

**GREAT CANADIAN SHORELINE CLEANUP CELEBRATION EVENT
GREATER VANCOUVER**

IONA BEACH REGIONAL PARK- SEPTEMBER 21, 10:00 AM – 1:00 PM

Location

Iona Beach Regional Park, Richmond

Meeting/Delivery Area

By the washrooms

Schedule of Events:

10:00 AM:	Registration Begins
12:00 PM:	Closing remarks and prizes
12:15 PM:	Lunch provided by Earl's
1:00 PM:	Event Ends

General Event Set-up/Take down (0)

Supplies/Equipment:

- Scissors (2)
- Utility knife (2)
- Bamboo stakes – some for directions for people to know where Registration is, some to use for delineating “do not enter” zones
- Packing Tape
- Masking Tape
- Duct Tape
- Rope – for hanging banners and delineating “do not enter” zones (white cotton rope is for hanging banners; neon green is for delineating “do not enter” zones)
- Rope – for hanging banners
- Tents, tables, chairs, stage (all to arrive by 8:30 am via delivery)
- Event signage
 - o 1 Great Canadian Shoreline Cleanup banner for Welcome Station (1 on map)
 - o 1 Great Canadian Shoreline Cleanup banner for Registration Station (2 on map)
 - o 1 Otter “Information” Board at Registration Station (3)
 - o 1 Great Canadian Shoreline Cleanup banner for Stage (7 on map)
 - o Birds Eats Butts Signage, one near Welcome tent, one near Vancouver Aquarium station, one near registration area
 - o Laminated signage for stations & areas
 - Information
 - 1 to be put up on Welcome Station (1)
 - 1 to be put on a stake in parking lot with arrow
 - Event Volunteer Sign-In
 - 1 to be put up on Welcome Station (1)
 - Registration
 - 4 to be put up on Registration Station (2)
 - 2 be put with arrows on stakes to guide cleanup participants
 - First-Aid
 - 1 to be put up on Welcome Station (1)
 - Supplies Distribution & Weigh-In
 - 4 to be put up on Supplies/Weigh-In Station (4)
- Sharpies (1 box)

General Event Set-up/Take down (0)

Duties for set-up:

- Set-up signage along shoreline to ensure that people know where to avoid for safety reasons, string rope between bamboo posts if needed to help delineate area, work with Melanie and Jason from Metro Vancouver
- Put up directional signage from far parking lot near the jetty
- All hands on deck between 8:30 and 9:00 am to unload & set-up tents, tables, etc.
- Set-up tents in configuration on map
 - Each tent will require 4 people to “pop” it open
 - Number of tables will be assigned to each tent on the map
- Distribute event t-shirts to event volunteers

Duties during cleanup:

- None

Duties for take-down:

- Collect all signage
- Put away all items
- Collapse all tents
 - Each tent will require four (4) people to close the tent
- Items need to be stored the same way they arrived in
- Use masking tape and sharpies to identify what is in which box
- Return all items to Vancouver Aquarium truck
- Identify which items were rented and place near pick-up location
- Break down any extra boxes
- Ensure no garbage/litter is left behind

Welcome Station (1)

Supplies/Equipment:

- Tent (2)
- Tables (3)
- Chairs (2)
- Banner (1)
- Event signage
- Pens (5)
- Hand sanitizer
- First aid kit
- Radios for distribution (15)
 - o Radio Sign-Out Sheet on a clipboard
- Shoreline Cleanup recruitment business cards
- Other Paperwork:
 - o Community Service/High School Volunteer Hours Sheet on a clipboard
- Coffee (arriving between 8:30am and 9:00 am with Saltspring Coffee)
- Extra compostable water cups – place under table
- Plastic reusable cups
- Compost/Recycling/Garbage Bin (2) (provided by Metro Parks)
- Water container (1)
- Hot Water container
 - o Extension cord for hot water
- Tea bags / Hot chocolate

Duties for set-up:

- Place recruitment business cards on table
- Using masking tape and sharpies to label each radio 1-13
- If banner is not up, put up banner using rope and/or zap straps
 - o Make sure banner is facing people as they are arriving
- If signage is not up, use packing tape to put up the signs on the tent
 - o Make sure banner is facing people as they are arriving
- Have Community Service/High School Volunteer Hours Sheet on a clipboard
- Have Radio Sign-Out Sheet on a clipboard
- Fill water container in the storage area and bring it to the station
- Set-up hot water (boil water)
- Assist Salt Spring Coffee with coffee set-up

Welcome Station (1)

Duties during cleanup:

- When media arrive, using the radio contact Linda from the Vancouver Aquarium. Dolf De Jong is the spokesperson for the day.
- Ensure that people are signing out radios for use during the day
 - o Radios are for:
 - Kate (1)
 - Deana (1)
 - Jean (1)
 - Tanya (1)
 - Metro Vancouver (2)
 - Shoreline Patrol [i.e. one for each group of two volunteers on the beach] (5) 1 for each team of two)
 - Welcome Station (1)
 - Registration (1)
 - Supplies/Weigh-In Station (1)
- If First Aid is requested, please alert Jean via radio
- Ensure water container is full for participants throughout the day (can fill up in the Ranger shack)
- Provide information upon request to people about:
 - o Where to register
 - o Timing of event (i.e. what time to come back)
- If high school students are asking for volunteer hours, have them complete the volunteer sheet/form.

Lunch

- Compostable napkins for lunch and cake
- Knife (to cut cake)
 - o Pitcher of hot water
- Cake

Duties for take-down:

- Ensure that all radios are collected
- Put dirty stir sticks/cups into the compost bin at the lunch site
- Put away all items
- Ensure no garbage/litter is left behind
- Items need to be stored the same way they arrived in
- Collect unused items to return to Vancouver Aquarium
- Return all items to Vancouver Aquarium truck
- All other items that are to return to the Vancouver Aquarium need to be in the same condition they arrived in

Registration (Liability Waiver) / Weigh-in Station (2)

Supplies/Equipment:

- Tents (2)
- Tables (2)
- Chairs (4)
- Pens (24)
- Waiver and model release forms for participants
- Laminated Waiver & Model Release Forms (10)
- Scissors (2) – get from set-up crew once set-up is done
- 2 rolls of neon flagging tape (for those who don't sign model release, one for each table)
- Banner (1) – Great Canadian Shoreline Cleanup
- Stapler
- PC Green Bags
- Roll of raffle tickets (1)
- Box for raffle tickets (1)
- WWF Pop-up banner (1)

- Group Summary Cards (Orange)
- Stapler (get stapler from Registration Station when done)
- Scales (Please count and insert number here:_____)
- Calculators (2)
- Box to collect the completed data cards

Registration (Liability Waiver) / Weigh-in Station (2)

Duties for set-up:

Part 1 – Registration:

- Set-up four stations at three tables under tents, make sure that registration tables are “middle of the tent”
- Four chairs set-up behind registration table
- If banner is not up, put up banner using rope and/or zap straps
 - Make sure banner is facing people as they are lining up
- If signage is not up, use packing tape to put up the signs on the tent
 - Make sure banner is facing people as they are lining up
- Ensure there is a clipboard with waiver forms for every station
- Ensure there are raffle tickets for each station
- Ensure there are PC Green Bags for each station
- Ensure there are enough pens at each station

Part 2 – Collection:

- Put Group Summary Cards (Orange) aside until people start coming back.
- Put scales aside until people start coming back
- Put calculators aside until people start coming back

Duties during cleanup:

- See following page

Duties for take-down:

- Collect all signage
- Put away all items
- Ensure that all completed waiver forms are compiled together and placed into Envelope marked “Waiver Forms”
- Items need to be stored the same way they arrived in
- Return all items to Vancouver Aquarium truck
- Ensure no garbage/litter is left behind

Registration (Liability Waiver) / Weigh-in Station (2)

Duties during cleanup:

Step 1: Groups of 4

- Help ensure that all participants are in **groups of 4+** when they leave the Registration Station
- Group line will already have those coming in groups together
- Individual line will help individuals get into groups of 4+

Step 2: Liability Waiver Form

- **All individuals** wishing to participate in the cleanup **must sign the waiver form**. The Liability Waiver Form indicates that the Greater Vancouver Regional District is not liable for any injuries, deaths, damages etc.
- **In summary, the liability waiver form indicates that all participants are undertaking this activity at their own risk.**
- Ensure that participants under the age of 19 have a parent/guardian sign the waiver for them.
- Individuals **refusing to sign** the liability waiver form **CANNOT participate** in the cleanup or receive items.
- Place all completed waiver forms in the envelopes marked “completed waiver forms.”
- There are laminated waiver forms to distribute to people waiting in line so that they can read it while waiting.

Step 3: Model Release Form

- When people are signing the waiver form, ensure they are also initialing the model release column. If they don't initial the box, please tie a piece of neon flagging tape around their arm or in another manner that is visible to the photographer and videographer on site.
- The photo policy form indicates that pictures will be taken and used for our promotional usage.

Step 4: PC Green Bag Distribution

- Provide each person with one PC Green Bag
- Provide each person with one raffle ticket (they get one side and the other gets placed into the black box)
- Direct groups to the “Supplies Distribution Station”

Step 5: Tally

- After the majority of people have been registered and are cleaning up shorelines, please tally up the total number of participants for the day.
- Prepare for Garbage Collection

Registration (Liability Waiver) / Weigh-in Station (2)

Step 6: Garbage Collection

- Refer to “Addendum Package” for details

Data Card

- When each group returns, quickly review the data card to ensure that it is properly filled out. (i.e. information on the back is clear, peculiar and items of concern are written legibly on the card; items tallied correctly) Anything unclear should be clarified with the group.
- Help participants fill in the front of the data card with # of trash bags filled (partial numbers are okay) and # of recycling bags filled (partial numbers are okay)
- Have groups estimate numbers if they put down “lots”/”many”/”some”/”hundreds”/etc.

Weighing the litter

- Use scales to help each group weigh the litter picked up and enter the information onto the data cards, please ensure that the weight is recorded in kilograms
- Weigh litter all together and enter the total weight on the data card.
- Once litter is weighed, put aside the unusual item(s) collected, and recycling.
- Place remaining garbage in the appropriate tote.

Supply collection

- Collect the garbage, the recycling, reusable gloves, garbage grabbers and clip boards
- Collect other items that participants want to return

Cigarette Butt Collection

- Collect the bags of cigarette butt waste and place into a box.
- Use the bags and boxes from T-Shirt Distribution to collect the cigarette butt waste bags.

Ongoing Tally

- Use calculators and Group Summary Cards (orange) to tally up groups of data cards.
- Staple the summary card to the data cards tallied together.
- **Goal: to have an estimated total weight of garbage collected by 12:15pm**
- **Goal: to have an engaging photo of all the garbage collected in one giant pile in the dumpster provided by Metro Vancouver**

Supplies Distribution (3)

Supplies/Equipment:

- Tent (1)
- Tables (4)
- Banner (1)
- Event signage
- Pens (75)
- Large garbage grabbers (Please count and insert number here:_____)
- Small garbage pincers (Please count and insert number here:_____)
- Plastic buckets for sharps (Please count and insert number here:_____)
- Garbage bags (black [large])
- Recycling bags (blue and clear)
- Small clean plastic bags for collection of cigarette butts
- Gloves (Disposable – Latex; Disposable – non-latex; Reusable)
- Individual Data Cards (Blue)
- Clip boards
- Safety poster

Supplies Distribution (3)

Duties for set-up:

- If banner is not up, put up banner using rope and/or zap straps
 - Make sure banner is facing people as they are lining up
- If signage is not up, use packing tape to put up the signs on the tent
 - Make sure signage is facing people as they are lining up
- Set-up two stations. Suggest that there is two lines, one on each side of the table and that supplies remain in the boxes/cases.
- Each station will have:
 - One area for the group to pick-up their gloves
 - One area for people to pick-up a garbage bag (either black or white)
 - One area for people to pick-up a recycling bag (either blue or clear)
 - One area for people to pick-up a small clear compostable bag for cigarettes – please label bags with the word cigarette butts
 - One area with individual data cards (blue), clipboards and pen/pencil
 - One area for individuals to take a large garbage grabbers upon request
- Count and insert the missing numbers above
- Remove cardboard from large garbage grabbers and store for later
- Put up appropriate signage
- Ensure there are at least (5) Shoreline Patrol Packages pulled together
 - Each Shoreline Patrol Package will have:
 - 1 garbage grabber (large)
 - 1 sharps bucket
 - Some extra garbage bags, recycling bags, gloves, pens, etc.
- Put one Individual Data Card (Blue) on each clipboard

Duties during cleanup:

- See following page

Duties for take-down:

- Collect all signage
- Put away all unused items
- Ensure all completed data cards are in the plastic green box
- Items need to be stored the same way they arrived in (large garbage grabbers with cardboard around tip)
- Use masking tape and sharpies to identify what is in which box
- Ensure ALL garbage grabbers are returned
- Ensure all garbage is put together tidily
- Ensure all recycling is sorted
- Return all items to Vancouver Aquarium truck
- Ensure no garbage/litter is left behind

Supplies Distribution (3)

Duties during cleanup:

- Ensure everyone who comes to get supplies have a raffle ticket and/or t-shirt (this will be how we identify that people have completed the waiver forms)
- Ensure that everyone who comes to get supplies are already in a group of four (4) or more

Step 1: Distribution

- Distribute the following supplies to each group:
 - o Each group receives: ONE (1) large garbage bag, ONE (1) recycling bag, ONE (2) cigarette bag, ONE (1) data sheet, ONE (1) pen/pencil,
 - o **ONE PAIR** of gloves for each participant, reusable ones are available upon request.
 - o **ONE (1) garbage bag** (size is dependent on what the group wants, there are small, medium and large), **ONE (1) recycling bag** (blue/clear). Encourage them to choose between the different sized garbage bags
 - o **ONE (1) paper cigarette bag** for the collection of cigarette butts
 - o **ONE (1)** individual data cards (blue) ready for group
 - o **ONE (1)** clipboard (while supplies last)
 - o A pen/pencil to complete data card
 - o **ONE (1)** large garbage grabber per group (upon request)
 - o Small garbage pincers (upon request) □ TBD

Step 2: Safety, Shoreline Patrol Volunteers, Data Card

- Refer to “Addendum Package” for details

Safety

- Review Shoreline Safety Tips with each group(s)
- Tell them who to look for if they have questions on the beach, or come across sharp and dangerous items (i.e. needles, entangled animal, etc.)
- Identify cleanup areas on map and provide map to volunteer, direct them to one of the five pairs of Shoreline Patrol Volunteers, each pair will take a 4 or 5 groups out to each of the “zones,” once all Shoreline Patrol Volunteers are out, it is suggested that you rotate through the numbers

Data Card

- Review how to fill out data card:
 - o If item is not listed, it doesn't need to be counted
 - o If item is unusual, please indicate it on the front of the data card and put aside into another garbage bag
 - o Items like Styrofoam and paper can usual fall under other items (i.e. food wrapper/container; buoy/floats; cups, plates, etc; toy; etc...)
 - o Suggest they have one person in the group be the group recorder and tally the items as they are being picked up.

Shoreline Patrol Volunteers

Duties during cleanup:

- Shoreline Patrol Volunteers will be working pairs
- Each pair of Shoreline Patrol Volunteer will have a Shoreline Patrol Package with:
 - o 1 radio
 - o 1 garbage grabber (large)
 - o 1 garbage grabber (small)
 - o 1 sharps bucket
 - o Some extra garbage bags, recycling bags, gloves, pens, etc.
- **If sharp items are found, participants will notify the Shoreline Patrol Volunteer to come and remove the item**
- Each pair of Shoreline Patrol Volunteers will provide a refresher safety talk to the Cleanup Participant groups as you take them out to your “zone.”
- Please radio in if there are any interesting or exciting objects being unearthed
- Help ensure that peculiar/unusual items are kept separate by the group
- Provide additional bags/supplies to groups should they need them.
- Help participants fill out the data card.
- The Shoreline Patrol Volunteer may assist or join a group in the clean up
- **Around 11:45am indicate that people will begin returning at about 12:00 pm**
- Refer to “Site Map & Schedule” for details
- Any questions that cannot be answered can be referred back to Jean/Jill at the main site via radio
- Any questions relating to where to clean can be referred to Melanie/Jason of Metro Parks via radio

Vancouver Aquarium Station (6)

Supplies:

- Tent (1) – Vancouver Aquarium Branded
- Table (3)
- Chairs (2)
- Shoreline Cleanup recruitment business cards
- Pens (5)
- Other Vancouver Aquarium program brochures (if applicable)
- Rope (blue/white)
- Shoreline Litter Mural (2)
- Board with otter holding sign with a “shoreline fact”
- AquaVan Pop-Up Program materials (Nicole Shorrock from the Vancouver Aquarium will instruct set-up)

Duties for set-up:

- If banners are not up, put up banners
 - Make sure banner is facing people as they are lining up
- If signage is not up, use packing tape to put up the signs on the tent
 - Make sure signage is visible to people
- Hang murals from the tent
- Put together a small display consisting of Vancouver Aquarium and Shoreline Cleanup information).

Duties for take-down:

- Put away all items
- Items need to be stored the same way they arrived in
- Return all items to Vancouver Aquarium truck

Stage/Performance Area (7)

Supplies/Equipment:

- Stage and stage area tent (To arrive between 7:30 and 8:30 am)
- Banner (1) – Great Canadian Shoreline Cleanup
- Otter “Info” Board
- Sound Equipment, Tent and Table for DJ (To arrive with DJ)
- Power cords

Duties for set-up:

- If banner is not up, put up banner using rope
- If signage is not set-up (i.e. Otter “info” board), please set-up. Use a rock/log in the middle to weigh down sponsor board.
- Assist dj to set-up, i.e. run power cord from washroom to sound and help test sound equipment, you may need to work with people from Metro Vancouver

Duties during cleanup:

- None

Duties for take-down:

- Collect all signage
- Put away all items
- Items need to be stored the same way they arrived in
- Return all items to Vancouver Aquarium truck
- Identify which items were rented and place near pick-up location
- Ensure no garbage/litter is left behind