



## Cleanup Checklist

### **ACTION**

### **Timeline**

**\_\_\_ Visit your site**

If you have not done so, visit your site to identify hazards, and observe the amount of debris in order to estimate how many volunteers you will need.

**2-3 Months Before**

**\_\_\_ Select a date, time, and meeting location for your cleanup**

If your organizing a shoreline cleanup, consider the tides when you pick a date and time for your project. The tides will determine how much shoreline you have to work with. A good rule of thumb is to begin a cleanup project two hours before low tide. (<http://www.hudsonriver.com/hudson-river-tidal-charts>)

**2-3 Months Before**

**\_\_\_ Determine Landowner & Contact Them for Permission**

Contact landowner stating your interest in organizing a community cleanup of the location and ask for permission to coordinate the project. If it's a local municipality or park conservancy, inquire about assistance with trash and recycling hauling.

**2-3 Months Before**

**\_\_\_ Register your cleanup at American Rivers 4 weeks in advance to receive *\*free\** trash bags**

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

**4 Weeks Before**

**\_\_\_ Recruit volunteers locally**

Reach out to local church, scout, school or other groups. Consider creating posters to hang up at libraries, post offices, community centers and other public bulletin boards. Also, use social media and your own network to recruit volunteers. Be sure to include a place to RSVP such as an e-mail address or Facebook event.

**4 Weeks Before**

**\_\_\_ Reach out to local media and submit event details to event calendars online**

For larger projects, consider newspapers, online media, radio and TV. Include the date, time, and location of your project, your contact information, and the phrase "to register, visit [riverkeeper.org/sweep](http://riverkeeper.org/sweep)."

**4 Weeks Before**

**\_\_\_ Identify special needs and seek donations from local stores**

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

**3-4 Weeks Before**

**\_\_\_ 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.

**3-4 Weeks Before**

**\_\_\_ Recruit any additional volunteers**

Assess how many volunteers you have signed up for your cleanup and if more are needed do additional promotion and outreach.

**2 Weeks Before**

**\_\_\_ Reach out to your volunteers**

E-mail your registered volunteers with a friendly reminder of the date, time, meeting location, things they may want to bring/wear, etc. A personalized e-mail with your cell phone number and enthusiasm goes a long way.

**1 Week Before**

**\_\_\_ Day of the Sweep: Follow Your Day-of To-Do List**

More information can be found on the day-of-to-do list. Overall, you're goal will be to ensure your volunteers have a safe and productive cleanup.

**Day of Your Event**