# **Earth Day Parks & Preserves Clean-Up 2023**

#### **Saturday April 22nd**

*9 a.m. – 12 noon (Rain or Shine!)*

### **Volunteer Captain Packet**

Enclosed you will find the following information:

1. **Captain Packet Outline (this page)**

##### Earth Day 2023: Steps to Success

##### Volunteer Recruitment Flyer

* 1. Write-in the meeting place
  2. Suggestion: Create a map on the backside of the flyer, in order to illustrate your meeting/park site
  3. Make copies of the flyer as needed – or create your own!

##### Volunteer Sign-In Sheet

* 1. To be used for volunteer group sign-up
  2. ***Please:*** return a copy of your final sign-up to Friends of the Parks via email

##### Earth Day 2023 Volunteer Feedback

* 1. Collect comments from your group of volunteers on this form
  2. Email this form along with your sign-up sheets to Friends of the Parks

##### 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 Adriana Castrillon at 312-857-2757** **or castrillona@fotp.org with any questions.**

###### **Earth Day Steps to Success**

**Thanks for signing up as a Captain for Earth Day 2023**!

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**
   1. Arrange to get a buffalo box key and hoses for watering needs (in park)
   2. Arrange for tools with either your park district supervisor.
2. **Organize and sign-up volunteers for Earth Day 2023.**
   1. Post volunteer recruitment flyers in your neighborhood, workplace, etc.
   2. The number of volunteers you put on your registration form will be the number of supplies you will receive. **If this number changes, let us know so I can adjust your supplies.**
   3. Volunteer groups typically range between 10–40 people, depending on your site’s size and cleaning needs.
   4. This year, we encourage that folks re-purpose bags from home (e.g. grocery bags) to help with the litter removal but we will also provide trash bags as well.
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”. We suggest the field house if it is available. Complete local information on your flyer and post flyers in strategic spots.

**Make reminder calls and/or send reminder emails to volunteers several days prior to Earth Day 2023.** (Coordinating car-pools can also ensure great attendance!)

**Pick up your supplies (gloves, bags) at your park’s regional location beginning Wednesday April 13th.** ***Material Pick up sites will be announced via email to all site captains.***

**Captain's Responsibilities**

**Earth Day, Saturday, April 22nd**

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 the Earth Day Celebration at Humboldt Park, 1400 N. Sacramento. There will be music and activities for all ages.
4. Email 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**

(For 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
   1. Litter pick-up
   2. Raking leaves
   3. Mulching trees
   4. Gardening
   5. Graffiti removal
   6. Sweeping sidewalks
   7. Ecological Restoration (cutting Buckthorn, removing Garlic Mustard, etc.)
   8. Other (painting/repairing equipment)
4. **Caution:** You may find dangerous items. Inform childrenif they find:

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* Broken glass
* Needles

**DO NOT TOUCH!** Immediately *call an adult* for disposal

* Knives
* Guns
* Razor blades

1. Take photos
2. Make sure all refuse is stacked at curb

| ***Friends of the Parks***  ***Earth Day***  ***Parks & Preserves Clean-Up***  **CAPTAIN:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | *SITE NAME*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  **Thank you for participating in this volunteer event. We appreciate your time and commitment to your neighborhood parks, natural areas and forest preserves**. | | |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Street Address** | **Zip Code** | | **Phone No.** | **Email** |
| I wish to participate as a Volunteer in this Special Event. I understand that I am responsible for my own safety and personal property while volunteering. I agree to assume such responsibility. I agree that I will not hold the Chicago Park District, Forest Preserve District of Cook County, Illinois Medical District, Friends of the Parks, their employees or respective Boards of Commissioners, officers or sponsors responsible for any injuries or losses I might sustain while working as a volunteer. | | | | | |
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| Please return to FOTP, 67 E. Madison St., Suite 1817, Chicago, 60603  Email: castrillona@FOTP.org | | | | | |



Thanks for participating in this year’s Earth Day Parks & Preserves Clean-up!

*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:** **Adriana Castrillon**

**Friends of the Parks**

**67 E. Madison St., Suite 1817**

**Chicago, IL 60603**