

Day of Volunteer Checklist

Supplies, Tasks, Event plan

Supplies for volunteers

- Bags
- Vests
- Gloves
- Litter grabbers
- Waivers
- Clipboards
- Pens
- Assignment sheet(s) or maps
- Safety instructions
- First aid kit (available is needed)
- Baby wipes
- Hand sanitizer
- Raffle tickets and container (if hosting a raffle)
- Traffic safety sign
- Masking tape
- Water/food/snacks (if provided as part of the cleanup)

Day of event tasks

1. Distribute bags, gloves, vests, litter grabbers
2. Have everyone sign a liability/photo waiver
3. Have everyone read the safety instructions or listen to the safety talk
4. Give volunteers their assignments (map/task/route)
5. Tell volunteers to either return filled bags or group them in a spot convenient for pickup. They must let you know where they have left bags so you can make a list and coordinate with the drivers to pick them up. Give volunteers the option to sort recyclables if the disposal option allows for it.
6. If a raffle is part of the clean up, get everyone signed up for it. Write name on a ticket and put in a bag.
7. If snacks and water are provided, plan for proper disposal of associated garbage or leftovers.
8. After volunteers go out to work, ask someone to draw names for the raffle.
9. When volunteers return:
 - a. Collect litter grabbers
 - b. Make sure you know where all the bags are located for pickup
 - c. Make sure drivers get all the bags picked up

- d. Direct volunteers to refreshments
- e. Hand out prizes to raffle winners

Event plan checklist

Beginning of Event:

- ___ Set up Sign-In Table (sign-in sheets, waivers, pens, membership forms)
- ___ Arrange supply station (bags, gloves, safety vests, grabbers)
- ___ Place food and beverages in food area
- ___ Place Materials (voucher, letter, envelope) for Drop-Box on box

During Event:

- ___ Welcome volunteers and staff sign-in table
- ___ Talk with neighbors and have fun
- ___ Take photos of volunteers to use in social media, neighborhood newsletters and in future recruiting (the liability waiver they sign at the beginning of the day includes a photo release).

After Event:

- ___ Collect remaining supplies and food
- ___ Return supplies to appropriate provider
- ___ Record information on cleanup forms, send to event sponsors as appropriate
- ___ Send thank you notes to partners
- ___ Promote your successes!
- ___ Celebrate a job well done!