



Site Captain Packet
30th Annual Earth Day Parks & Preserves
Clean-Up
Saturday, April 27, 2019
9:00 a.m.–noon (Rain or Shine!)

The following information and items are in this packet:

- ☑ **Pre-event, Day-of and Post-Event Responsibilities**
 - Pre-event Deadlines
- ☑ **Volunteer Sign-In & Waiver Confirmation Sheet:**
 - To be used for volunteer group sign-in
 - **Please:** return a copy of your final sign-in
- ☑ **Waiver Form:**
 - The Chicago Park District Waiver Form must be completed by all volunteers serving in a Chicago Park District park
 - **Please:** Collect waivers and send them to Friends of the Parks
- ☑ **Earth Day 2019 Site Captain Survey:**
 - Collect comments from your group of volunteers on this form
 - **Please:** return a copy of your feedback to Friends of the Parks

Contact Nicole Machuca at earthday@fotp.org
or 312-857-2757 ext. 7 with any questions.

Site Captain Responsibilities

General Things to Know:

1. Gloves and garbage bags will be provided by Friends of the Parks. The number of supplies will be determined based on the number of volunteers registered by the volunteer deadline, unless otherwise communicated to Friends of the Parks in advance of the deadline.
2. On April 12th, volunteer sign-up information from Eventbrite will be populated and provided to you in your supplies package that will be dropped off at your assigned pick-up site.
3. Site Captains are responsible for collecting volunteer waiver forms from all Earth Day volunteers at Chicago Park District Sites.
4. T-shirts are not guaranteed.

Pre-Event Steps:

1. **Contact your park's supervisor and Park Advisory Council (PAC)**
 - a. To find your park's supervisor and PAC (if there is one) go to <https://www.chicagoparkdistrict.com/> and type your park's name in the search bar. Browse your park's page and you will find their contact information.
 - b. Coordinate with them on the event: Introduce yourself to each if you do not know them; explain that you are contacting them because you care about the park and want to engage neighbors there on Earth Day; confirm with the park supervisor where trash bags should be placed at the end of the event and if bathrooms (if located at the site) will be open; confirm with the PAC if a partnership is possible and next-steps.
 - c. If your site is not a Chicago Park District site, contact the land owner or manager.

2. **Organize and sign-up volunteers for Earth Day 2019.**
 - a. Send notices to your community using flyers and social media.
 - b. Encourage volunteers to sign-up online by **Friday, April 12th** to ensure the proper amounts of materials are supplied to your site. Volunteers can register at: <https://fotp.org/events-page/earth-day/> or www.earthdaychicago.org. **NOTE: The number of online registrations determines the amount of supplies that are delivered.**
 - c. Volunteer groups typically range between 10–40 people, depending on your site's size and cleaning needs

3. **Determine a Volunteer Meeting Place.** Take a brief tour of the park to familiarize yourself with the site's layout and pick out a "Volunteer Meeting Place." If your park is large, communicate this to Friends of the Parks so the meeting location can be updated on your EventBrite volunteer registration page.

4. **Pick up your supplies (gloves, bags) at your assigned "Pick-Up Site" location the week before the event.**
 - a. The week before Earth Day you will be responsible for picking up your supplies from an assigned pick-up location. Pick-up sites will be assigned via email closer to the Earth Day event.
 - b. **MATERIALS WILL BE DELIVERED TO THE SUPPLY PICK-UP SITES** unless other arrangements have been made with Friends of the Parks well in advance.
 - c. Call your assigned pick-up location to confirm the pick-up hours.
 - d. T-shirts are not guaranteed as a supply.

5. **Request "mulch" (woodchips for trees) and have a TreeKeeper (TK) or Master Gardener (MG) recruited by the deadline.**
 - a. Not all Site Captains chose to mulch trees as part of their Earth Day event.
 - b. For those who wish to add mulch to trees and do other tree care in their park:

- i. Mulch requests must be made to Friends of the Parks by the Friday, March 29th deadline.
- ii. A certified Openlands TreeKeeper or University of Illinois Extension Master Gardener must be recruited to lead tree mulching on Earth Day and named to Friends of the Parks by the deadline.
- iii. If you wish to mulch and do not have a TK or MG, Friends of the Parks will work with partners to try to find one for you.
- iv. 40 volunteers must be recruited in order to receive mulch and tools from the Chicago Park District.
- v. All tools lent by the Chicago Park District must be returned to the park location where they dropped off by Chicago Park District staff.
- vi. A request for the delivery of mulch and tools does not guarantee that those supplies will be provided. An email confirming whether or not you will be delivered mulch and tools will be sent to you after the mulch request deadline.

6. **Send reminders to volunteers via social media and email several days prior to Earth Day 2018.** (Coordinating car-pools can also ensure great attendance!)

7. **Deadlines:**

- a. Site captain registration: Friday, March 29, 2019
- b. Mulch request: Friday, March 29, 2019 (**NOTE: A request for mulch (woodchips) does not guarantee that mulch and tools will be delivered to your site for Earth Day.)
- c. Volunteer registration: Friday, April 12, 2019
- d. Supply pick-up: Dependent upon assigned pick-up location.

Day-of Steps: Oversee Earth Day events, 8:45 a.m. – Noon

- 1. Arrive by 8:45 a.m.: 1) Have volunteers sign-in; 2) Have all volunteers sign acknowledgement of the waiver if at Chicago Park District parks; and 3) distribute supplies.
- 2. Starting at 9:00 a.m. –
 - a. Welcome volunteers via a “welcome script” (a template will be provided via email) and go over the following information:
 - i. Tell the group who you are and the group you are affiliated with, if there is one.
 - ii. Give thanks: Thank the volunteers for their time, thank partners like Friends of the Parks and the Chicago Park District, thank any sponsors who contributed to your event.

- iii. Time: Service typically lasts from 9:00 a.m.-12:00 p.m., afterwards there is an all-ages Earth Day Celebration at Humboldt Park (1400 N. Sacramento) with music and activities.
- iv. Safety: While beautifying the park volunteers may come across some dangerous items. Children, please inform an adult immediately for help. Adults, dispose of items properly. Alert the group as to where first-aid supplies will be. Our health is the number one priority and volunteers should listen to their bodies; if someone needs a water break please take it.
- v. Take photos throughout the day! Use #EarthDayChicago
- vi. At 11:45am everyone will regroup back at the meeting location for last words and a huge, "Congratulations!"
- vii. Give instructions for what activities will take place and how volunteers will be split up.
- viii. Pump up and motivate volunteers via a big cheer! "Let's go out there and have a great Earth Day!"

3. At 11:45 a.m.:

- a. Lead a closing with your group:
 - i. Thank everyone for their hard work and go over how much ground was covered. Highlight how many bags of trash were picked up, projects done.
 - ii. Ask for any positive comments from the group. (What the morning meant to them, how it made them feel, positive feedback)
 - iii. Remind group of Earth Day Celebrations at Humboldt Park going on until 2pm
 - iv. Encourage group to check out your Friends of the Parks online
 - v. Any final closing thoughts, e.g. if you are affiliated with a group how they can remain involved with your group.
- b. Lead group to dispose of any final trash bags at designated garbage collection location and pick-up any materials.

4. Revel in your day's hard work and the positive impact you have made!

Post Event:

- 1. Complete the Site Captain survey (found on the last page of this packet).
- 2. Mail/Email/Drop off sign-up sheets, waivers, survey and photos to FOTP
 - a. earthday@fotp.org
 - b. Friends of the Parks, 17 N. State Suite 1450, Chicago, IL 60602

**Thank you for being an ambassador of Friends of the Parks
and a dedicated community leader!
We're so grateful for all that you do!**

**CHICAGO PARK DISTRICT'S VOLUNTEER WAIVER
AND RELEASE OF ALL CLAIMS AND ASSUMPTION OF RISK**

I represent and warrant to the Chicago Park District that I and/or my minor child are sufficiently physically fit and/or skilled to participate in the volunteer event at _____ Park. I will only participate in any event and activity for which I am physically and psychologically prepared and/or my minor child/ward will only participate in those events and activities for which I believe that my minor child/ward is physically and psychologically prepared. I have never committed a criminal offense against a child and that I have never been convicted of a felony. I understand that in Illinois, a "minor" is a child less than 18 years of age.

As a volunteer to the Chicago Park District, I expressly assume the risk and legal liability arising from my participation and/or that of my minor child/ward in this regard. I waive and release all claims for injuries, damages or loss which I and/or my minor child/ward may sustain as a result of my participation as a volunteer to the Chicago Park District. I agree to defend, hold harmless and indemnify the Chicago Park District, its commissioners, officials, officers, employees, other volunteers or agents as to any claim that I and/or my minor child/ward, or anyone on my and/or my minor child/ward's behalf, may seek to assert arising from volunteer participation with the Chicago Park District. I relinquish, fully release and forever discharge the Chicago Park District, its commissioners, officers, agents and employees from any and all claims that I, my minor child/ward, or any representative on behalf of my minor child's/ward's behalf, may have or that may accrue or arise out of my child's/ward's participation in the program.

I understand that this Waiver and Release does not create any actual or apparent agency, partnership, franchise, or relationship of employer and employee between the Chicago Park District and me and or my minor child/ward. I will neither make, nor represent that I and/or my minor child/ward is an employee of the Chicago Park District. I further understand that I and/or my minor child/ward shall not be entitled to participate in any of the Chicago Park District benefits, including without limitation any health or retirement plans.

The Chicago Park District shall not be liable for taxes, Worker's Compensation, unemployment insurance, employers' liability, employer's FICA, social security, withholding tax, or other taxes or withholding for or on behalf of me and/or my minor child/ward.

I acknowledge that the Chicago Park District may use my and/or my minor child/ward's likeness, voice and words in television, radio, newspaper, magazine and other media advertisements to advertise or communicate the purposes and activities of the Chicago Park District's programs and activities and in appealing for funds to support such programs and activities.

I declare that I have exercised my own judgment in signing this waiver and consent, and I further declare that my decision to sign this waiver and consent was voluntary and not based on or influenced by any representation of the Chicago Park District.

I have read and fully understand this entire form. If I sign via fax or on-line, my fax or on-line signature shall substitute for and have the same legal effect as an original signature.

PLEASE PRINT

Participant's Name (Please Print)

Participant's Email (Please Print)

Participant's Signature

Date

Parent/Guardian's Signature
(Signing for campout permission and volunteering permission)

Date

