

Earth Day Parks & Preserves Clean-Up 2014

Saturday April 26h

9 a.m. – 12 noon (Rain or Shine!)

Volunteer Captain Packet

Enclosed you will find the following information:

- I. **Captain Packet Outline (this page)**
- II. **Earth Day 2014: Steps to Success**
- III. **Volunteer Recruitment Flyer**
 - a. Write-in the meeting place
 - b. Suggestion: Create a map on the backside of the flyer, in order to illustrate your meeting/park site
 - c. Make copies of flyer as needed – or create your own!
- IV. **Volunteer Sign-In Sheet**
 - a. To be used for volunteer group sign-up
 - b. **Please:** return a copy of your final sign-up to Friends of the Parks
- V. **Earth Day 2014 Volunteer Feedback**
 - a. Collect comments from your group of volunteers on this form
 - b. Mail/Fax/Drop-off this form along with your sign-up sheets to Friends of the Parks
- VI. **Earth Day Friends of the Parks Membership Recruitment**

REMINDER

*There Is No “Rain Date” For Earth Day.
It is a “Rain or Shine” Event.*

Contact Mary Eileen at 312-857-2757 x13 or sullivanme@fotp.org with any questions.

Earth Day Steps to Success

Thanks for signing up as a Captain for Earth Day 2014!

Some of you have done this for many years, others may be new, so here are a few tips for making this a successful day.

Pre-Event

- 1. Please contact your parks/preserves supervisor (if you have not already done so) to confirm specific needs for your site on Earth Day**
 - Arrange to get a buffalo box key and hoses for watering needs (in park)
 - Arrange for fibar if needed with playground supervisor (in park)
 - Arrange for tools with either your park district supervisor or the FPDCC Resource Center
- 2. Organize and sign-up volunteers for Earth Day 2014.**
 - Post volunteer recruitment flyers in your neighborhood, workplace, etc.
 - The number of volunteers you put on your registration form will be the number of t-shirts and supplies you will receive. **If this number changes, let us know so I can adjust your supplies.**
 - Volunteer groups typically range between 10–40 people, depending on your site's size and cleaning needs
 - This year, we are requesting that Earth Day Captain's bring their grocery bags or garbage bags from home to help with the litter removal.
- 3. Determine a Volunteer Meeting Place.** Take a brief tour of the park to familiarize yourself with the site's lay-out and pick out a "Volunteer Meeting Place".

Complete local information on your flyer and post flyers in strategic spots.

Make reminder calls to volunteers several days prior to Earth Day 2014.
(Coordinating car-pools can also ensure great attendance!)

Pick up your supplies (t-shirts, gloves, bags) at your park's regional location beginning Wednesday April 13th. *MATERIALS WILL BE DELIVERED TO THE SITES BELOW*, unless other arrangements have been made.

Supply Location Pick-ups Apr 23rd -25th

Region	Site	Address	Phone
North	Warren Park	6601 N. Western Ave.	773-262-8658
Central	Garfield Park – Gold Dome	100 N. Central Park Ave.	773-746-5092
South (West)	Marquette Park	3551 W. 67	312-747-6484
South (East)	Washington Park	5531 S. King Dr.	773-256-1248

Lakefront (North)	Loyola Park	1230 W. Greenleaf	773-262-8605
Lakefront (South)	South Shore Cultural Center	7059 S. South Shore Dr.	773-256-0149
Forest Preserves	Volunteer Resource Center	6100a N. Central Ave	773-631-1790


Captain's Responsibilities

Earth Day, Saturday, April 26th

1. **Oversee Earth Day events, 9 a.m. – Noon** (Bring a camera and take pictures. Encourage others to take pictures of this event!)
2. Distribute sign-up sheets, collect names and information. Encourage volunteers to sign up for future FOTP events.
3. Invite your volunteers to attend either the Earth Day Celebration at Humboldt Park, 1400 N. Sacramento. There will be music and activities for all ages.
4. Mail/Fax/Drop off volunteer sign-up and Earth Day survey and photo results to FOTP.
5. Revel in your day's hard work and the positive impact you have made.

Captain's List

(on the Morning of the Clean-up)

- 1) Arrive by 8:45 a.m. to establish the event
- 2) Put sign-up sheet on clipboard and encourage sign up
- 3) Assign specific tasks to volunteers
 - a. Litter pick-up
 - b. Raking leaves
 - c. Mulching trees
 - d. Gardening
 - e. Graffiti removal
 - f. Sweeping sidewalks
 - g. Ecological Restoration (cutting Buckthorn, removing Garlic Mustard, etc.)
 - h. Other (painting/repairing equipment)
- 4) **Caution:** You may find dangerous items. Inform children if they find:
 - Broken glass
 - Needles
 - Knives
 - Guns
 - Razor blades

<p><u>DO NOT TOUCH!</u> Immediately <i>call an adult</i> for disposal</p>
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- 5) Take photos
- 6) Make sure all refuse is stacked at curb



*Thanks for participating in this year's
Earth Day Parks & Preserves Clean-*

Please answer the following questions to help us make this day better.

Park/Preserve _____ Number of volunteers _____

Supplies:

Did you have an easy time obtaining your supplies? Y N

Explain _____

Did you have enough...	garbage bags?	Y	N	Too Many
	gloves?	Y	N	Too Many

Park:

Did you see a supervisor or other attendant? Y N

Was there sufficient work for you to do at your site? Y N

Explain _____

Any other comments (about the day, the work of the Chicago Park District, the Cook County Forest Preserve District, or Friends of the Parks that would be beneficial to future planning) would be greatly appreciated. (Use separate sheet(s) as needed.)

Please send in any photos, so we can post them on our website!!! Return this form and the sign in sheet to Friends of the Parks. (Photo's will not be returned.)

Return to: Mary Eileen Sullivan
Friends of the Parks
17N. State Suite 1450
Chicago, IL 60602

FAX: 312-857-0656

