These are websites dedicated to posting volunteer events (ex. Hands On Volunteer Match).</li> <li>▪ <b>Facebook and Twitter</b> – These social media sites are particularly useful in recruiting volunteers for your project / event from family and friends.</li> </ul>
<b>Radio</b>	<p>Radio stations provide air-time for call-in, news, and talk shows. Stations are also required to provide a certain number of Public Service Announcements (PSAs).</p>
<b>Television</b>	<p>Since television is a visual medium, projects and events which can successfully present a visual component will have the best success getting air-time. Public affairs programs, talk shows, editorials, Public Service Announcements (PSAs), and feature segments of the news are all potential publicity opportunities for your events, particularly with local access cable stations.</p>
<b>Magazines</b>	<p>There are a number of local and regional magazines. Note, however, that most magazines require a lengthy lead-time for submission and printing of your project / event information.</p>

## What the Media Wants From You

The better able you are to articulate how relevant and interesting your cleanup is to the local community, the more useful your content will be to a news outlet. As you prepare content on your project or event for the media, ask yourself the following questions:

**Relevance** – Does your cleanup present a story that is of particular relevance in the context of current events, local or national? (Ex: Recent media hype regarding ocean plastics after 5 Gyres Study was published in 2014.)

**Human Interest** – Does your cleanup connect to a larger issue or news event being discussed in your community? (Ex: The fall event is a part of the International Coastal Cleanup, connecting Oregon to a global community.)

**Uniqueness** – How is your cleanup different and surprising? (Ex: Do you have a school coming out to turn the debris picked up into art? Are you offering free chowder to volunteers?)

**Prominence** – Who is involved in your cleanup? (Ex: The involvement of local public officials, businesses, or groups turning the debris into art will add media value, as will the number of community members and local organizations involved.)

**Community Impact** – What is the impact of your cleanup in terms of the number of people involved and the tangible result realized? (Ex: The event has been taking place since 1984. On average each year, 5,000 volunteers clear over 50,000 lbs of debris from the Oregon Coast in a single day!)

**Environmental Impact** – How will your cleanup benefit the environment? (Ex: Benefits to local wildlife. Keeping debris out of the ocean.)

### Talking Points

Before, during, and after event day, you will need to have a “pitch” ready for the media, which includes a couple of the key educational messages listed earlier in this guide. You may be interviewed by the media at any time, without warning. Be ready.

Keep your talking to a maximum of 30-seconds. Before you speak with the media, be sure to practice your talking points with a partner and then try them out on a few potential volunteers and in-kind donors. This will help you to refine your message and deliver it in a clear, concise, and confident way. Also, remember to train your Beach Captains and other key volunteers on how to give the same 30-second speech effectively.

Please refer to the **Zone/Beach Captain Resources page** on the website for event-specific messages and talking points. These are typically available two months before the event.



## The News Release

For statewide events, SOLVE always sends out news releases. SOLVE encourages you to send out your own as well to local media.

Media outlets expect to receive news releases that are formatted in a standard way. Refer to the Zone/Beach Captain Resources page on the website for an event-specific news release template. **Please send any news releases to the SOLVE Beach Cleanup Coordinator for review before you send them out!**



# Recycling Tips & Sustainability

## Recycling at the Coast-Wide Beach Cleanups

Adding recycling to your beach cleanup sites will take an additional effort on your part and on the part of your local hauler, so it is between you two to decide whether you're up for it and whether it makes sense in your area. SOLVE is keenly aware and thankful that you and local haulers donate your services to this event, so while we are happy to support your efforts to recycle, we recognize the choice is absolutely yours!

The goal of recycling onsite is to help reduce the amount of debris sent to a landfill both from volunteer waste generated at the event (ex: water bottles), and from recyclable litter on the beach. Recyclable litter may be limited. Haulers often can't accept items that are too sandy or dirty, or that aren't identifiable (without the #1-7 plastic type).

The following tips were gleaned from the organizers of the Nehalem Bay Cleanup who have been recycling for over a decade.

- Different haulers on the coast have different recycling capacities, confer with your Local Hauler about what they can and can't accept. Ask if they have pictures and a list of recyclable items that you can laminate and post onsite for volunteers.
- Depending on the number of volunteers expected at your site, recruit "Recycling Beach Captains" to oversee the bins, and sorting process as volunteers return from the beach. OSU Master Recyclers are a great volunteer pool and local resource!
  - **Setup:** Provide a recycling station for your Recycling Beach Captains, a table preferably with some cover from the rain to pour out bag contents and sort through recyclables.
  - Provide sturdy gloves for sorters - dishwashing gloves work well.
  - A rinsing station for sandy litter is ambitious, but has been done at the Nehalem Bay Cleanup.
- On Cleanup Day ask interested volunteers to either designate a partner or group member to hold the "recycling bag," or give two bags to a volunteer so they can begin sorting recyclables as they comb the beach.
- Have Recycling Beach Captains direct incoming volunteers to the recycling station and dumpster. Compile trash bags so they're two-thirds full for the dumpster (keep track of the number of bags or dumpster level!). Pour out recyclables on the table to sort, and **make sure to keep track of the number of bags** or size/type of recycling bins for the cleanup report.



The photos above are good examples of ways some sites have incorporated recycling and reuse into their cleanups. The photo on the left is from the Cannon Beach Cleanup. The **Oregon Beverage Recycling Cooperative (OBRC)** sets up at the registration site, next to the dumpster. Volunteers are asked to separate plastic bottles from the rest of the debris, and helpers from OBRC are on hand to help separate and clean the bottles.

The middle photo is from the Nehalem Bay Cleanup. **CARTM Recycling** has been donating their services to this cleanup for many years. They help separate the debris that volunteers bring back, and sort it into reusable items, recyclable materials, and trash to be sent to the landfill. A more detailed CARTM recycling procedure (with tips) can be found on the Zone/Beach Captain Resource page on the website.

The right photo is from the Bandon Beach Cleanup. Instead of recycling the debris, much of it is given to the **Washed Ashore Project**, a local non-profit dedicated to educating and creating awareness about marine debris and plastic pollution through art. They sort through the debris picked up by volunteers, bring items back to their processing facility, wash the debris, and eventually use it to create art sculptures which have toured around the country. Many years, the Washed Ashore Project sends volunteers up and down the coast to collect debris from a dozen cleanup sites. SOLVE will contact you before the cleanup if they plan to stop by.

Similar ideas include connecting with a local school or art club to create educational art from the debris, collecting microplastics and cigarette butts in jars to use as educational tools at the future cleanup events, or creating a “debris art challenge” among volunteers. Feel free to be creative when it comes to recycling!

## Incorporating Sustainability into your Cleanup

SOLVE is always looking for ways to make the coast-wide cleanups more sustainable. On the main event pages on the SOLVE website, as well as the individual site pages, we encourage volunteers to consider sustainability before they come out with the following list:

- Bring a bucket or reusable bag to reduce the amount of plastic trash bags used
- Bring an old colander to sift the tide lines for harmful, bite-sized bits of plastic
- Bring a pair of gardening gloves to reduce use of plastic gloves
- Bring a reusable water bottle and/or coffee mug
- Carpool and use public transportation where possible
- Plan ahead and pack a “trash-free” lunch
- Send SOLVE your stories of efforts to achieve a personal zero waste to landfill day!

Because SOLVE coordinates close to 50 cleanup sites on a single day, we also rely on local Zone and Beach Captains to help us within their own communities. Many Zone Captains have had success asking local businesses for in-kind donations for items such as buckets and work gloves. Items such as these can also be purchased through the small \$100 grant and can be used year after year. If you obtain buckets, let SOLVE know - we have SOLVE stickers for these!



# Volunteer FAQ's

During our many years coordinating the coast-wide beach cleanups, and other statewide and local events, we've been asked every question you can imagine. There are a few, however, that tend to come up year after year. Feel free to review the following list of frequently asked questions and answers.

## **What does the name SOLVE stand for?**

When the non-profit was founded in 1969, the name was S.O.L.V. (Stop Oregon Litter & Vandalism). Today, it is simply the word SOLVE, representing our commitment to engage volunteers in restoration projects, and inspire stewardship across Oregon.

## **What does SOLVE do for Oregon?**

SOLVE brings Oregonians together to improve the environment and build a legacy of stewardship. This mission builds on the founding vision of citizen stewardship started in 1969 when Governor McCall launched SOLVE. SOLVE facilitates collaboration of a broad spectrum of individuals, organizations and communities in volunteerism for the betterment of Oregon's environment. Annually, SOLVE engages more than 40,000 volunteers working in more than 170 communities across Oregon.

## **Does SOLVE have volunteer opportunities throughout the year?**

Yes. SOLVE implements a wide range of programs throughout the year, encouraging volunteerism all over Oregon. SOLVE encourages you to sign up for our monthly e-Updates, which list upcoming volunteer opportunities statewide.

## **Is my donation to the local cleanup tax deductible?**

Yes. SOLVE is a 501(c)(3) non-profit organization. SOLVE counts on supporters for ongoing support. Donations and charitable contributions are deductible to the full extent of the law. SOLVE's non-profit ID number is 93-0579286.

## **How do I register to volunteer for a Beach Cleanup site?**

Find a beach cleanup site near you on SOLVE's online calendar. You may also click on a beach cleanup site using the clickable site map on the event page. Click the "Register Now" button on your chosen site's webpage to sign up. You can also register to volunteer over the phone by calling 503-844-9571 or 1-800-333-SOLV.

## **Do I have to register online?**

All volunteers are encouraged to pre-register online, particularly volunteer or business groups of 20 or more. We like to let the Zone Captain know ahead of time how many



volunteers to expect for logistical purposes. Pre-registration also allows you to fill out the online e-waiver and save time the morning of the event, and helps reduce the event's carbon footprint by minimizing the use of paper on site. If you cannot pre-register, you are welcome to register the morning of the event at the check-in table.

### **Can I register as a volunteer or business group?**

Yes! While registering please select "I am a group leader registering a new group" and name your group. Once your registration is complete and approved, you will receive a confirmation email including a link for group members to use to sign up under your group name (Please note that it may take 48 hours for your group name to show up).

### **I'm a volunteer or business group member. How do I register under my group?**

When registering for an event please select "I am registering myself as part of a group" and select your group name from the drop down menu. Please note that it may take up to 48 hrs for a group name to appear once the initial registration for the group has been received. After this you can complete the registration as an individual. You can also register the morning of the event if needed.

### **Who needs to fill out a waiver?**

Everyone volunteering at a SOLVE event needs to complete a waiver. Youth volunteers who are accompanied by an adult can be included on the adult's waiver. Youth volunteers who are unaccompanied by an adult need to have a legal guardian fill out a youth waiver for them.

Waivers can be filled out either online - during our pre-registration process - or at the event. You may also print out a copy of our waiver, fill it out, and bring it the morning of to hand to the event leader. Many volunteer or business groups use this option.

### **What should I bring/wear?**

SOLVE provides supplies including bags, gloves, tools and other items necessary for the project. To make the event more sustainable, volunteers are welcome to bring reusable bags, buckets and/or gloves to use in lieu of the provided items.

We recommend you bring

Sturdy closed-toed shoes

- Clothing suitable for the quickly changing coastal weather – rain and shine.
- A reusable container for drinking water and a snack or lunch.
- Reusable bag or buckets to reduce the number of trash bags we use.
- An old colander and small shovel to sift the tide lines for small pieces of plastic harmful to wildlife. These are the #1 items we find during beach cleanups!



### **I don't have a car. How can I get a ride to the project?**

SOLVE is not able to arrange travel options for volunteers to events. We suggest that you either visit one of the following websites, or communicate with your friends and family to see if you can volunteer as a group and share transportation.

Websites for carpooling/rideshare:

- Craigslist Rideshare
- eRideShare.com
- The Wave

### **Are projects family-friendly?**

The coast-wide beach cleanup is a family-friendly event and Oregonians of all ages are encouraged to join! We've spoken with volunteers who have been participating in this event since they were kids and are now bringing their children to continue the cycle of stewardship.

### **Can I bring my dog?**

Dogs are allowed on all Oregon beaches, during SOLVE beach cleanups, however we ask that dogs are kept on a leash for the comfort and safety of our other volunteers.

### **Can I get community service credit?**

SOLVE events can count towards community service. Please note, all community service forms must be filled out the day of the event by the Beach Captain. SOLVE Staff not present at the event will not be able to confirm any community service after the event. Please check with the organization requiring the community service to see if they need you to bring any specific forms to be signed on the day of the event.

### **What happens if the weather is bad?**

Under most circumstances all SOLVE events happen rain or shine. In very rare cases where safety is a concern, SOLVE events may be cancelled or postponed. If this happens information will be posted on our website and social media. All pre-registered volunteers will also receive an email and many will receive phone calls informing them of the cancellation.

### **Will I find tsunami debris? Should I be worried about radiation at the coastal sites?**

Since the devastating earthquake and tsunami off the coast of Japan in March 2011, Oregon's beaches have seen an increase in the amount and types of debris. The amount of tsunami debris washing ashore has waned in the past year, but Beach Cleanup volunteers may still find some items. Please visit the SOLVE Tsunami & Marine Debris Response page or NOAA Marine Debris Program to learn more.

The Oregon Health Authority and Oregon Parks and Recreation Department are regularly testing for radiation along our coastline, and to date, there has been no data to suggest any radiation over the normal acceptable levels in the sand or sea water. If you would like more information, check out the State's FAQ page and the latest results from tested beaches.

