

APPENDIX D

Site Captain Package

PART ONE: SAMPLE SITE CAPTAIN INSTRUCTIONS

(Give these to each Site Captain and go through these instructions with them at Site Captain meeting.)

Thank you so much for being a Site Captain for the Great Sierra River Cleanup!

Site Captain: _____ Site: _____

Cell # : () _____

Trash Pickup Area(s): _____

Trash Pickup Agency: _____

All volunteers should bring:

- Water in reusable bottle
- Snack if needed
- GOOD work gloves (we will provide disposable ones, too)
- Sunscreen
- Good walking/hiking/river shoes
- Hat
- Reusable bucket for trash pickup

Site Captains will be supplied with:

- Liability waivers & pencils – EACH person must print name, full address, phone number, and sign name. All parents must sign for children under 18.
- List of participants
- Garbage & Recycling bags
- First Aid Kit – limited – you may want to bring your own kit!
- Raffle ticket(s) for each participant (if applicable)
- Site form for site data
- Data forms & pencils
- Buckets for picking up glass
- Extra gloves
- Raffle tickets - one for each volunteer on list

Safety: (Also see Site Captain Orientation & Safety Script)

- Have everyone sign waivers – families CANNOT sign as one
- Warn about possible dangers – water, rocks, sharp pieces of trash, poison oak, snakes
- If you pick up food, make sure it goes in any pre-existing garbage cans that might be there, or that it is wrapped well so that animals do not get in it before bags are picked up.

- If you do come across any questionable items like needles, tampons, condoms, etc., please do not allow children to pick up. If you have an agency representative there (State Parks, BLM, USFS, etc.), please let them handle it. If not, as the Site Captain you should please carefully wrap items & put in a bag. Needles need to be disposed of separately (please give them to agency member if present or Coordinator.)
- Know of any off-limit areas at your site and communicate to volunteers.

Site Captain Responsibilities:

- Most Site Captains will meet their groups at _____, unless prior arrangements are made to meet at your site. Captains will figure out carpooling with participants and proceed to site.
- Make sure waivers are completed by each participant. (10 can sign on each side) - but please make sure participants have time to read full waiver text.
- (If applicable) make sure each volunteer receives ONE raffle ticket. The volunteer will take ONE side of the ticket and the OTHER side will be handed in after the clean up.
- Divide up volunteers to different sections of the site to clean up and tell them where to leave trash.
- Make sure volunteers fill out data sheets – this can be done with people dividing into pairs.
- Be responsible for bags and first aid kit.
- Make sure photos are taken.
- Make sure recyclables are consolidated in their own bags and volunteers know to do this.
- Consolidate all trash in one central location for pick-up.
- Be aware of safety of group and call 911 and then Cleanup coordinator with any emergency. Bring cell phone, if possible.
- If applicable, invite group to post-Cleanup celebration (INCLUDE DIRECTIONS to pass out to volunteers)
- Meet Cleanup Coordinator with trash data NO LATER than 12:30 pm. So this means you can either call info in or arrange to meet. They will need:
 1. estimated pounds of trash & estimated pounds of recyclables (2 separate numbers)
 2. number of volunteers at your site
 3. number of adults, number of kids
 4. approximate distance cleaned
 5. most unusual items found
 6. number of folks bringing at least one reusable cleanup item (own bucket, bag or gloves)
- Also, please compile all data from VOLUNTEER DATA FORMS onto your one SITE DATA COMPILATION FORM at the end of the Cleanup and return to Cleanup Coordinator asap.

Things That Need to Come Back to Cleanup Coordinator:

1. The above 6 pieces of information by 12:30 pm.
2. Site Captain Form, Waivers, Data Forms
3. Extra bags, buckets, first aid kit