



2020 SWEEP LEADER CHECKLIST

ACTION

____ Visit your site

If you have not done so, visit your site to identify hazards and note the amount of debris present to estimate the number of volunteers you will need.

____ 2020 Sweep Site Leader Form Due

Submit 2020 Sweep Site Leader Forms (<https://goo.gl/forms/C8f3hjEMi3z6NsgS2>) no later than Monday, September 7.

____ Register your cleanup at American Rivers by September 7 to receive **free trash bags**

<http://www.americanrivers.org/take-action/cleanup/submit-your-cleanup-event/>

____ Attend Sweep Leader Webinar #1: Planning Your Sweep Project, 9/16 at 6:00 PM

In this webinar, Sweep organizers Jen and Julia will review strategies and instructions for planning Sweep projects and answer any questions leaders might have about the process. Join at <https://bit.ly/2F1iSwB>.

____ Recruit volunteers locally

Reach out to local churches, scout troops, schools, and/or other groups on social media, by phone, and over e-mail. Additionally, use social media and your own network to recruit volunteers you already know. Be sure volunteers know how to register at www.riverkeeper.org/sweep.

____ Reach out to local media and submit event details to event calendars online

Let local newspapers, online media, radio, and TV know about your event. Include the date of the Riverkeeper Sweep, and the time and location for your project, your contact information, and the phrase "to register, visit [riverkeeper.org/sweep](http://www.riverkeeper.org/sweep)."

____ Identify any special considerations for your site and seek local sponsors

Many home improvement and grocery stores will make in-kind donations of work gloves and/or similar supplies. Use our donation form to get the support you need from local businesses.

<http://www.riverkeeper.org/resources-for-sweep-leaders/>

____ Attend Sweep Leader Webinar #2: Preparing for Sweep Day, 9/29 at 5:00 PM

You've planned the fundamentals of your Sweep project -- now it's time to iron out details and prepare for Sweep day. In this webinar, organizers Jen and Julia will discuss what to expect on Sweep day and answer any questions leaders may have. Join at <https://bit.ly/3hTAR6O>.

____ Secure trash hauling and develop your recycling strategy

The landowner typically handles trash hauling; be sure to ask about how and what they will recycle, and how to separate trash from recyclables. We strongly encourage that you plan ahead to make recycling a focal point of your cleanup. Call or e-mail Jen with any questions.

____ Reach out to your registered volunteers!

All registered volunteers will receive a general e-mail reminder from us, but a personalized e-mail with your cell phone number and enthusiasm goes a long way!

____ SWEEP DAY: Follow Your Day-of To-Do List

Today is the big day you've been preparing for. Use your Day-of To-Do list, and call Jen with any last minute questions or issues on her cell phone at 585-943-7454.

DEADLINE

Now!

September 7

September 7

September 16

Mid-September

Mid-September

Mid-September

September 29

October 1

October 15

October 17