

How to Organize a Suburban Watershed Creek Trash Cleanup

Total time frame-17 weeks



Weeks 1 & 2

1. Form a small, manageable, focused project committee
2. Set a realistic project goal
 - a. Trash only cleanup
 - b. Define geographic boundaries
3. Become familiar with the watershed and drainages
 - a. Obtain good maps and other geographic and geologic information
 - b. Survey amount and nature of trash
 - c. Locate waterway access points along roadways
4. Set a cleanup date clear of conflicts with other community activities
5. Contact the Missouri Department of Conservation
 - a. Form an official Missouri Stream Team and obtain
 - i. Advice and guidance
 1. *Printed and web-based materials*
 2. *Contact with other experienced Stream Teams*
 - ii. Materials for volunteers
 1. *Work gloves*
 2. *Stream Team T-shirts*
 3. *Trash bags in several sizes*
 4. *First Aid Kits*
 5. *Other items as available*

Weeks 2 & 3

6. Contact your local municipality
 - a. Obtain official sanction for the cleanup effort
 - b. Obtain names of neighborhood trustees, organizers, and other civic groups
 - c. Obtain whatever support becomes available
 - i. Trash pickup services and trash consolidation locations
 - ii. Publicity
 - iii. Venue for after party
 - iv. Funding for activities
 - v. Public safety
 - vi. Other services
 - d. Request government assistance with cleanup on public properties

Weeks 3 & 4

7. Seek help and partnerships with public utilities and other resources
 - a. Sewer District
 - i. information
 - ii. Advice on sewer hazards
 - iii. Trash collection and dumpster
 - iv. Other assistance
 - b. Parks Department
 - c. Garden Clubs
 - d. Civic organizations or other influential groups

Weeks 4 & 5

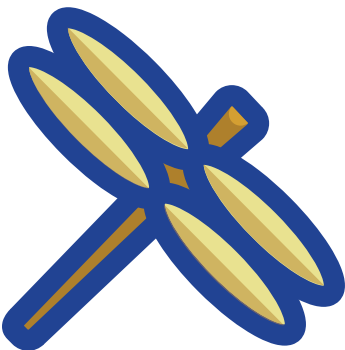
8. Locate streams, creeks, and drainages on a detailed city or county map showing individual ownership parcels along the waterways
9. Identify names and addresses of creek side owners from public records on county websites

Weeks 5 & 6

10. Delineate manageable segments of waterways by neighborhood, subdivision, or other logical criteria
 - a. Print detailed ownership maps from county records by segment
 - i. Plot creeks through ownership parcels
 - ii. Print lists of creek side owners by segment

Weeks 7 & 8

- II. Contact individuals within these boundaries to identify “Creek Captains” responsible for organizing neighborhood cleanups
 - a. “Captains” are key team leaders, they should:
 - i. Reconnoiter their creek segment
 1. *Identify hazards or safety issues*
 2. *Estimate amount of trash and*
 3. *Estimate numbers of volunteers required and time required*
 - ii. obtain permissions and support from their neighborhood private, institutional, or commercial owners
 - iii. recruit volunteers from their areas
 - iv. act as liaison between Stream Team organizers and their neighbors
 - v. promote the event
 - vi. supervise the cleanup
 - vii. provide a record of activities



Weeks 9 to end

12. Manage the “Captains”
 - a. Meet them face-to-face
 - b. Keep them informed of the big picture
 - c. Provide them detailed information and maps of their segments
 - d. Brief them on safety and other procedures
 - e. Get feedback on their local segments
 - i. Private homeowner or landowner issues
 - ii. Access, egress, or safety concerns
 - iii. Amounts of trash
 1. *Number and type of trash bags*
 2. *Special trash retrieval needs*
 - iv. Number of volunteers
 1. *Numbers and sizes of T-shirts and gloves*
 - v. Trash consolidation point locations
 - vi. Mobile phone numbers for event day
 - f. Provide extra volunteers if requested
 - g. Provide encouragement and gratitude
13. Organize a volunteer appreciation event if possible
 - a. Find a suitable public venue
 - b. Set a reasonably short timeframe at the end of the cleanup
 - c. Set a brief program of announcements or acknowledgements
 - i. Thank partners, sponsors, government and institutions
 - ii. Thank the Captains and volunteers
 - d. Provide donated snacks and beverages
 - e. Provide other amenities if possible
 - i. Music
 - ii. Prizes for interesting trash finds
 - f. Have fun

Week 13

14. Order Supplies from MDC
15. Reconfirm all other arrangements
16. Manage publicity to the benefit of the project



Weeks 14 & 15

17. Obtain and distribute all materials to Captains
 - a. Brief them on final details and information
 - b. Provide encouragement
 - c. Promote the post event party

Week 16

18. Cleanup Day!

Week 17

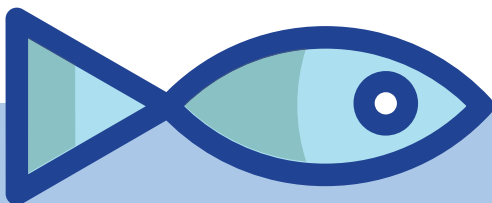
19. Collect reports from Creek Captains
20. Prepare a detailed activity report and submit to MDC, local authorities, and partners
 - a. Report hazards and watershed issues
21. Send thank-you notes to all Captains, sponsors, and partners
22. Take a vacation!

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