



Checklist for Rouge Rescue Site Coordinators

- **Choose a site:** Publicly owned property is preferable, make sure to obtain permission for event and work. **Site considerations:**
 - **Accessibility:** make sure volunteers can access site. You may consider a separate site for registration/volunteer support but make sure to provide maps and directions to work sites.
 - **Work needed:** choose sites that have the potential for the work that you want to do.
 - **Ownership:** Public parks are ideal, other publicly owned sites such as schools and nature centers can also work.
 - **Who will be responsible for hauling away trash collected or provide any heavy equipment needed?** Municipalities can often provide this, private waste haulers are an alternative.

- **Plan the work that you want to do. Considerations:**
 - **Investigate your site for potential projects:** do you have river access and debris in the river?, are there invasive species?, is there space to do a planting?, good trail for a nature walk? etc.
 - *****FOTR staff can visit site and provide assistance and advice**
 - **Try to offer some activities for younger or physically challenged volunteers.**
 - **Solicit the help of master gardeners and other community volunteers that can act as work leaders for individual projects.** Depending on the work, one team leader can usually handle 15-20 volunteers.
 - **Plan enough projects to keep volunteers busy.** Volunteers need to feel like they needed and the work they do is important.
 - **Decide how long you want volunteers to work.** Some sites expect volunteers to work 8 hours while the majority of sites only work until lunch.
 - **Decide what equipment will be needed.** FOTR offers gloves, bags, rope and t-shirts. FOTR can provide assistance for designing plantings, contacts for native plant nurseries and invasive species removal advice. Order your supplies by April 25.

- **Plan support for volunteers.**
 - **Drinking water, restroom/hand washing facilities and a first aid kit are necessary.**

- Snacks and lunch are great! Solicit donations of food, cooking, etc.
- Consider offering other river celebration/education activities like displays, crafts, rubber duck races, nature walks and demonstrations, anything that gets people excited and involved in the river.

- Recruit volunteers: FOTR promotes the event watershed-wide but it is helpful to get a few scout, school or church groups to insure that you will have a core group of volunteers. Contact your local Scout Council, church, high school, etc. Many high schools now require community service.

- Promote your event: FOTR publicizes this event through press releases to our media sources, we suggest that you send press releases to your contacts, invite local cable television crews to film the event, recruit local radio and television stations to cover it. Consider putting up a sign at the event location a few weeks in advance.

- Pick up supplies at the site pick up location (to be announced by Friends of the Rouge).

- Organization for the day of:
 - Make sure that everyone involved in organizing your event is familiar with the area, the activities, and has contacts for everyone. Exchanging cell phone numbers is very helpful.
 - Determine who will be responsible for registration which includes making sure every volunteer signs in, distributing t-shirts, gloves, bags and health advisories, and directing volunteers to sites. It is very important that EVERYONE signs in on the official FOTR Registration Form. See Guidelines for Registrars.
 - Make sure work leaders are prepared to direct the work and have supplies necessary.
 - Arrive early the day of the event.
 - Take notes on number of items cleaned from the river, number of bags of garlic mustard filled, etc. Fill out the Site Activity Report provided by FOTR.



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- **Follow-up:**
 - **Send Site Activity Report, registration forms (keep a copy for your records if necessary), and any photos you want to share to Friends of the Rouge.**
 - **Send thank you notes with photos to sponsors and donors.**
 - **Consider having a follow-up meeting or ask organizers to write out comments and suggestions for next year.**
 - **Attend the Friends of the Rouge Follow Up meeting.**