

Chicago River Day Site Captains

A. Before the Event

- **Tour Your Site:** Take note of: What kind of trash is there? Is there anything we should be aware of (i.e. homeless people, dangerous or unsanitary trash, etc.)? Let us know if you have any concerns. Determine where you would like to be when your volunteers arrive and the work area you want to cover.
- **Use Eventbrite:** Each site has its own Eventbrite registration page. Have interested volunteers register online so we have an accurate count to expect on River Day. This also ensures we have contact information if we need to send any notifications.
- **Pick Up Supplies:** Thursday or Friday before the cleanup: Pick up supplies at a designated pick-up location. Supplies include: T-shirts, garbage bags, gloves, first-aid kits; extra liability waivers, incident report sheets, and an event report.

B. River Day

- **Wear Site Captain T-Shirt.** Feel free to recruit friends as helpers. Let us know beforehand so we can provide extra captain T-shirts.
- **Arrive by 8:30 a.m.**
 - Have all of your materials with you.
 - If you have a banner, put it up by the street/parking lot or somewhere so that the public can know what's going on, and volunteers know where to go.
- **Welcome Volunteers:**
 - Have everyone sign Friends' liability waiver and any other site-specific waiver(s).
 - Give an overview of the event, your site, and safety protocols.
 - Distribute supplies (including garbage bags, gloves, T-shirts, etc.).
- **Supervise Volunteers:**

Your role is purely to supervise. Do not join the others in the cleanup, as it is your job to oversee the work and manage the volunteers. You are in charge if someone gets hurt or needs help (see Safety Sheet.). Keep in mind that the main event is litter cleanup, unless there is staff or volunteers trained to perform other restoration activities at that location. We support pre-approved alternative activities, but due to the high number of sites, we unfortunately cannot provide extra services or supplies than the ones already mentioned.
- **Close the Event:**
 - Make sure the garbage is all in one, defined place. Collect the banner(s)/sign(s), supplies, site report, and waivers and return them to the original pickup location **ASAP**. You should be the last person to leave the site.

C. After River Day

If you did not return supplies and waivers already, please make other arrangements with the event organizer to do so. Also, please consider completing the online site captain survey to provide feedback for future years.