



Adopt-A-River

A PROGRAM OF MILWAUKEE RIVERKEEPER

How to Host a Cleanup

Before the cleanup:

1. Propose your event

We are focusing cleanup efforts from our Annual Milwaukee Riverkeeper Spring Cleanup in April through October, though you are welcome to hold a cleanup at any time of the year. Choose an alternate date in case of dangerous weather.

It is **your responsibility** to cancel and reschedule your cleanup. Please inform the Adopt-A-River Coordinator promptly via adoptariver@milwaukeekeeper.org.

The "Schedule Your Event" link can be found in your **Official Adopter Email**. You must submit your event at least **two weeks** in advance.

- Please fill out the form to the best of your knowledge.
- For **Description**, please include your meeting location, parking information, and anything else your participants may need.
- For **Adopting Individual/Group/Organization**, please put in your **Adopter** information from your email.
- For **Event Location**, please put in your **Event Location** information from your email.

The Adopt-A-River Coordinator will review your proposed event and confirm it within 3 business days.

2. Visual assessment and site visit

If this is your first cleanup and you are not familiar with your adopted area, please visit the site to ensure that you know where to park, meet, and focus your cleanup efforts. On your first visit, please fill out the Initial Location Assessment Form.

3. Advertise/Communicate with your group

You can advertise your cleanup **following the Co-Branding Agreement** using email, social media, press releases, newsletters, etc. Designate and communicate a meeting time and place, and place to park.

4. Pick up supplies

Pick up supplies from our office **on your arranged pickup date and time** at 600 E Greenfield Ave Milwaukee, WI 53204. This will not be necessary if you have sufficient supplies from a previous cleanup.

5. Get ready!

Consult the provided *Day of the Cleanup* and *After the Cleanup* lists on the back of this sheet as well as the separate *Cleanup Supply Guide* to make sure you are prepared for cleanup day.

Day of the cleanup:

1. Arrive early

Arrive early to be ready for your volunteers. Depending on your group, it may be helpful to bring a table to create an obvious central location to meet and check in.

2. Waivers

Adults who sign up online will also sign the waiver online. The Adopt-A-River Coordinator will send you a list of everyone who signed up and signed the waiver online. On your cleanup day, those participants will only need to initial the list to show they participated. Minors and anyone who didn't sign up online will still need to sign a waiver in-person.

3. Distribute supplies

Each volunteer should receive gloves and a trash bag.

4. Safety and announcements

Please share the included Announcements and Safety Tips at every cleanup before volunteers begin working.

5. Pick up trash!

6. Photos and sharing

Take photos! If you choose, you can share your photos with us on social media (Milwaukee Riverkeeper on Facebook and mkeriverkeeper on Twitter and Instagram). Please remember to follow the Co-Branding Agreement.

7. Leave trash in designated location

Please leave all trash in the location we discussed and specified. If you collect items that may be challenging to pick up, please inform the Adopt-A-River Coordinator immediately via adoptariver@milwaukeekeeper.org so we can give the trash contractor advance notice.

8. Reporting form

Please fill out our cleanup report as much as possible. We understand the TOP TRASH section looks very intimidating. However please do your best to at least estimate the amounts of items you collected, especially for the "Tiny Trash less than 2.5 cm" section. Our biggest priority is collecting as much trash as you can find.

After the cleanup:

1. Report cleanup data

Please return your cleanup report and initial assessment form **within one week** of your cleanup in person, by mail, or by scanning and emailing them to adoptariver@milwaukeekeeper.org.

2. Return signed waivers

Please return your signed waivers **within one week** of your cleanup in person, by email, or by scanning and emailing them to adoptariver@milwaukeekeeper.org.

3. Wash gloves

Wash your cleanup gloves so they are ready for next time! Instructions are provided in the *Cleanup Supply Guide*.