

# APPENDIX A

## Cleanup Coordinators Timeline - Guide

<b>RANGE OF DATES</b>	<b>ACTIVITY</b>
April – through summer	Recruit Cleanup captains
April	Attend GSRC Coordinator Training
May	Order supplies from GSRC
By end of May	Send flyers/posters (if available) to school districts to recruit their participation before the end of the school year
By August 1	Arrange Cleanup sites for GSRC
By August 1	Establish central meeting place (if necessary)
August 15	Submit Cleanup and captain lists to GSRC
August 15	Submit Cleanup information for inclusion on SNC's online GSRC Location Map
August 15 – mid-September	Hold Site Captain meetings & organize Cleanup day logistics
Ongoing	Respond to volunteer calls and contacts / PRE-REGISTER and assign volunteers to specific sites
August 1 – Clean up Day	Arrange for publicity and promotion / Distribute posters and brochures
August 15 – Clean up Day	Issue press releases and media advisories /place public service announcements
Cleanup – 3rd Saturday in September, 9 am to Noon – TAKE PHOTOS!	Report results to GSRC Coordinator at SNC by 1 pm.
By Mid-October	Final results & forms due to SNC (see Forms Packet)
By end of October	Thank your volunteers, sponsors, etc.
By end of October	Assess surplus supplies
By end of October	Complete SNC's event evaluation online (instructions will be emailed to you)