

Stream Cleanup Checklist

SELECTING A STREAM

Prior to Adoption	Task
Typically one-time only tasks.	<input type="checkbox"/> Select a stream <input type="checkbox"/> Obtain landowner permission to access the stream (Sample Letter) <input type="checkbox"/> Scout stream <input type="checkbox"/> Create/secure maps as required <input type="checkbox"/> Complete Adoption Form

BEFORE THE EVENT

Aspects/Timing	Task
Logistics	<input type="checkbox"/> Set cleanup date and timeline <input type="checkbox"/> Develop back-up plan for bad weather or other “natural” circumstance <input type="checkbox"/> Arrange for needed equipment <input type="checkbox"/> Register cleanup with Adopt a Stream for promotional support and volunteer recruitment <input type="checkbox"/> Coordinate necessary supplies. Reserve supplies through Metro Waste Authority for: <ul style="list-style-type: none"> <input type="checkbox"/> Orange vests <input type="checkbox"/> Protective clothing/ gloves <input type="checkbox"/> Grabbers, mesh bags, other collection equipment <input type="checkbox"/> Purchase back-up sunscreen and insect repellent <input type="checkbox"/> Plan for appropriate safety training and equipment <input type="checkbox"/> Prepare for emergency support as needed <input type="checkbox"/> Make arrangements for first aid <input type="checkbox"/> Set up pre-registration of volunteers <input type="checkbox"/> Identify and prepare team leaders <input type="checkbox"/> Promote your cleanup (contact media, local businesses, your volunteers, etc) <input type="checkbox"/> Begin to recruit volunteers
Arrange for Disposal	<input type="checkbox"/> Determine how you will dispose or recycle the following materials. (Check with your local city contact for assistance.) <ul style="list-style-type: none"> <input type="checkbox"/> Trash <input type="checkbox"/> Recyclables <input type="checkbox"/> Tires <input type="checkbox"/> Hazardous Materials
Site Plan	<input type="checkbox"/> Develop clean-up “site plan” (where is registration, first aid, etc.) <input type="checkbox"/> Determine trash collection point(s) <input type="checkbox"/> Determine where to sort recyclables from trash (pop cans, tires, metal) <input type="checkbox"/> Confirm team leader and volunteer participation <input type="checkbox"/> Make arrangements for refreshments
2 weeks out	<input type="checkbox"/> Send reminders to volunteers by email <input type="checkbox"/> Confirm with volunteers providing any equipment/materials, etc. <input type="checkbox"/> Prepare basic information for group leaders and volunteers <ul style="list-style-type: none"> <input type="checkbox"/> Information on trash disposal plan <input type="checkbox"/> How to handle emergency situations <input type="checkbox"/> Drinking water and restroom access <input type="checkbox"/> Transportation arrangements (if needed) <input type="checkbox"/> Specific cleanup locations <input type="checkbox"/> Canoe handling, safety, access and return (if part of the effort)

BEFORE THE EVENT (CONTINUED)

Timing	Task
1 week out	<input type="checkbox"/> Pick up supplies: <ul style="list-style-type: none"> <input type="checkbox"/> Orange vests <input type="checkbox"/> Protective clothing/gloves <input type="checkbox"/> Grabbers, mesh bags, other collection equipment <input type="checkbox"/> Drinking water <input type="checkbox"/> Refreshments <input type="checkbox"/> Back-up sunscreen, bug repellent <input type="checkbox"/> Sanitation <input type="checkbox"/> Maps as required <input type="checkbox"/> Transportation as required <input type="checkbox"/> Incentives or “door” prizes (if desired) <input type="checkbox"/> If on the water, additionally include: <ul style="list-style-type: none"> <input type="checkbox"/> Life vests and instruction <input type="checkbox"/> Assistance with canoes, paddles, additional safety instruction <input type="checkbox"/> Print out Sign-in & Safety/Liability Waivers , Safety Guidelines and Volunteer Feedback Forms

DAY OF THE EVENT

Timing	Task
At the start	<input type="checkbox"/> Set up for the event <input type="checkbox"/> Secure Sign-in & Safety/Liability Waivers for all participants <input type="checkbox"/> Provide equipment and materials to volunteers <input type="checkbox"/> Give a safety reminder speech
During the last hour of the event	<input type="checkbox"/> Set up the food (if applicable)
At the end of the event	<input type="checkbox"/> Obtain Volunteer Feedback

AFTER THE EVENT

Timing	Task
Immediately following the cleanup	<input type="checkbox"/> Dispose of trash <input type="checkbox"/> If there are large items not removed, coordinate with city contact or notify Adopt A Stream <input type="checkbox"/> Return cleanup supply materials (if applicable) <ul style="list-style-type: none"> <input type="checkbox"/> Safety vests <input type="checkbox"/> Gloves <input type="checkbox"/> Grabbers, mesh bags, other collection equipment
Within 7 days of the event	<input type="checkbox"/> Report Cleanup Results (online form or PDF form) <input type="checkbox"/> Send thank you notes or certificates to your volunteers and supporters <input type="checkbox"/> Follow up with media contacts – make your team’s accomplishments known



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