



## Sweep Checklist

### Before Your Volunteers Arrive

- ✓ Place signage if necessary to help volunteers find the meeting place.
- ✓ Arrange your materials (trash bags, T-shirts, etc.) so they are easy to distribute as volunteers arrive.
- ✓ Check for any hazards to communicate to your volunteers, such as slippery conditions, poison ivy, ticks and “sharps” (glass or needles) sometimes found in trash.

### As Volunteers Arrive:

- ✓ Check-in volunteers, and ask those who haven’t registered to fill out the liability waiver.
- ✓ Use the talking points provided, or your own words, to welcome the group.

### During the Sweep:

- ✓ Make sure your volunteers are safe and have the materials they need.
- ✓ Take photos! Try to take shots of volunteers in action, and a group shot of all volunteers with the trash pile. Try to capture smiling faces! Also take photos of any particularly noteworthy trash. If any media shows up, tell them about your Sweep project.
- ✓ Please share your experience on social media using #RiverkeeperSweep, #ItCameFromTheHudson, or tagging Riverkeeper on Facebook (@HudsonRiverkeeper), Twitter and Instagram at (@Riverkeeper).

### After Sweep:

- ✓ Using the worksheet on the other side of this page, add up the impact of your Sweep project.
- ✓ **Share your results by calling Jen (585-943-7454) or Corey (212-380-6128)**
- ✓ Sweep to Your Brewery! Share brewery cards with Sweep volunteers and consider stopping by the brewery and purchasing beers full price to consume at home with family or roommates. Let’s return the generosity of our long-time Sweep brewery partners!

### Next Week:

- ✓ Send liability waivers and reporting worksheets to Riverkeeper, ATTN: Jen Benson, 50 Rondout Landing, Kingston, NY 12401. You should have received a stamped and addressed envelope in your Sweep Leader Packet.
- ✓ Share photos with [sweep@riverkeeper.org](mailto:sweep@riverkeeper.org). (For large files, contact us for file-sharing options.)

**Questions about Sweep? Call us at: Jen (585-943-7454) / Corey (212-380-6128)**



**When your project ends, please call us with your results!**

**Jen: 585-943-7454 / Corey: 212-380-6128 or email us at [sweep@riverkeeper.org](mailto:sweep@riverkeeper.org)**

### Service Project Reporting Worksheet

Site Name: \_\_\_\_\_

Sweep Leader: \_\_\_\_\_

Adults (incl. leaders) \_\_\_\_\_ + kids \_\_\_\_\_ = **Total Volunteers** \_\_\_\_\_

Big bags of trash: \_\_\_\_\_ x 30 lbs = \_\_\_\_\_

Small bags of trash: \_\_\_\_\_ x 15 lbs = \_\_\_\_\_

Bags of recycling: \_\_\_\_\_ x 15 lbs = \_\_\_\_\_

Tires: \_\_\_\_\_ x 20 lbs = \_\_\_\_\_

Other items \_\_\_\_\_ = est. weight \_\_\_\_\_

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**TOTAL COLLECTED:** \_\_\_\_\_

OTHER: # of single-use plastic bags: \_\_\_\_\_

OTHER: # of facemasks: \_\_\_\_\_

OTHER: # of disposable gloves: \_\_\_\_\_

Trees/Shrubs Planted: \_\_\_\_\_

Trees/Shrubs Maintained: \_\_\_\_\_

Other Results (Please quantify) \_\_\_\_\_

\_\_\_\_\_

What was the most common item you collected? \_\_\_\_\_

What was the most interesting or unexpected item you collected? \_\_\_\_\_

\_\_\_\_\_

**Jen: 585-943-7454 / Corey: 212-380-6128 or email us at [sweep@riverkeeper.org](mailto:sweep@riverkeeper.org)**