

APPENDIX D

CLEANUP CAPTAIN CHECKLIST

- ___ Contact your County Coordinator
- ___ Contact the necessary land managers and make arrangements for the cleanup (if applicable)
- ___ Scout your site
- ___ Recruit volunteers
- ___ Make safety the priority
- ___ Solicit donations of cleanup supplies such as nets and skimmers
- ___ Distribute and collect liability waiver forms
- ___ Confirm your logistics
- ___ Assign a press contact
- ___ Optional: Plan a post-cleanup party
- ___ Attend coordinator meeting and pick up supplies
- ___ Arrive at site one hour before cleanup
- ___ Sign up drop-in volunteers
- ___ Organize volunteers for the cleanup
- ___ Give orientation and safety precaution talk
- ___ CLEANUP
- ___ Respond to the media
- ___ Take photos
- ___ Collect data cards
- ___ Report # of volunteers, trash, and recyclables by 1:30 p.m.
- ___ Thank your volunteers
- ___ Give data cards and waiver forms to County Coordinator
- ___ Fill out cleanup summary and give to your Coordinator or send directly to the Coastal Commission
- ___ Assess surplus supplies