

Site-Hosts Supplies List

Red indicates info sent to you ahead of time (for self-preparation purposes) and in a folder in your supply box picked up on Thursday 4/21 or Friday 4/22; black indicates items to be picked up on 4/21 or 22; green indicates items that will be onsite on Saturday 4/23; blue indicates items that need be picked up on Saturday 4/23 in the morning.

- Site Host List
- “Day-of Details Document”
- PUTP Schedule
- PUTP Check-in process
- PUTP Eco-message
- “Suggested Talking Points” sheet
- “Volunteer To Do List” sheet
- “Coffee Pick up” sheet
- “Contact Information” sheet
- “Cheat Sheets” for sorting trash/recycling items
- Sector Maps/lists, job assignment lists
- List of pre-registered volunteer groups for your site
- Blank copies of “Onsite VWF Waiver”
- PUTP posters/signs & stakes
- List of Volunteers who have submitted a Volunteer Waiver Form (VWF)
 - Stack of their signed Volunteer Waiver Forms (VWF)
- Stack of coupons for a local service
- “Volunteer Service Letter” copies
- “Fun Pack” of tickets for Site-Host Organization/s (a thank you from County Executive Cheryl Dinolfo)
- Clipboards
- Pens
- Black Trash bags
- White Recycling bags
- Paper cups
- 5-gallon water jug (for some sites)
- Box/es of snacks for your site
- Safety Vests (for parks with a lot of roadways)
- Gloves (small supply of fabric gloves)
- Two or more bottles of Hand Sanitizer
- One First Aid Kit
- Coffee/hot chocolate (Picked up by someone in your organization)
- Table/tables (at Meet-Up Site)
- Some rakes, brooms, etc. (at Meet-Up Site)

- *“Thank You Picnic” tickets will be available at Highland Park only. We’ll trust volunteers when they arrive at Highland that they were out at one of the parks picking up trash.*

AT THE END OF THE DAY, PLEASE EITHER BRING YOUR LEFTOVER SUPPLIES TO THE THANK YOU PICNIC, OR CALL THE PARK STAFF CELL PHONE NUMBER AND HAVE THEM TAKE MATERIALS BACK TO THEIR OFFICE/LABOR CENTER. PHONE NUMBERS ARE ON YOUR “CONTACT INFORMATION SHEET”

PICK UP THE PARKS



Monroe County
Parks

7th annual Pick Up the Parks Event, Day-of Details Document (DoDD)

WHO?

Any individual, club, group, team, class, or family that wants our parks to stay clean and green can participate. Please help spread the word via your organization's Facebook page, Twitter account, newsletter, or website.

WHAT?

Help clean up the parks from the winter accumulation of trash and debris, reduce litter entering our local waterways, and help get the parks looking great for spring and summer. Join us for the Thank You Picnic, too! We will also have some of our event partners setting up interactive, educational tables at the Thank You Picnic, which is brought to us courtesy of County Executive Cheryl Dinolfo.

Specific jobs include:

- Picking up trash/litter and/or loading up trucks to take trash off-site
- Raking/picking up debris (leaves, sticks, and rocks)
- Additional duties such as sweeping shelter & lodge areas and hard surfaces, and mulching & weeding may be available at some locations

WHEN?

Saturday, April 23rd, 2016

- 9am - 12pm, trash & debris cleanup at all Monroe County-managed Parks
- 12 - 2pm, thank-you picnic at Olmsted Lodge in Highland Park
- *Events are rain or shine. Unless extreme weather occurs, we will not postpone the events.*

WHY?

We all love the parks and local waterways...let's do our part to keep our parks and watersheds clean!

Each registered* volunteer will receive:

- a coupon for a local service (while supplies last) courtesy of Delta Environmental.
- a ticket for the Thank You Picnic at Highland Park.
- **Each volunteer must submit a completed Volunteer Waiver Form (VWF) or sign one on-site, in order to participate.*



Cascades Recovery Inc.



KEEP AMERICA
BEAUTIFUL
...PLUS
GREAT AMERICAN
CLEANUP

WHERE?

Join our Site-Hosts at one of the 21 Meet-Up Sites listed below. (Max # of volunteers necessary is noted, so register early!)

- 1) Abraham Lincoln Park- in parking lot on Empire Boulevard, south of Rossman Drive, near Plank Road (max 25)
- 2) Black Creek Park- at Pathfinder Shelter, in park, off Union Street (max 50)
- 3) Churchville Park- at Church Lodge, on Main Street, near Park Road (max 40)
- 4) Devil's Cove Park- *water-based "canoe crew" only, specific skills, equipment, and arrangements necessary (max 10)*
- 5) Durand Eastman Park- at Sunset Shelter, on King's Highway, near Lakeshore Boulevard (Max 50)
- 6) Ellison Park- at Hazelwood Grove Lodge, in park, off Blossom Road (max 60)
- 7) Genesee Valley Park- at Roundhouse Shelter, in park, off Elmwood Avenue, east of the Genesee River (max 75)
- 8) Greece Canal Park- at Towpath Shelter, in park, off Elmgrove Road (max 40)
- 9) Highland Park- at Olmsted Lodge, on Reservoir Avenue, near South Avenue (max 40)
- 10) Irondequoit Bay Park West- at parking lot near Irondequoit Bay Fish & Game Club, on Bayfront South Drive (max 25)
- 11) Irondequoit Bay Marine Park- next to bathroom, just west of seasonal bridge, near Seabreeze
- 12) Lehigh Valley Trail Park- at Rochester Junction trailhead, near intersection of Junction Road & Plains Road, and at Mendon Station trailhead, near intersection of Routes 64 and 251 (max 10 and max 15)
- 13) Lucien Morin Park- in lot next to MacGregor's restaurant on Empire Boulevard (max 20)
- 14) Mendon Ponds Park- at Stewart Lodge, in park, on Douglas Road (max 60)
- 15) Northampton Park- at Ski Lodge, on Hubbell Road, off Route 31/Brockport Spencerport Road (max 30)
- 16) Oatka Creek Park- at Oatka Creek Lodge, in park, off Union Street (max 40)
- 17) Ontario Beach Park- at Portside Shelter, in park, off Lake and Beach Avenues (max 40)
- 18) Powder Mills Park- at Rand Lodge, on Park Road, off Route 96 (max 50)
- 19) Seneca Park- at Wegman Lodge, in lower Seneca Park, at the north end of Trout Pond (max 75)
- 20) Tryon Park- at parking lot, off Tryon Park road, off Winton Road (max 25)
- 21) Webster Park- at Parkview Lodge, on Holt Road, near Lake Road (max 50)

DO I NEED TO BRING ANYTHING?

What to bring?

- Your signed Volunteer Waiver Form (VWF) if not already submitted by email or US Mail. Blank copies can be found at www.monroecounty.gov/parks/pickuptheparks submitted ahead of time, or signed at each park.
 - Minors MUST have the form signed by their parent or guardian.
- Weather-appropriate clothing and footwear (boots, hat, and dress in layers).
- Your favorite pair of work gloves (we do provide a small supply of size large garden gloves)
- A pick-up-stick, garbage-grabber, or even a pair of old tongs if you choose (these tools will not be provided by the Parks Department).
- A rake or broom to help gather and clean up leaves, sticks, branches, debris, dirt, etc around shelters and lodges.
- Water bottle and/or coffee mug to keep yourself hydrated. Water jugs will be available to refill your bottles.

What's provided?

- Coffee, hot chocolate, water, snacks, fruit, granola bars, etc. to get you going!
- Black and white garbage bags (recyclable items will be sorted out by Cascades Recovery)
- Instructions and directions for a safe, successful day in the park.
- First-aid kits at each park.
- Bathrooms and/or portapotties at most sites.

OTHER DETAILS

- Trash items should be placed in black bags, while recyclable items should be placed in white bags.
 - Cascades Recovery will provide a “cheat sheet” to identify which items that can definitely be recycled, and those that are definitely not recyclable.
 - Other potentially-recyclable items will still be recovered from black bags during a waste audit.
- The Buddy System is strongly encouraged.
- Each park will be divided into sectors and work groups will be assigned to a sector by the Site-Host.
- Additional park beautification tasks may be available should we have a higher-than-expected turnout, or lower-than-expected trash to pick up (e.g. brush, leaf, or debris clean-up).
 - In this case, a limited number of necessary tools would be provided by the Park Staff. Please feel free to bring your own rake or broom!
 - All leaves, rocks, sticks, etc. should be placed in piles and left in place for the Park Staff, and **not placed in trash bags.**
- Dangerous or sharp materials, or heavy items, can be left in place and reported to the Site-Host.
 - Park Staff will return to pick up those items.
- Items such as dead animals should always be left in place.
- All trash/bags should be brought to the edge of the closest road or dropped off at the original meet-up spot.
 - Larry the H2O Hero poster boards will be at Meet-up Spots to document the most common trash items.
- By registering and checking in at the event, you are registering as a Monroe County Volunteer and agree to abide by the guidelines of the Volunteer Waiver Form (VWF).
- Please leave your pets at home.

THANKS TO OUR SITE-HOST ORGANIZATIONS AND EVENT PARTNERS

Barton & Loguidice, DPC

Bay Creek Paddling

Clarkson Serves

Delta Environmental

Environmental Resources Management

Genesee Regional Off-road Cyclists

Genesee Valley Audubon Society

Genesee Valley Chapter Adirondack Mountain Club

Geo-Cachers of the Rochester Area

Girl Scout Troops 60275 (Brockport)

H2O Hero and the Water Education Collaborative

Highland Park Conservancy

Irondequoit Bay Fish & Game Club

Irondequoit Conservation Board

Keep America Beautiful

Lower Falls Foundation

Medved Running & Walking Outfitters

Mendon Foundation

Oatka Creek Watershed Committee

Riga Recreation Department

Rochester Americorps

The Sierra Club- Rochester Regional Group

Trails ROC

Trout Unlimited

Wegmans

2016 SITE-HOST SCHEDULE

- **8am-** Park staff will have lodges and shelters available by about 8am on Saturday.
- **8:15/8:30am-** Pick up coffee, hot chocolate, etc. at assigned coffee shop location by 8:15/8:30ish
- **8:30/8:40am-** Site Hosts please be on site by 8:30/8:40ish to set up refreshments, Volunteer Waiver Forms (VWF), first aid kits, etc.
- **9am-** Volunteers will arrive about 9am for their orientation/welcome, refreshments, and park sector assignment.
 - Volunteers numbers for each park will vary from 10 up to 100 for some parks. I will provide you your list of pre-registered groups/individuals. Walk-ins may show up.
- **9:30am-** Please try to have your volunteers dispersed/assigned throughout the park by 9:30am. They should pick up any junk that they feel comfortable picking up, put it in a trash or recycling bag, and bring it to the edge of the closest paved surface, or back to the Meet-up location.
 - If you have an excess of volunteers, they can help pick up rocks & sticks, rake leaves, or sweep out shelters. Park staff will provide some brooms or rakes that you need. Volunteers may bring their own, too.
 - Rocks and sticks should not be placed in bags; rather they should be piled up and left for the park staff to pick up at a later time.
- **11:00/11:30am:** By 11 or 11:30am, most volunteers will be done and ready to leave to go to the Thank You Picnic, which will be at the Olmsted Lodge in Highland Park only.
- **Noon:** From Noon-2pm, Olmsted Lodge in Highland Park will host a Thank you Picnic, compliments of Cheryl Dinolfo. Some local conservation groups will set up informational, educational booths, as well.
 - TBD will cook and serve all food.

2016 PUTP Check-in process

Please also see the “Volunteer To-do List”

- Each volunteer must have sent in to Ryan, or bring with them, or sign on-site, a signed Volunteer Waiver Form (VWF).
 - If they are under 18, they must have their parent sign, too.
 - If a parent is signing in their own children, he/she only needs to sign once and indicate the # of people they’re signing in.
- In your Site-Host Info Folder, you’ll have a list of Volunteers that submitted their Volunteer Waiver Forms (VWF) already (some were sent in via fax, email, US Mail).
- You have several blank copies of the VWF sheet for onsite registration in your Site Host Info Folder (the on-site sheet has multiple lines for multiple people to sign the same sheet of paper)
- Suggestion: Set up two lines at tables for people to line up and check in. (you’ll have a Volunteer To-do List, or several copies of it, for volunteers to refer to)
 - Make one line for people who already submitted their VWF, and one for those that didn’t.
 - Set up several clipboards in Line #2 for those that need to sign a VWF on site.
 - You have several pens in your Site-Host Info Folder.
- Deliver the Welcome/Orientation/Safety Message- See “Suggested Talking Points & FAQs”.
- Assign park sectors and duties.
- Upon completion of their assigned duties, each person can return to the Meet-Up site to
 - get a ticket to the Thank You Picnic at Highland Park (in stacks of 10)
 - get a coupon for a local service
 - Volunteers can also get a signed Volunteer Service Letter (VSL)
- That’s it! Good luck! It’s going to go great!
- Thank you for your patience and flexibility!

2016 Pick Up The Parks Eco-Message

- ◆ The Great Lakes contain 20% of the *world's* supply of freshwater, and 90% of North America's supply.
- ◆ Over 40 million people live in the Great Lakes region and depend on this water.
- ◆ We all need to protect this important local natural resource, and Pick Up The Parks provides all of us an opportunity to do that.
- ◆ There are many watersheds in Monroe County, all of which drain to Lake Ontario.
- ◆ Debris and litter cleaned up today prevents those pollutants from entering a waterway in the park, and eventually polluting Lake Ontario.
- ◆ Around your home, stormdrains in the streets and yards flow directly into our local waterways without any treatment, and also lead to Lake Ontario.
- ◆ Therefore nothing should be dumped, disposed of or discharged into these drains, ***remember: Only Rain Down the Drain.***
- ◆ Please visit the H2O Hero and Adopt-a-Beach displays at this afternoon's Thank You Picnic to learn more about watersheds, storm drains and how you can protect local water quality, and visit us at *H2OHero.org* and on Facebook at *Larry the H2O Hero*.

SUGGESTED Talking Points & FAQ for

PUTP Welcome/Orientation

-Feel free to also do a quick speech about your club/group. Many of the folks attending will likely be interested in new recreation opportunities in the area.

-Thanks so much! Have fun, good luck, and let me know if you have any questions! (585-520-7813 Ryan cell)

-Have a great day! Feel free to add anything else that you want.

- **Welcome** to the 7th annual Pick Up the Parks Event and thank you for coming.
 - We are here from _____ organization and will be your Site-Hosts for the day.
 - Our Parks are crucial to the quality of life in Monroe County, so we appreciate all that you do to protect them. Thank you for helping:
 - to clean up the parks from the winter accumulation of trash & debris
 - to reduce the amount of litter entering our local waterways, and
 - to get the parks looking great for spring and summer.
- **Bathrooms**- bathroom facility or portapotties nearby (site-specific)
- **Thanks to Sponsors and Partners**
 - County Executive Cheryl Dinolfo, Cascades Recovery, Wegmans, Delta Environmental, Water Education Collaborative/Larry the H2O Hero, Keep America Beautiful
 - **Thanks to Site-Hosts**- many of our local recreation and environmental organizations have donated their time and efforts to serve on the PUTP committee and as Site-Hosts.
- **Volunteer Waiver Form (VWF) waivers**- form needed from each volunteer, unless you're a family, then you can sign one form/waiver.
- **Refreshments**- please consider others and start out with a small amount
- **Water**- 5-gallon re-fillable jugs, or water spigots, faucets in bathrooms, or small supply of bottled water
- **Gloves**- please return the fabric gloves if you borrow some from us
- **Thank you Picnic...** please join us at Olmsted Lodge in Highland Park
 - Get your Free Thank You Picnic Ticket at the picnic.
- **Safety** is the most important thing today.
 - Please travel in numbers. Use the buddy system. If you do not have a partner, we can find a group for you to join.
 - Please don't pick up anything that you feel is unsafe or too heavy.
 - Let us know if there's something out there, and the Park Staff will go back and get it
 - We have a first aid kit with basic items here at the Meet-up spot.
 - If you have an emergency you can always call 911 from your cell phone or have someone in your group call the Park Staff. The Sheriff is on call.

- Some areas may be wet. Hopefully you have some good footwear, but if you don't feel comfortable walking in a certain area, then by all means, you can ask to be re-assigned.
- **Instructions-** We have one goal and that is to make these parks clean and green!
 - Black bags are for non-recyclable material, white bags are for recyclable material.
 - Cheat Sheets are available.
 - A full "waste audit" will separate recyclable materials from the non-recyclables by Cascades Recovery.
 - When you're done or when your bag/s are full, please either bring them to the edge of the closest paved surface or back to the meet-up spot.
 - Park Staff will rove through the parks and pick up bags of trash that are deposited.
 - We want to get some idea of the nature of the trash out here. At the Thank You Picnic please write on our poster board the most popular items you picked up (e.g. cigarette butts, glass, etc).
- **Local service coupons-** come get one of these coupons
- **Volunteer Service Letter-** if you need proof of your service today for school, scouts, or otherwise, please come get a signed letter upon completion of your duties.
- **Pictures-** Site-hosts may take some pictures of groups working. The waiver forms serves as a release for use of your photo by Pick Up the Parks only.
- **Other Parks-** This event is happening at all Monroe County Parks today! You are part of something great; we could not do this without you!

Volunteer To-do List

Thanks for coming! We appreciate it!

- Choose **Line #1** or **Line #2**
 - **Line #1-**“Volunteer Waiver Form (VWF) already submitted to Parks Department.”
 - **Line #2-** “VWF not already submitted to Parks Department.”
- If in line #1, check off your name on the list
- If in Line #2, hand in signed VWF or sign blank VWF available
- Enjoy some refreshments
- Listen to Welcome/ Orientation/Safety Talk
- Get a park sector or other job assignment from Site-Host
- Grab a trash bag & a recycling bag
- Borrow some gloves if necessary
- Pick up trash in your sector
 - Put all trash in black bag and recyclables in white bag (see Cheat Sheet for tips)
- Bring bags to edge of paved surface or back to Meet-Up Site
- Return to Meet-Up Site to
 - Get a Coupon
 - Get a Signed Volunteer Service Letter (if necessary)
- Come to Thank-You Picnic at Olmsted Lodge in Highland Park.

OTHER ITEMS FROM Site-Host Supplies List

- “Coffee Pick Up Sheet” coming in separate file/email
- “Contact Information Sheet” coming in separate file/email



Cheat Sheet

Black Bag: non-Recyclable

- Pet waste
- Diapers
- Soiled clothes & shoes
- Used sporting equip.
- Other trash or litter types not on the list of recyclable items.

No bag: non-Recyclable

- Building material, concrete, bricks.

White Bag: Recyclable

- Paper: any type
- Cardboard: any type
- Plastic
- Glass
- Metal
- Tires

No bag: leave in piles for staff collection:

- Rocks, leaves, sticks, branches, brush.

*All materials except rocks, leaves, sticks, branches, and brush should be taken to the Meet-Up location or to the edge of the closest paved surface for disposal.

- “Sector Maps/Lists, Job Assignments lists” coming in separate file/email, specific to your site.
- “List of Pre-registered volunteer groups for your site” coming in separate file/email