



## PEARL RIVER CLEAN SWEEP SITE LEADER CHECKLIST

\_\_\_ **Visit your site.** If you have not already done so, visit your site to find a good volunteer check-in location, identify hazards, observe the amount of debris and develop an emergency plan.

\_\_\_ **Recruit volunteers locally.** Pearl Riverkeeper will be promoting the event through the press and other outlets but you can help in your own communities. Reach out to local church, scout, school or other groups. Download the flier and post it in libraries and on other public bulletin boards. Use social media. Reach out to local newspapers, radio and TV. Inform all volunteers that they must register on-line at [www.PearlRiverkeeper.com](http://www.PearlRiverkeeper.com) where they can view/accept American Rivers Waiver of Liability. Parents/guardians must complete the on-line registration for those under the age of 18.

\_\_\_ **Seek local sponsors.** Many home improvement stores and grocery stores will make in-kind donations of work gloves, refreshments or raffle prizes. Download our Sponsorship flyer and distribute to local businesses.

\_\_\_ **Arrange for trash pickup and make a recycling plan.** Trash pickup and recycling logistics will vary by location. The cleanup sites on Pearl River Valley Water Supply District property will have all of their trash collected and brought to the Rankin side of the Ross Barnett Reservoir Spillway for sorting and recycling. Other locations, contact your local waste management providers to coordinate trash and recycling pickup. Sites leaders may choose to give volunteers one bag for recyclables and one bag for other trash in order to facilitate sorting and recycling. Kayak groups may want to arrange for boat support to assist with off-loading filled trash bags.

\_\_\_ **Organize your volunteers.** As volunteers sign up on-line, their registration forms will be forwarded to the appropriate Site Leader. The registration form will have a volunteer's email address, emergency contact phone number, and waiver confirmation. Use Eventbrite or similar app or start paper spreadsheet with a list of your volunteers. Let Pearl Riverkeeper know when your location is "full" and you no longer need volunteers. All registered volunteers will receive a reminder from Pearl Riverkeeper prior to the event but a personal email with your contact information and enthusiasm would definitely be appreciated!

\_\_\_ **Organize your supplies and manage your logistics.** Pearl Riverkeeper will be supplying T-shirts for all Site Leaders. **If your location wants to order additional T-shirts, please let me know by Sept 1.** Pearl Riverkeeper has received a grant from Restore America's Estuaries to purchase litter grabbers. Clear plastic bags from American Rivers will be available as well. **All Site Leaders, please send me your supply request (number of grabbers and trash bags). If you are not local to Madison, MS, please send me your address so that I can mail your T-shirt.**

\_\_\_ **Watch the weather and local conditions.** Event is rain or shine. Site Leaders may make individual determinations depending on the water level and other conditions at their sites. The most important thing is safety of your volunteers. Weather and river conditions must be calm. Contact your volunteers if you must postpone your cleanup. Please let your Coordinator know if you have any changes (Upper Pearl: Abby Braman 540-419-7567, Lower Pearl: Jessica Gauley 985-290-0002).