

# APPENDIX B

## *Sample Day-Of-Cleanup Timeline*

**7:45 - 8:00 am** - Arrive at central meeting point to set up

**Bring:**

- Tables
- Food and drinks and ice (if applicable)
- Site signs that captains hold up (so the volunteers can find their Site Captain easily)
- Site volunteer lists
- Sponsor thank you signs
- Extra waiver forms and pencils
- Extra data collection forms
- Extra trash and recycling bags
- Cell phone

**8:30 am**

- Volunteers arrive to get into their groups to carpool
- Help volunteers to get oriented – if they haven't pre-registered help them sign up for a site. Have volunteers sign waivers and give to Site Captains.
- Feed volunteers
- Welcome and thank!
- Remind them about any post Cleanup party/celebration (if applicable)
- Let them know that their site leader will review everything with them at their trailhead/site location.

**8:45 am** - All depart for their sites

**9:00 am** - All Site Captains meet volunteers at their sites to:

- give safety talk
- distribute data forms, pencils, gloves & bags
- give instructions for data forms
- divide group into pairs for data and trash collection
- point out any off limit areas

**9:15 am** - Post Cleanup celebration party set up (if applicable)

**11:30 am**

- Data coming in from the Site Captains
- Tally all data ready to call Sierra Nevada Conservancy

**Noon**

- Volunteers/Site Captains begin to arrive
- Retrieve all Site Captain supplies – organize into pre-labeled boxes and waivers & data forms into envelopes with site names
- Tally info to report into SNC!

**1:00 pm** – Call SNC with all data information - Remember to keep a copy of all the forms or record the data so that you can compare numbers next year.