



*Charles River Watershed Association*

## **Guide to Organizing a Cleanup**

by Rebecca Scibek Wickham  
Charles River Watershed Association

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### **Table of Contents**

1. Why organize a cleanup?
2. Goals and timeline
3. Determine a site
4. Organize volunteers
5. Secure supplies and funding
6. Publicity and media
7. Safety Concerns
8. Logistics
9. Attachments
  - Sample Letter of Support*
  - Sample Press Advisory*
  - Sample Press Release*
  - Sample Sign-In Sheet/Waiver*
  - Sample Cleanup Report Form*

### **Introduction**

Thanks for your interest in organizing a cleanup of your local neighborhood, watershed, shoreline, river, or pond! The efforts of many individuals like yourself are what helps our local waterways be clean, beautiful places for us all to enjoy! We hope that this pamphlet will be useful to you as you embark on the rewarding experience of organizing your own cleanup event. The information presented in this guide can seem daunting, but organizing a cleanup really isn't all that hard once you get some basic decisions made. If you have any questions about the information presented here or other details about organizing a cleanup, feel free to contact us.

Best of luck with your event!

*Rebecca S. Wickham*, Volunteer Coordinator  
Charles River Watershed Association  
[rwickham@crwa.org](mailto:rwickham@crwa.org), 781-788-0007 x200

## ***1. Why organize a cleanup?***

Since you're reading this guide, we probably don't have to convince you why it's a good idea to hold a river cleanup. The points below are just a few reasons how cleanups can have a positive impact on everyone involved, as well as improving the environment.

- Cleanups let people get involved and participate in making their neighborhood/community a better and more beautiful place,
- The event can provide an educational opportunity for volunteers, the general public, and VIPs to learn more about their local environment and river eco-systems,
- Picking up trash helps eliminate public health risks as trash, glass, needles, and other items are removed, and also helps protect wildlife from harmful garbage,
- Organizers and volunteers develop a personal interest in environmental issues through hands-on work,
- Participating in a cleanup makes connections and bring like-minded people together.

## ***2. Set goals and a timeline***

Before you begin the detailed planning for your event, it is worthwhile to sit down and spend some time thinking about exactly what you are planning to do, and why. This will allow you to determine realistic goals, give you an idea of how large or small your cleanup should be, and thus how much time you will need to plan it.

Things to think about:

- How much area will be cleaned?
- How many volunteers do you have/need/want?
- Do you have anyone to help you organize?
- Will local civic or environmental organizations participate? In what way? (Provide volunteers, donate, help organize)
- How much publicity do you want or do you think you can get (for recruiting volunteers, sponsors, etc)?
- Do you want any VIPs (government officials, local celebrities) involved?

If you've never organized a cleanup before, it's good to start small and keep things simple. You can always expand in the future!

Once you have set a few basic goals, then brainstorm what tasks and planning is needed for each of the major elements discussed in this guide (site, volunteers, supplies, publicity). Make a plan and timeline working backwards from the day of event. Make sure to include enough time to secure supplies, as well as to inform volunteers, media and VIPs of the event.

It can be helpful to assign tasks and due dates from the beginning, even if they are informal, so that everyone involved has an idea of what they need to contribute. See the timeline in the attachments section, as well as the logistics section, for an example of how to break out and assign the tasks.

Even if you are working by yourself, if you have a plan outlining what needs to be done, and when, it will be helpful in making sure nothing is forgotten (especially if things get busy).

### ***3. Determine a site (or sites)***

You may have decided to plan your cleanup based on a particular site that needs to be cleaned, or you may have first gotten the idea to clean up the river or help the environment without having a particular place in mind. Either way, there are a number of things to consider when you are making the final determination of your site. If you are planning a large-scale cleanup, you may have multiple sites – if so, these guidelines should be applied to all of them.

- Visit the site to estimate amount of trash and determine number of volunteers needed. The number of volunteers needed will depend on the amount of land you have to clean, how dirty it is, and how much time volunteers will be picking up trash. There isn't any 'quick formula' to determine an ideal number – it's best to look at a particular site and estimate based on what you see. Keep in mind that volunteers will need to take breaks, and small pieces of trash can take longer to find and collect than large ones.
- Make sure to get permission to clean the area from the landowner, whether state, city, or private. If it is private property, you may need to ask the property owner and/or volunteers to sign liability waivers.
- Map the site out clearly (identifying boundaries, property lines, how far back from the river to go, etc), so that you know exactly where to work and can share the information with volunteers and those removing the collected trash.
- Think about how to organize transportation/parking for volunteers.
- Consider handicap access issues, particularly if you know you will have volunteers with special needs.
- Trash disposal: Find a way to have collected trash bags removed – possibilities include local DPW or parks service (especially if there is currently a trash barrel at the site), a private contracted trash hauler such as 1-800-GOT-JUNK, or a volunteer with a pickup truck. If it is state or municipal property, the state (MA Department of Conservation) or city/town (Department of Public Works) may be willing to make an extra trip and pick up the garbage you collect. In collaboration with whoever is removing the bags, you'll need to determine exactly where the bags of trash should be left at the site (they may need to be placed by roadways so trucks can pick them up), and communicate that to the volunteers and then to those removing the trash.
- Recycling: If you want to try to recycle, plan for a way to separate out recyclables from the rest of trash by using a different colored bag, etc. Be sure to check on guidelines for recycling in your local community (some places don't take dirty bottles/cans), and determine how the recycling will be transported to the appropriate location.

### ***4. Organize volunteers***

Volunteers are the critical element of any cleanup – without them, nothing would happen! Be sure to treat your volunteers well, and watch out for their safety first and foremost. The volunteers you work with may all be folks you know from your neighborhood or scout troop, or they may be strangers who heard about your event through a flier at the library. It can be great to have a mixture of people as long as they are well organized, and someone (perhaps you!) is there to welcome and introduce folks, hand out supplies, and provide instruction about where to go and what to do.

- How will you recruit volunteers? Publicity options can include fliers, emails, posting the event on websites such as craigslist, a volunteer clearinghouse such as VolunteerMatch, contacting local media, etc. (See the publicity section for more ideas and information.)
- You'll probably want to have volunteers sign up in advance, so you know how many people to expect. Collect contact information and confirm participation with the volunteers a few days before the event – keep volunteers informed!
- Be sure that you let all volunteers know details about the event: where and when to meet, parking/transportation information, what type of clothing they should wear, what they should bring (bug spray and sunscreen are good, as is drinking water and a snack), any potential hazards (briars, poison ivy, mosquitoes, etc), and any additional information as applicable to your event.
- Think about and provide information regarding problems/alternative plans, such as what will be done if it rains, if volunteers can't find site, those needing a ride, etc.
- Establish team leaders, if needed (for multiple sites/large volunteer groups)
- Think about age limits for volunteers – if you're working on a busy road, teens and up is usually safe. If you are working with children, how many adults will you need to supervise the group? Since volunteers can be spread out while cleaning, having one adult for every 3-5 children is probably best (depending on the location).
- Determine a 'thank-you' for volunteers, whether big or small – a note or email, free t-shirt, water bottle, providing lunch or snacks, etc.
- If possible, have drinking water and a first-aid kit on hand for volunteers to use if needed.

### ***5. Obtain supplies and/or funding***

You don't need a lot of money to organize a cleanup, but donations are key to providing the needed supplies and help volunteers feel appreciated. Many local businesses are more than happy to donate, particularly if you ask for materials or products instead of cash. For example, Dunkin' Donuts local franchises are often willing to provide coffee and bagels for volunteers if you ask a few weeks in advance. Typically, larger chains are more difficult to get donations from. You should consider approaching hardware stores, supermarkets, laboratories, colleges/universities, sign makers, and other businesses which sell or provide goods or services you could use with the event. A sample letter of support is attached, which you can use as a basis for your request.

One thing which sponsors appreciate is being acknowledged, as this helps get their name out. Be sure to have some ideas about how you will let folks know about those who provide donations – the name of the business could be included on signs, listed on the bottom of all the emails you send out (“Thanks to our sponsors XX, YY and ZZ”), or posted on your website, if you have one.

In addition to asking local businesses for supplies or products, you can request cash donations (to cover additional expenses and purchase needed supplies) from larger businesses and institutions, such as universities, real estate agencies, or car dealerships. If you're looking for more money to fund your event, you can consider applying for a grant from Home Depot, Lowes, or other sources that provide environmentally focused grant money. These applications usually need to be submitted at least three months in advance, and often only certified 501(c)3 organizations are eligible, so give yourself plenty of time to research requirements and apply.

Supplies you will need:

- Gloves, one or two pairs per volunteer - you can get cloth work gloves, plastic Rubbermaid kitchen gloves, or nitrile (non-latex hospital type) gloves, depending on where you'll be working and what you'll be picking up.
- Heavy duty trash bags (about two per volunteer),
- A plastic or metal bucket/can to safely handle glass, needles, or other sharp objects that are picked up – see safety section for more information.
- First aid kit – see safety section for more information.
- Signs or banners, to advertise the event and direct folks to the site(s) – these can be homemade or professional.

Supplies that are optional, but nice to have:

- Trash pick-up sticks,
- Nets with long handles, for removing items from the water along the shore line,
- Rope/grappling hooks, if needed, for removing large items from water,
- T-shirts, if desired, for a volunteer thank-you,
- Snacks/water for volunteers.

## ***6. Media and publicity***

There are a variety of ways to get publicity, recruit volunteers, and let people know about your event. Inviting VIPs to attend the event can help motivate press to attend, and many local government officials like the chance to get out in the community and support cleanup events. You can consider inviting the mayor, head of an environmental organization or department, or a local singer or actor.

Publicity ideas:

- Hold a press conference before or after the cleanup (invite appropriate press).
- Send out press advisories and releases (see below) to local newspaper, television, and radio outlets, as well as high school or college radio stations and newspapers.
- Post fliers in the neighborhood.
- Have event listed in community calendars and in the local newspaper events sections.
- Create a website for your event, and direct folks there for more information (American Rivers' National River Cleanup will host a web page and sign-up list for free if you register on their website at <http://www.americanrivers.org/> - click on National River Cleanup).
- Try to get Public Service Announcements (PSAs), a 15 – 30 second free announcement, on your local radio station, college station, or public broadcasting network.
- Submit info on your event to local organization calendars/school newsletters.
- Contact organizations that are interested in similar causes (civic or neighborhood groups, environmental groups) and ask them to promote the event on their website or to their members.

Press advisories are usually sent out to media as an announcement of the event, five to seven days in advance. This is supposed to act as a 'teaser', and get press to come and cover the event. A press release is a report on the event, sent out just after the event has completed (ideally the same day),

which reporters can use as the basis for a story. See the sample press release and advisory attachments for ideas.

## ***7. Safety concerns***

A cleanup is not usually a high-risk activity, but there are certain precautions which you should take and things to be aware of, even if you are working with only a small group volunteers. At a pre-event meeting or when volunteers check-in, be sure to tell the volunteers that their safety is of utmost importance, and they should NOT pick up anything they are uncomfortable touching! In addition, they should use caution when moving through wooded areas, and be aware of any local hazards that might be present such as poison ivy, bees, briars, slippery mud, etc.

- If you are working on a public road, it's a good idea to let local police know so they are aware of potential traffic problems or other issues. In addition, if you are working at a park, make sure to inform whoever manages the park (state, local, or private organization) that you'll be there.
- Check on whether or not there is cell phone service at your site. If not, make sure you have a plan for how to call for help if it is needed and what to do in case of emergencies (someone who knows first aid, is willing to manage problems, is available to drive, etc).
- Medical emergencies and injuries can happen anywhere and at any time. You should be prepared, and think through what steps you will take if something happens during the cleanup.
  - For minor injuries, scrapes, and insect bites, it is essential to have a first aid kit available. Make sure it is stocked with band-aids, antiseptic cream, gauze pads, medical tape, bug spray, sunscreen, and Benadryl (topical, oral, or both, for treating insect bites/poison ivy). In addition, find out if anyone participating in the cleanup is certified in first aid and willing to assist with any problems you encounter.
  - Bring extra clothes and/or a blanket, in case anyone falls into water or mud and gets cold.
  - Make sure you have a way to transport anyone who is severely injured, especially if you can't call 9-1-1. Make a note of the nearest medical facilities, and have directions and a phone number available in case it is needed.
- Food and water: It is very important to make sure the volunteers stay hydrated and well nourished, especially if you are working in hot weather or for more than a couple of hours. Ask volunteers to bring their own water, and try to provide enough drinking water for everyone, as well. Make sure you have some drinking water and snacks on hand for those who seem to be dehydrated, have low blood sugar, or are having medical problems.
- Often during cleanups, volunteers will come across broken bottles, sharp pieces of metal, and sometimes needles. The best way to dispose of these (if volunteers are comfortable picking them up) is to put them in a metal or plastic paint/caulk bucket with a lid that is clearly labeled 'sharps'. This bucket (or buckets, if you're covering a large area) can be obtained from contractors who would otherwise throw them away – as long as the material is thick enough to prevent glass from going through, it will work well. Direct volunteers to put any hazardous materials here, and then the bucket can be put into a trash bag or left with the pile at the end of the day.
- Liability waivers: Depending on your group, who is organizing, and how many people are participating, you may want to create a liability waiver that each volunteer aged 18 and over can sign, in order to ensure that the organizers or property owners will be held harmless in

case of accident. See the example waiver in the attachments section. In addition, youth under the age of 18 will need to have a waiver signed by their parent or guardian. There is also a sample of this waiver in the attachments.

## ***8. Logistics and preparation***

While all of the information included here is important, there are a few details and things to think about that don't really fit into any of the above categories. You can view a more complete timeline, divided by task, in the attachments. Here is a list of additional things to consider and do as you are planning your cleanup:

### **Two to four months before**

- Register your cleanup with American Rivers National River Cleanup (go to <http://www.americanrivers.org/> and click on 'National River Cleanup' on the left sidebar) to get more ideas and information about organizing a cleanup, as well as free supplies.
- Contact any VIPs you want to invite and inform them of the event
- Begin recruiting volunteers and coordinating with other organizations.
- Publicize your event.
- Submit donation requests to businesses to support the cleanup with cash or in-kind donations.
- Seek appropriate permissions and permits for the area you are planning to clean.

### **One month before**

- Create sign-in sheets to track volunteers who attend the event, and liability waivers, if needed (see sample in attachments).
- Gather information from and communicate with volunteers who have signed up.
- Determine a way to track the garbage that is collected, so you can report to the media and your sponsors (through counting bags, having volunteers submit report forms, or another method - see sample report form attachment.). Whoever is collecting your trash may be able to give you an estimate of the number of trucks or weight of the garbage they collect.
- Follow up with any invited VIPs and media to confirm attendance.
- Assess your supplies, and arrange to purchase supplies that haven't been donated.

### **One week before**

- Follow up, again, with any invited VIPs and media to confirm attendance.
- Make sure you have all the supplies and materials you will need secured.
- Confirm with group leaders and volunteers that they will come, and provide all pertinent information to volunteers, those collecting trash bags, and others involved.
- Contact the press to inform them of the event (ideally with a press advisory).

### **Day of event**

- Have someone at each site (ideally at a sign-in table) who is in charge of the area, manages sign-in and supply distribution, and can direct volunteers as to where to clean.

- Make sure you have cell phone numbers for everyone who is helping out (either organizers or volunteers, depending on the size of your event), and give your number to them in case of problems.
- Have copies of sign-in sheets on-site to collect volunteer contact information and count the number of volunteers who actually come.
- Have adequate supplies ready, and a plan for where to get more if needed.
- Make sure drinking water is available for volunteers, or that you've asked them to bring it themselves.

**Post-event**

- If possible, estimate and record how much trash was picked up by volunteers.
- Double-check that trash disposal was taken care of in a timely manner.
- Send thank-you notes or emails to all volunteers and anyone who has donated items for your event. It can be nice to include some information about what you were able to accomplish in the note, as well (number of bags of trash removed, how many miles of river cleaned, etc.).
- Collect press clippings or info of radio/TV stations which provided coverage.
- Be sure to keep all the volunteer contact information and notes you have from organizing in case you want to organize another cleanup!

***9. Attachments and sample documents***

Sample Timeline/Assigned Task List

Sample Letter of Support

Sample Press Advisory

Sample Press Release

Sample Sign-In Sheet/Waiver

Sample Youth Liability Waiver

Sample Cleanup Report Form

**SAMPLE TIMELINE/ASSIGNED TASK LIST**

<b>Task</b>	<b>Subtask</b>	<b>Schedule</b>	<b>Responsible Party</b>
<i>Volunteer recruitment</i>	Update website	3 months before	CRWA
<i>Volunteer recruitment</i>	Contact previous volunteers by region	Starting 3 months before	All members
<i>Volunteer recruitment</i>	Fliers for coordinators/leaders to post, with space for site info	2 months before	CRWA
<i>Volunteer recruitment</i>	Recruit new volunteer groups	Starting 3 months before	All members
<i>Publicity</i>	Invite VIPs	2 months before	CRWA (intern)
<i>Publicity</i>	Radio PSAs - college & NPR	2 months before	Maria
<i>Publicity</i>	Contact local environmental orgs,	2 months before	CRWA
<i>Publicity</i>	Cable calendars and PSA	2 months before	CRC
<i>Publicity</i>	Volunteer organization listings	3 months before	CRC
<i>Publicity</i>	Globe, Local, College newspapers calendar of events announcement	1 month before	CRC?
<i>Volunteer Coordination</i>	Coordinate with other organizations - Emerald Necklace, etc	1-2 months before	CRWA
<i>Volunteer Coordination</i>	Gather volunteer group information and assign sites	1-2 months before	All members
<i>Volunteer Coordination</i>	Notify local DPW/Parks Depts of volunteers sites (Boston Parks Dep for Muddy River south of Comm Ave)	1 month before	All members per site locations
<i>Volunteer Coordination</i>	Cleanup instructions and leader packet	1 month before	CRWA
<i>Fundraising &amp; Supplies</i>	Monetary Requests and In-Kind Donation Requests	2-4 months before	CRWA

<b>Task</b>	<b>Subtask</b>	<b>Schedule</b>	<b>Responsible Party</b>
<i>Fundraising &amp; Supplies</i>	Seek donation of heavy-duty yard bags and non-latex gloves	2-3 months before	All members
<i>Fundraising &amp; Supplies</i>	Secure hard plastic containters (paint buckets, etc) for sharps containers	1-2 months before	DCR
<i>Fundraising &amp; Supplies</i>	Purchase or possible donation of pickup sticks, tongs, pool skimmers	1-3 months before	??
<i>T-Shirts</i>	Design	2-3 months before	MassArt - Esplanade/CRWA
<i>T-Shirts</i>	Order - sizes and numbers	minimum 1 month before	Esplanade Association
<i>T-Shirts</i>	Pickup or Delivery	two weeks before	??
<i>Publicity</i>	Day of Press Release	April 21st	CRWA (intern)
<i>Publicity</i>	Week before press advisory	One week before	CRWA (intern), help from Env MA?
<i>Publicity</i>	Television PSAs	1 month before	CRC
<i>Post-Cleanup Picnic</i>	Food - possible donation?	Starting 2 months before	CRWA
<i>Post-Cleanup Picnic</i>	Entertainment	1-2 months before	Maria - Newton
<i>Post-Cleanup Picnic</i>	Map and info handout for volunteers	1 month before	CRWA
<i>Post-Cleanup Picnic</i>	Coordinate w/DCR - permit	2 months before	CRWA
<i>Thank You Notes</i>	Design	After event	CRWA
<i>Thank You Notes</i>	Distribute to sponsors	After event	CRWA
<i>Thank You Notes</i>	Distribute to volunteers	After event	All members

**SAMPLE LETTER OF SUPPORT**  
(All areas in CAPS are to be personalized)

DATE

CONTACT NAME  
NAME OF COMPANY  
ADDRESS  
CITY ST ZIP

Dear NAME:

YOUR GROUP OR ORGANIZATION/CLEANUP GROUP is requesting support from NAME OF COMPANY for our Cleanup AT LOCATION on DATE. This is the FIRST community river cleanup that has been done in this area, and it is being organized by NAMES OF COLLABORATORS.

The Cleanup is important because the banks of the river are neglected, eroding into the river and littered with trash and debris. In the past, individuals and groups have helped to clean it up, but we need a greater collaborative effort to do so. This is a grassroots effort that involves people from many communities; participating in the Cleanup helps increase understanding of the environmental stewardship necessary to maintain a clean river.

As an organization in close proximity to the river, you no doubt are aware of the value of the river to your community. We would appreciate your support in preserving this treasured natural asset. Please consider a donation of \$1000. All sponsors will be acknowledged and hyperlinked on our Cleanup website ([website here](#)) and listed in press releases. If you support us at a \$500 level or above, your name will also appear on our promotional signs.

I look forward to your reply. Please feel free to call me at CONTACT NUMBER AND EMAIL if you need further information, or are interested in participating in the event.

Sincerely,

NAME  
TITLE, ORGANIZATION

**SAMPLE PRESS ADVISORY**

Charles River Watershed Association

Media Contacts:

**INSERT YOUR CONTACT INFO HERE**

**PRESS ADVISORY:**

**INSERT DATE HERE**

**9<sup>th</sup> Annual Earth Day Charles River Cleanup**

**WHAT:** For the past eight years, the Annual Earth Day Charles River Cleanup has been the largest coordinated Earth Day cleanup in Massachusetts, attracting almost 100 volunteer groups from businesses, universities, neighborhoods, civic associations, and scout troops. Cleanup volunteers make a huge difference in the health and beauty of the river by picking up trash at numerous sites along the 80-mile river from Milford to Boston. One of the largest single-day river cleanups in the country, the Annual Earth Day Charles River Cleanup is a great opportunity to celebrate Earth Day and to observe Greater Boston residents engaged in service for their communities.

The official event kick-off will take place at the Hatch Shell on the Esplanade at 9am, with a representative from Governor Patrick's office, as well as local government officials in attendance.

The Annual Earth Day Charles River Cleanup is organized by Charles River Watershed Association, etc etc.

Photo and video opportunities will be available.

**WHEN:** **Saturday, April 26, 2008 from 9am to 12pm**

**WHERE:** Sites all along the Charles River, including **your site information here**

**Charles River Watershed Association's** mission is to use science, advocacy and the law to protect, preserve and enhance the Charles River and its watershed. One of our country's first watershed organizations, CRWA formed in 1965 in response to public concern about the declining condition of the Charles River. Since its earliest days of advocacy, CRWA has figured prominently in major clean-up and watershed protection efforts that have dramatically improved the health of the Charles.

###

## SAMPLE PRESS RELEASE



**FOR IMMEDIATE RELEASE:**  
April 26, 2008

**MEDIA CONTACTS:**  
Rebecca Scibek, Charles River Watershed Association  
781-788-0007 x200 (office)

**MORE THAN 2,500 VOLUNTEERS AND COMMUNITY LEADERS MAKE A  
DIFFERENCE AT THE 9<sup>th</sup> ANNUAL EARTH DAY CHARLES RIVER CLEANUP**  
*The Charles get a fresh look for spring in the state's largest Earth Day Event.*

**Boston** – On Saturday April 26<sup>th</sup>, 2008, more than two thousand five hundred volunteers and community leaders joined forces to clean the banks of 80-mile Charles River at the 9<sup>th</sup> Annual Earth Day Charles River Cleanup.

Environmental Protection Agency (EPA) New England Regional Administrator Robert Varney and Secretary of the MA Executive Office of Energy and Environmental Affairs Ian Bowles kicked off the state's largest Earth Day event at the Hatch Shell on the Charles River Esplanade with more than 2,500 volunteers, including local school children, college students, church groups, and scout groups, joining them to pick up trash, debris, and other objects from the banks of the river in an effort to improve the river's health and make it more beautiful.

"We are lucky to live in an area where so many people care about a clean environment, and are willing to take some of their own time to lend a helping hand," said Robert Varney of the EPA.

"The Charles River is a fantastic source of recreation and renewal for our urban population, and I am proud to be counted among those who are working for a cleaner, healthier river."

Underscoring the importance of the river in years past and protecting it today, State Senator Steven A. Tolman again helped with this year's event. "I am always pleased that so many people turn out and participate in the Charles River Cleanup each year," said Tolman. "The Charles River is an

integral part of the Boston community and we owe it to future generations to preserve and protect this great resource.”

One of the largest single-day river cleanups in the country, the event was organized by Charles River Watershed Association, The Esplanade Association, Charles River Conservancy, State Senator Steven Tolman’s Office, the City of Newton, The Trustees of Reservations, Emerald Necklace Conservancy, and the Massachusetts Department of Conservation and Recreation (DCR).

After the cleanup, volunteers gathered at Artesani Playground Park in Allston-Brighton, where free food and beverage were provided for the participants. The picnic finished off a productive and rewarding day beautifying one of Boston’s and Eastern Massachusetts’ premier attractions. All volunteers received a T-shirt designed by Massachusetts College of Art student Sarah Kim.

Material and financial contributions for the Charles River Cleanup were provided by: New Balance Foundation, Massachusetts State Lottery, Triumvirate Environmental, Abt Associates, American Rivers, Bernardi’s Accura, Boston Sand and Gravel, Boston University, Brandeis University, Building 19, Charles River Yacht Club, Clean Harbors Environmental Services, Clif Bar, Community Rowing, Inc., Dontheglove.com, Doubletree Guest Suites, Draper Laboratory, Dunkin’ Donuts, The Durkin Company, Equity Residential, Finagle A Bagel, Genzyme, Harvard University, Hyatt Regency Cambridge, John Harvard’s Brew House, Marriott Hotel Newton, Metcalf & Eddy/AECOM, MIT, Mix 98.5, Museum of Science, Northeastern University, Patagonia, Pfizer Inc., Roche Bros. Supermarkets, Starbucks, Stop and Shop Supermarkets, Royal Sonesta Hotel, Watertown Community Foundation and Whole Foods Market.

***SAMPLE Waiver of Liability/Photo Release Form/ Sign-in Sheet***

I hereby acknowledge that during the April 26, 2008 Earth Day Charles River Cleanup, sponsored by Charles River Watershed Association, , neither Charles River Watershed Association (CRWA) nor any other affiliated or sponsoring organization is responsible for ensuring in any way the safety of any activities at the Cleanup. Any decisions I make on whether to participate in any activities at the Cleanup are my personal responsibility. I acknowledge that it is my responsibility to be aware of the inherent risks involved in the various activities that may be available during the Cleanup. CRWA, or any other sponsors or affiliates are not undertaking any duty to assure my safety. I hereby waive and release any and all legal claims that I, my heirs, successors or assigns may have against the sponsors or affiliates of the Cleanup for any injuries or damages in any way related to my participation in the Cleanup. Also, I agree to indemnify and hold harmless the sponsors and affiliates of the Cleanup against any claims for injuries or damages arising out of or in any way related to my activities at the Cleanup. Finally, I hereby give CRWA, or any other affiliates, permission to use my picture in printed and electronic materials which have to do with the work of the association. This permission applies to any and all photographs which you have taken this day of me, or previously-taken photographs which you have shown me today. All negatives and prints shall be property of CRWA or any other affiliates.

<i><b>Signature</b></i>	<i><b>Name (please print)</b></i>	<i><b>Email Address/ Street Address</b></i>	<i><b>Phone Number</b></i>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____
11. _____	_____	_____	_____
12. _____	_____	_____	_____
13. _____	_____	_____	_____
14. _____	_____	_____	_____

*Please star (\*) name of group leader where applicable*

***Please return to: Rebecca Scibek, Charles River Watershed Association 190 Park Road, Weston, MA 02493. Thank you!***

**SAMPLE YOUTH LIABILITY WAIVER**

**RELEASE AND WAIVER OF LIABILITY**

For good and sufficient consideration, I, \_\_\_\_\_, parent and/or legal guardian of \_\_\_\_\_, a minor, hereby agree to hold harmless, release and forever discharge the Charles River Watershed Association, The Esplanade Association, Charles River Conservancy, State Senator Steven Tolman’s Office, the City of Newton, The Trustees of Reservations, Emerald Necklace Conservancy, and MA Department of Conservation and Recreation, and their affiliates from all liability, claims, demands, losses or damages arising out of, or in any way related to, the participation of the minor on a voluntary basis during the April 26, 2008 Earth Day Charles River Cleanup.

Signature: \_\_\_\_\_  
Parent/Legal Guardian

Date: \_\_\_\_\_

**RELEASE AND WAIVER OF LIABILITY**

For good and sufficient consideration, I, \_\_\_\_\_, hereby agree to hold harmless, release and forever discharge the Charles River Watershed Association, The Esplanade Association, Charles River Conservancy, State Senator Steven Tolman’s Office, the City of Newton, The Trustees of Reservations, Emerald Necklace Conservancy, and MA Department of Conservation and Recreation, and their affiliates from all liability, claims, demands, losses or damages arising out of, or in any way related to, the participation of the minor on a voluntary basis during the April 26, 2008 Earth Day Charles River Cleanup.

Signature: \_\_\_\_\_  
Youth/Minor

Date: \_\_\_\_\_

**SAMPLE CLEANUP REPORT**

# Charles River Cleanup Report

Saturday, April 26, 2008

Name \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

How many people participated in the Cleanup? Youth: \_\_\_\_\_ Adult: \_\_\_\_\_

What stream/river/pond did you clean up? \_\_\_\_\_

Where did you begin and end your clean up? \_\_\_\_\_

How many miles did you clean up (estimate)? \_\_\_\_\_

How many bags of garbage did you collect? \_\_\_\_\_

Alternatively, how large was your pile of garbage (dimensions in feet)? \_\_\_\_\_

What trash items did you encounter most? \_\_\_\_\_

Please describe trash items and/or debris collected: \_\_\_\_\_

Did you collect any large or otherwise notable items (e.g., shopping carts)? \_\_\_\_\_

Were there any items you weren't able to remove? What? Please describe the exact location

Additional comments and suggestions are welcome \_\_\_\_\_

Please send copies of any photos, newspaper clippings, or other items related to your cleanup project! Thank you for your participation and we hope you will join us again next year!

*Return this form, along with sign-in waivers, to Rebecca Scibek, Charles River Watershed Association,  
190 Park Road, Weston MA 02493, or email information to [rscibek@crwa.org](mailto:rscibek@crwa.org)*