

Chicago River Day Site Captains

Some Guidelines provided by the Friends of the Chicago River
Being a site captain is an important job – it's what makes the Chicago River Day possible.
These simple guidelines will help make the day smooth and successful!

A. BEFORE THE EVENT

- 1-2 months in advance:** Walk the site. Take notes on...What kind of trash is there? Are there certain things we should be aware of (i.e. homeless people, dangerous or unsanitary trash, etc.)? Let us know what you find there, so we can make arrangements to prep the site if necessary.
- In the weeks and days preceding the event:** Talk with interested volunteers who call you. You'll need to be able to give detailed directions to your site. (Your name, contact number and email address will appear on the flier and website, but will be removed from the public eye when the event is over.) Keep a running estimate of how many volunteers you expect on the cleanup/work day. We'll call you for a total count about a week before.
- 1 week before:** Check the site again and let Friends know anything of importance. Email your volunteers a FAQ on what to bring or wear to make themselves more comfortable. FAQ will be available on the Site Captain List.
- Thursday or Friday before the cleanup:** Pick up supplies at the designated pick-up spot. **Supplies include:** T-shirts, garbage bags, gloves, first-aid kit; extra liability waivers, evaluation cards, and any extra handouts or giveaways from sponsors.

B. THE DAY OF

- PLEASE wear your site captain T-shirt. (Feel free to recruit friends as helpers. Let us know beforehand so we can provide extra captain T-shirts.)
- **Get to your site early to set up.**
 - Set up sign-in/meeting spot (table and chairs are good). If you are in need of clipboards, we have some available, please let us know in advance if you want to use them.
 - If you have a banner, put it up by the street/parking, or somewhere so that the public can know what's going on, and so that volunteers know where to go. ***Banners will be numbered so please be sure to return them.***
- **Before the cleanup...**
 - Have everyone sign Friends' sign-in sheet.**
 - Have everyone sign a liability waiver** (different for adults and minors).
 - Give them the supplies (including garbage bags, gloves, T-shirt, etc.)
 - Give your safety speech
- **During the cleanup...**

Your role is purely supervisory. 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 the Safety sheet included in the supply boxes. In the event that someone is injured, pull their waiver immediately. Call 911 if necessary, then call Friends to report the issue. By noon, the work should be done.
- **After the cleanup...**
 - Make sure the garbage is all in one, defined place.
 - Collect the banner and supplies (Try to collect the evaluation cards at this point, too.) Bring them to the captan picnic, or home so you can drop them off at your pick-up spot when it's convenient for you.
 - Turn in all waivers ASAP (it is absolutely imperative that we receive these)!**
 - You should be the last person to leave the site.
 - Come to the Site Captain picnic. This is mainly for Site Captains, but feel free to bring any special volunteers(1-3) that have gone above and beyond. The picnic is held at Fletcher Chicago 1000 N. Branch Street in Chicago from post party-3pm

C. AFTER THE EVENT

We will contact you for a follow-up interview. It would be really helpful for us if you have a report ready to send us, as well as any pictures you can acquire.