



## **SOLVE Volunteer Group Leader Guide**

Thank you for your interest in volunteering for the SOLVE Beach & Riverside Cleanup, presented by the Oregon Lottery! Groups like yours make a big difference to the health of Oregon's waterways, wildlife and communities. For Volunteer Group Leaders managing 15 or more volunteers, the following information is intended to help you lead, coordinate and encourage volunteer participation for a successful event.

- *The big picture (page 2)*
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- *SOLVE materials and resources (page 6)*

### **SOLVE Contacts:**

- Joy Hawkins, Beach & Riverside Cleanup Coordinator  
[joy@solveoregon.org](mailto:joy@solveoregon.org), 503-844-9571, ext. 317
- Kaleen Boyle, Volunteer Outreach Coordinator  
[kaleen@solveoregon.org](mailto:kaleen@solveoregon.org), 503-844-9571 x 332
- Melissa Peterson, Sponsor Team Coordinator  
[melissa@solveoregon.org](mailto:melissa@solveoregon.org), 503-844-9571 x349

*Can't make it out on Beach & Riverside Cleanup day? Ask us about our year-round [Project Oregon](#) events or the new Corporate Volunteer Program!*

## **The Big Picture:**

SOLVE is statewide non-profit organization that engages volunteers in stewardship of the environment across Oregon. SOLVE, best known for our spring and fall beach cleanups, has several programs to protect and restore Oregon through volunteer opportunities. We support community litter cleanups, removal of invasive plants, planting of native trees and shrubs, and enhancement of watershed restoration sites throughout the year.

Started in 1984, the Fall Beach Cleanup was the first coastwide volunteer cleanup effort in the world! The model has since spread across the U.S. and to over 100 countries. In the last 33 years, over **250,000 volunteers** have joined forces every fall and spring to remove over **3.4 million pounds of trash** from our beautiful beaches and waterways. The Fall Beach Cleanup expanded to include inland riverside sites in 2010 in recognition that 60-80% of marine litter starts out on land. Today, the Beach & Riverside Cleanup is part of the International Coastal Cleanup and National Public Lands Day, with over 5,000 volunteers coming out each September to pick up litter, remove invasive plants, and restore natural areas statewide.

Beach & Riverside Cleanup projects are organized by local volunteer “Project Leaders”, and on the Coast, “Zone Captains”. Volunteer Project Leaders or Zone Captains are local to the area and are often an excellent resource for specific information like parking, accommodation and directions. Project Leaders staff registration sites on the event day and provide volunteers with waiver forms, cleanup supplies and a safety orientation. On the coast, hauling and disposal is donated by local haulers, cities, and state parks.

SOLVE Beach & Riverside Cleanup volunteers serve as a powerful force against the ongoing issue of litter, marine debris, and invasive plants in Oregon. Common litter items found, such as cigarette butts, Styrofoam, six-pack yokes, fishing line, and netting are often ingested, and entangle and kill hundreds of seabirds, fish, and mammals each year. Litter fouls boat propellers, clogs engines, and contributes to the degradation of our beaches and waterways. It also puts a damper on tourism and the local economy. If you have participated in a SOLVE event in the past, either on the beach or in your own neighborhood, you are part of the solution and we cannot thank you enough for your dedication to keep our state beautiful!





**It's easy to get involved! Step by step guide and timeline:**

**Preparation, May - July:**

- 1) **Volunteer interest & support:** Request support from leaders within your organization for a team activity for the Beach & Riverside Cleanup.
- 2) **Select a site:** Visit the [Beach & Riverside Cleanup webpage](#) starting **July 24th** to find a map of registration sites, and contact SOLVE with your preferred beach cleanup, riverside, neighborhood or park site(s) and an estimate of your group's size. We are happy to assist you in determining the best site to meet your group's needs such as parking, picnic areas, or where trash "hotspots" in need of big groups may be that year. <http://www.solveoregon.org/what-we-do/solve-beach-riverside-cleanup>

*\*Special note regarding the Seaside and Cannon Beach cleanups: These are very popular beach cleanup destinations from the Portland area. On average, over 300 volunteers register at each site. If your group is looking for an area with an "off-the-beaten-path" feel or would like more to do, we recommend you consider having your group work on an inland project, or a beach north or south of the two cities.*

- 3) **Volunteer recruitment:** Create a unique promotion plan, specific to your organization's communication pathways and members' interests to keep the excitement level high! Brochures and posters will be available in early August. Contact SOLVE if you would like some sent to you. Consider some of these ideas:
  - Plan a fun competition between departments to see who can get the highest number of participants.
  - Create a chance to win a special prize.
  - Regularly schedule announcements and updates using internet, newsletters, bulletin boards, staff meetings and other venues.
- 4) **Group activities:** Identify what, if any, pre- or post-event activities will be undertaken for your team. For example, will you provide lunch following the cleanup?
- 5) **Transportation:** Address transportation needs and make recommendations such as car-pooling or scheduling a bus.
- 6) **Online registration:** After you've found a site appropriate for your group's needs and size, you may pre-register and sign your group up for the cleanup online. Project listings and online registration opens on **July 24<sup>th</sup>**. However, if you'd like to register before then and you have a large group, please give us a call and we can register your group starting in early July. You will receive a confirmation email from SOLVE with site details and event information, and can then forward a link to your team members and ask them to register under your group's name.



- Before SOLVE online registration opens, you're welcome to create an internal process for tracking volunteer interest through sign-up sheets or other methods to help you gauge the number of participants to plan for.
  - Note that team members that do not register online and sign an e-waiver will need to sign a printed waiver before participating on the day of the event.
- 7) **Onsite registration:** If you will be setting up your own onsite registration site as a sponsor team, please let SOLVE know as a city permit may be required for pop-up tents and tables.

### **Beach & Riverside Cleanup Day!**

All project supplies (trash bags, gloves, tools, etc.) will be provided and handed to you on site. Feel free to bring your own supplies, if available. See below for recommendations of other items to bring, and make sure to check your event's webpage for any other recommendations.

#### **We recommend you bring:**

- Sturdy closed-toed shoes
- Clothing suitable for the quickly changing weather – rain and shine.
- A reusable container for drinking water and a trash-free snack or lunch.
- Reusable bag or buckets to reduce the number of plastic trash bags we use.
- At the beach, an old colander/small shovel to sift the tide lines for small pieces of plastic harmful to wildlife. These are the #1 items we find during beach cleanups!

#### **Some tips to make it a fun and safe experience:**

- Don't touch medical waste (needles, bandages, etc.). Mark the spot and tell the local Event Leader at each registration site.
- On the coast:
  - Watch for sneaker waves, be aware of incoming tides and avoid logs in the surf.
  - Be careful on rocks or cliffs.
  - Keep dogs leashed and away from any seals, sea lions and birds.
  - If you find tsunami-related debris, alert your Beach Captain. If it is large or an item of cultural significance, please also contact SOLVE and call 211 (Oregon's tsunami debris hotline) while you are still on the beach to report it.
  - Be aware of the nearest tsunami evacuation route and head to high land if you feel an earthquake.

#### **What to expect on the day of the event:**

- **Registration and Waiver Forms:** All volunteers age 18 and older are required to complete the SOLVE Volunteer Registration and Waiver Form. It is recommended that groups of 20 or more ask individuals in the group to complete the form prior to arrival either online, or en route to the event. Groups will find that using this option allows them to register quickly since one representative can drop off all of the forms. Forms are available at <http://www.solveoregon.org/what-we-do/solve-beach-riverside-cleanup> and links are at the end of this document.

- **Children and youth groups:** Organizations that have previously attained the written permission of the participants parents or legal guardians for all activities while in their care, may register once, in the name of the organization, with a total number of children listed.
- **Youth under the supervision of parents or legal guardians:** Families with children under 18 in their party may register as a group with one parent or guardian signing for all family members under the age of 18. Anyone over 18 should complete a separate registration and waiver form.
- **Check-in with Event Coordinators:** Upon arrival at your registration site, as Volunteer Group Leader you will need to check-in with the local Project Leaders and provide any printed waiver forms you have for your group as well as verify that other members signed e-waivers prior to event day.
- **Off to the project!** Your Project Leader will then give you and/or your group a safety orientation (if your group is large you may choose to present the safety orientation to the group yourself). Your Project Leader will also provide you with supplies.

**Post Event:**

- 1) Check the SOLVE website for statistics on event accomplishments.
- 2) Send a follow-up communication to all participants thanking them for their involvement and letting them know the date of the next SOLVE event.
- 3) SOLVE will also send an *e*-thank you out to participants who signed waivers and wish to receive e-mails, with final event-day accomplishments.



**Beach & Riverside Cleanup Resources & Materials:**

Some materials may be downloaded from the SOLVE website while others can be ordered for shipment (materials are free).

- Brochures: (call SOLVE to order)
  - a. Tri-fold brochures & flats: suitable for mailing or posting on information boards.
- Safety information:  
<http://www.solveoregon.org/sites/default/files/documents/SAFETY%20INFORMATION%20FOR%20SOLVE%20PROJECTS.pdf>
- Media Release: (will be posted on SOLVE website)
- Adult Waiver Forms:  
<http://www.solveoregon.org/sites/default/files/documents/Adult%20Waiver%20Form12e.pdf>
- Unaccompanied Youth Waiver Forms:  
<http://www.solveoregon.org/sites/default/files/documents/YouthWaiverForm.pdf>
- Volunteer Action Handbook available upon request

**Thank you and have fun!**

