



## Creek Week Cleanup Checklist

### Follow the steps below to ensure a successful cleanup!

#### **Beginning July 10th:**

- Form a *Creek Crew* (a volunteer cleanup group of your friends, neighbors, schoolmates, coworkers, etc.)
- Choose a *Creek Crew Leader* and an alternate contact person for your *Creek Crew*.
- Read and complete Cleanup Program Forms:
  - **Document 2:** Details and Leader Agreement Form (to be completed by *Crew Leader*)
  - **Document 3:** Risk and Release Form (to be completed by all *Crew* members)
  - **Document 4:** Safety Guidelines (to read and discuss with all *Crew* members)
- Using the Creek Week Cleanup Map, identify your preferred site and submit your registration information. Unsure of where to clean? Contact our Registration Coordinator at [creekweeksoco@gmail.com](mailto:creekweeksoco@gmail.com) for help finding an available area in need in your neighborhood.
- (Optional) Download the **CleanSwell app** to report your findings (1 person in each *Crew* should take on this responsibility), and the **GoCoSprings app** to report suspicious findings (if in Colorado Springs)

#### **One week before your cleanup:**

- September 18<sup>th</sup>:** Attend one of the *Crew Leader* Training times (below) and obtain gloves, trash grabbers, bags, buffs, and surveys from the Designated Staging Location (find address at bottom).
  - Training time option one: 3:00 – 4:30 pm
  - Training time option two: 5:00 – 6:30 pm
    - Note: If you are unable to attend either of these training slots, you can stop by the Parks Dept office the following week, 8:00 am – 5:00 pm Monday – Friday.
- Crew Leader* should have sunscreen, insect repellent, first aid kit, and water available for their *Creek Crew*. (Not provided by the District)

#### **Day of your cleanup:**

- Conduct a safety meeting with your *Creek Crew* to review the safety information.
- Collect paper surveys from participants. Encourage them to complete post-event online survey (link on Creek Week website)

#### **By Friday October 12th:**

- Remind *Creek Crew* members to complete post event online survey.
- Return extra materials and drop off or mail **Documents 2 and 3** to the Designated Staging Locations:

#### **Colorado Springs**

- Colorado Springs Parks & Recreation Dept: 1401 Recreation Way, Colorado Springs, CO 80905