



Earth Day Parks Clean-Up 2024

Saturday, April 20, 9:00 am – 12:00 pm
(Rain or Shine!)



Site Captain Packet (updated March 24, 2024)

Earth Day 2024: Steps to Success

- Recruit volunteers (helps to have a co-leader as well)
- Stay in communication with FOTP and CPD staff
- Round up needed supplies
- Send a reminder to volunteers
- Have a plan for day of logistics
- Get to the site early for set-up
- Follow the plan and roll with the punches
- Take photos—including of the piles of garbage bags
(please also tally up the garbage bags)
- Tag us on social media
 - Facebook/YouTube/LinkedIn:
 - @friendsoftheparks
 - @ChicagoParkDistrict
 - X/Instagram/TikTok: @ChicagoParks
 - #CleanMyChiParks
- Follow up with Friends of the Parks (sign up sheets, photos, etc)

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

Earth Day Steps to Success

Thanks for signing up as a Captain for Earth Day 2024!

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/supervisor (if you have not already done so) to confirm specific needs for your site on Earth Day**
 - Arrange for tools with the Chicago Park District
 - For mulch and fibar requests, contact Maria Stone by, April 5 maria.stone@chicagoparkdistrict.com Please coordinate directly with the Chicago Park District as to where mulch and fibar will be deposited.

- 2. 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". We suggest the field house if it is available. Complete local information on your flyer and post flyers in strategic spots.

- 3. Organize and sign-up volunteers for Earth Day 2024.**
 - Volunteer Signup Link: Each park has its own volunteer sign up link. Please review the information carefully and let FOTP know if changes are needed. For example, for smaller parks, consider placing a number cap (factoring in no-shows).
 - Volunteer Recruitment Flyer: Customize the 2024 Earth Day flyer with park name, address, meeting place, contact info and sign-up link url. We suggest making a QR code specific to your sign up link and using that instead of the one included on the flyer. Post flyers in the park and other high visibility spots and share pdfs via email and social media.
 - Make reminder calls and/or send reminder emails to volunteers several days before Earth Day 2024. Unfortunately, mass emails to volunteers via the signup link have to be sent from FOTP. Please provide the text with 48 hours' notice.
 - There are a number of corporate groups interested in joining locations on Earth Day. Please let us know if you could use some more volunteers.

4. Create a plan for the day. Event logistics vary by size and type of park and the kinds of work being done. Be sure to designate a place for garbage bags. New this year: we are asking for a count of garbage bags. For larger parks and big groups of volunteers, consider how to manage people signing in and distributing teams to different sections of the park.

5. Pick up supplies

- We use the number of volunteers you predicted on your original sign up to guide how many gloves and garbage bags to provide. We will also consult the volunteer sign up list.
- To help ensure parks with the greatest need have sufficient supplies, we ask that you let us know if you can contribute garbage bags to the cause and see if volunteers can provide their own work gloves.
- We are still finalizing hub spots for picking up supplies. New this year will be the option to pick up from FOTP's downtown office (67 E. Madison) and the Chicago Park District's headquarters at 4830 S Western Ave.
- Our goal is to have them available for pick-up starting Friday, April 12.
- New this year! We will have yard signs available to promote your clean up. Please be sure to take down the sign after the clean up.

6. Gather other materials

- Print copies of sign in sheets
- Encourage volunteers to fill out the [Chicago Park District volunteer waiver online](#).
- Make copies of liability waivers to be signed and collected on site.
- Bring pens and clipboards.
- Scissors to cut tags from gloves or cut tags off before hand
- It's helpful to have a table for paperwork and supplies
- Consider asking a local business to donate snacks and drinks

Captain's List

(For the Morning of the Clean-up)

1. Arrive by 8:30 a.m. to set up.
2. Have volunteers sign in and sign the Chicago Park District [volunteer liability waivers](#). Please encourage volunteers to sign the waiver online prior to Earth Day. www.chicagoparkdistrict.com/2024-volunteer-waiver-release
3. Distribute supplies and assign specific tasks to volunteers.
 - Litter pick-up
 - Raking leaves
 - Mulching trees if applicable
 - Working with fibar if applicable
 - Taking photos
4. **Caution:** You may find dangerous items. Warn children to immediately call an adult for disposal of:
 - Broken glass
 - Needles
 - Knives
 - Guns
 - Razor blades
5. Take photos and post to social media. Tag Friends of the Parks and the Chicago Park District
 - Facebook/YouTube/LinkedIn:
@friendsoftheparks
@ChicagoParkDistrict
 - X/Instagram/TikTok: @ChicagoParks
 - #CleanMyChiParks
6. Make sure all refuse is stacked in the designated locations.
7. Count how many bags of garbage were picked up. Take pictures of the piles!
8. Share volunteer sign-up and photos with FOTP (use info@fotp.org)
9. Take down the Earth Day yard sign.
10. Revel in your day's hard work and the positive impact you have made.