2023 SWEEP LEADER CHECKLIST

ACTION

____ Visit your site - Do this now!
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.

____ Attend Sweep Leader Webinar #1: Planning Your Sweep Project - March 20
In this webinar, we will review strategies and instructions for planning Sweep projects and answer any questions leaders might have about the process. Register at: https://www.riverkeeper.org/resources-for-sweep-leaders/

____ Submit your 2023 Sweep Site Leader Form and notify us if the landowner requires a permit - Due March 24
Submit 2023 Sweep Site Leader Forms (https://forms.gle/ijGsndqTfHn4d4zs5) no later than Friday, March 24.

____ Register your cleanup at American Rivers by April 1 to receive **free trash bags - Due April 1**
https://www.americanrivers.org/make-an-impact/national-river-cleanup/register-a-cleanup/

____ Recruit volunteers locally - Early April
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 once Sweep registrations go live..

____ Reach out to local media and submit event details to event calendars online - Early April
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."

____ Identify any special considerations for your site and seek donations - Early April
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 - Due April 12
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, we will discuss what to expect on Sweep day and answer any questions leaders may have. Register at: https://www.riverkeeper.org/resources-for-sweep-leaders/

____ Secure trash hauling and develop your recycling strategy - Due April 15
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 you to plan ahead to make recycling a focal point of your cleanup. Call or e-mail Katie with any questions.

____Reach out to your registered volunteers! - April 24
All registered volunteers will receive a general email reminder from us, but a personalized email with your cell phone number and enthusiasm goes a long way!

____ SWEEP DAY: Follow Your Day-of To-Do List - May 6
Today is the big day you've been preparing for. Use your Day-of To-Do list, and call Katie with any last minute questions or issues on her cell phone at 646-896-9238.