



SITE MANAGER GUIDELINES International Coastal Cleanup 2010

In order to participate please follow these instructions:

1. Fill out the attached Site Registration Form (2 pages) and FAX to (561) 686-6642, email or mail to:

Keep Palm Beach County Beautiful
1920 Palm Beach Lakes Blvd. Suite 210
West Palm Beach, FL 33409
keepPBC@bellsouth.net

- * **Site Registration Form must be received by July 16, 2010.** Fill out the form completely and to the best of your knowledge.

2. Posters and flyers will be mailed and emailed by KPBCB to promote the event and solicit volunteer participation. Posters and/or flyers will also be available to you so that you can help in the volunteer recruitment effort.

3. Volunteers will be encouraged to pre-register by contacting you. Please provide volunteers with details regarding your site including meeting time, location, volunteer guidelines, and rain date etc. Volunteers should provide you with t-shirt size and numbers in their group that will be attending. This information will help you in assessing supplies needed from KPBCB. Please note that t-shirts will be distributed to volunteers while supplies last. It is recommended that you pre-register volunteers by emailing them the volunteer registration form. Volunteers should read and sign (students under 18 must have a parent signature) and bring with them the morning of the cleanup. The volunteer registration form will also be posted on the KPBCB website and hard copies will be included in your supply box for cleanup day.

4. Get approval from the local jurisdiction that oversees the site (county, municipal, etc.). Make sure to make arrangements or get instructions for trash removal and parking (if applicable). KPBCB will assist you with this if necessary.

5. The following materials will be provided to you by KPBCB for your cleanup:

T-shirts (or alternate item)	Trash Bags	Disposable Gloves
Registration/Sign in Forms	Site Report Form	Event Contact List
Community Service Verification Forms		
Ocean Conservancy Data Cards (if participating)		
Banners (while supplies last)		
Specialty Pens and other promotional items for volunteers who complete and return the OC Data Cards		

*Other items may become available as corporate sponsors are recruited.

6. Make arrangements to pick up materials. KPBCB will notify you when materials are available.

T-shirts will be shipped to Site Manager listed on the Site Registration Form at the address provided (no P.O. addresses please). All other materials will be available for pick-up at the Keep Palm Beach County Beautiful office. Please email or call ahead to schedule:
keepPBC@bellsouth.net (561) 686-6646.

Keep Palm Beach County Beautiful
1920 Palm Beach Lakes Blvd. Suite 210
West Palm Beach, FL 33409



EVENT INSTRUCTIONS

PRE & POST EVENT

PRIOR TO EVENT

No later than one week prior

- Check out site again and become familiar with locations of restrooms, first aid, locations for dumpsters (if needed), access to clean up location, special parking provisions.
- Check to see if there is an available table on site for registration. If not you will need to make arrangements to bring a folding table and chair.
- If applicable, introduce yourself to any on-site personnel.
- Make sure you have received enough supplies and materials for your anticipated number of volunteers.
- Follow up with your volunteers or group(s) to remind them of the event and to advise them on what to wear and bring. We recommend that volunteers wear closed toe shoes, such as sneakers, hats and sunscreen. Have them bring work gloves if applicable to your site conditions. Unless you will be providing refreshments, have them bring bottled water.
- Arrange for coolers, ice and drinks if you would like. Approach area businesses for food/refreshment donations.
- Make sure you have contact numbers for the day of the event.

AFTER EVENT no later than one week following

- Turn in all left over materials, shirts, registration forms, OC data cards and Site Coordinator Report to the following location. Digital pictures can be sent by email or copied on to a CD.
Please make sure to call before delivering.

Keep Palm Beach County Beautiful
1920 Palm Beach Lakes Blvd. Suite 210
West Palm Beach, FL 33409

PH: (561) 686-6646

FAX: (561) 686-6642

**THANK YOU FOR YOUR PARTICIPATION IN CLEANING UP OUR ENVIRONMENT
AND CHANGING THE WAY WE SEE THINGS IN PALM BEACH COUNTY!**



International Coastal Cleanup

Day of Event

Site Manager Instructions

1. Arrive at site one hour before your start time to set up. Remember some volunteers will start arriving early – before your start time.
2. If not already pre-registered, have each volunteers sign in on the provided registration sheets.
3. If your site has committed to completing the OC data cards: It is recommended that volunteers work in teams of 2 to 4 - one should be designated as the recorder, filling out the Ocean Conservancy's data card as the rest of the team picks up debris. Give each volunteer team the following:
 - T-shirts and Trash bag(s) (If recycling, give one volunteer a bag for recyclables – usually blue color)
 - Gloves and pick up tools if you have them
 - Data card and pen to the recorder (explain use of card and tell them to turn it in to you after they return from cleaning). A large poster will also be provided to you to explain how to fill out cards. Please post in visible area.
 - Parking Permit if applicable.
 - **Make sure all volunteers are aware of the Volunteer Guidelines that are on the registration form. Post Volunteer Guidelines in visible area near registration.**
4. If additional materials are needed, or if you need to report other information, please notify the zone captain for your area from the Event Contact List that has been provided.
5. Give out information and any other promotional items that are included in the supply box (while supplies last).
6. Point out community service forms (particularly to high school students). Tell them to fill it out and bring back to you at the end of the cleanup. You will verify times worked and sign and return form to them.
7. Point out food and/or refreshments to the volunteers if applicable.
8. We encourage you to take pictures of your event and email or mail them to KPBCB.
9. Make sure data card is filled out and returned after volunteer returns from cleaning. Give out pens and other promotional items to volunteers who participated in the data card team.
10. Show the volunteer where to put the filled trash bags. *****Make sure data card indicates how many trash bags were filled by the volunteers and the approximate weight. (You can estimate between 10 and 20 lbs per filled bag as a ballpark figure depending on the items collected). This will help you in filling out the site report. Add a weight estimate for any large items found and provide a total for all trash collected.**
11. At the end of your event, pack up supplies and make sure your site is left as clean as you found it. Fill out the Site Coordinator Report form and compile the data card numbers on the Summary Data Card provided (Orange Print).
12. Return Site Coordinator Report, volunteer registration sheets, OC data cards and Summary Card, and unused supplies to Keep Palm Beach County Beautiful no later than a week following your cleanup.
13. In case of inclement weather, the rain date for the cleanup is **Saturday, October 2.**

For more information please call Lourdes Ferris at (561) 686-6646 or cell phone (561) 389-7684. Please call the cell number on the day of the cleanup if you need additional help or supplies.



Please Post in Visible Location

VOLUNTEER GUIDELINES

- ◆ Please make sure you sign in at the registration table when you arrive, and receive the necessary materials to do the cleanup.
- ◆ Volunteers may be working in sunny, hot, wet and dirty conditions and, in some cases, areas where there is heavy brush. It is strongly recommended that you wear protective clothing (check with your Site Coordinator for recommendations), closed-toe shoes such as old sneakers, and hats for sun protection. Insect repellent and sunscreen are also strongly recommended.
- ◆ Remove litter during daylight hours only.
- ◆ All trash bags should be left at the locations designated by the Site Coordinator. Please make sure they are securely tied when full and placed for pick up.
- ◆ No consumption of intoxicating liquids, beverages, or illegal drugs will be allowed during the clean up or other community activity.
- ◆ Wear gloves and use caution when picking up sharp objects. **Watch out for broken glass and metal.**
- ◆ **Do not pick up any type of hypodermic needles or other hazardous waste such as paint, used motor oil, tar balls, automobile batteries, etc. Note location and report it to Site Coordinator.**
- ◆ Do not lift anything too heavy. Report location of large debris such as motors and appliances.
- ◆ **Do not approach large drums. They may contain hazardous wastes; even vapors can be harmful. Leave the drum and report its location to Site Coordinator.**
- ◆ Avoid suspected hazardous substances or areas where herbicides were recently applied.
- ◆ Avoid areas where snakes, fire ants, jellyfish, crabs or other dangerous species may be located. If you encounter domestic animals the best policy is to avoid them and leave them alone.
- ◆ It is recommended that volunteers work in teams of two to four: one should be designated as the recorder, filling out the Ocean Conservancy's data card as the rest of the team picks up debris. The information you record on the data card will be furnished to the Ocean Conservancy and used for research and policy decision purposes. Please return the Data Card to the Site Coordinator upon completion of your cleanup.
- ◆ If you are recycling, designate one member of your team to carry a bag for recyclables usually clear or blue bag. Ask the Site Coordinator where to leave these bags when you're finished.
- ◆ **THANK YOU FOR CONTRIBUTING TO THE CARE OF OUR ENVIRONMENT!**

Site Coordinators: Please verify hours, sign and return to volunteer after completion of service.



International Coastal Cleanup

Date of Service: _____

Community Service Volunteer Hours

Name of Site/Location: _____

Name: _____ Home Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

School/Organization: _____

Check In Time: _____

Check Out Time: _____

Total Hours: _____

Authorized Signature: _____

Date: _____