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

11. 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
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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