

# DuPage River Sweep Responsibilities

## Community Liaison



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### **Role:**

The Community Liaison oversees assigned Group Coordinators and their needs prior to and during Sweep day.

### **Responsibilities:**

- Provide name, phone number and email on DuPage Sweep brochure as community contact
- Accept calls and emails from volunteers (groups and individuals) to introduce yourself, direct them to The Conservation Foundation (TCF) website for materials (registration form, waiver, Group Coordinator's manual) and coordinate the meeting location and supply pick up and drop off
- Work with TCF Watershed Assistant to determine the size of trash dumpster needed and the location for the dumpster.
- Register yourself if not also acting as a Group Coordinator
- If you are also bringing a group of volunteers (2+), you **MUST** register your group (include yourself in volunteer count) and follow the guidelines provided below for Group Coordinators.
- Pick up supplies at The Conservation Foundation (TCF) for individual volunteers and groups that are assigned to your community. Any large corporate volunteer groups (15+) that are assigned to you will pick up their supplies independently.
- Scout assigned site for debris, assigned dumpster location, launch site, volunteer meeting location, etc.
- Oversee Group Coordinators and some individual volunteer needs during Sweep day
- Return signed volunteer waiver cards to TCF before or immediately after event
- Report any bagged trash and debris from the Sweep that has not been picked up by the assigned refuse company or public works department by the Tuesday following the event
- Return supplies to TCF following the Sweep and report Sweep results (tributary & miles covered, number of volunteers, approximate tons or bags of trash collected, items found, suggestions & photos if available)

TCF will provide Community Liaisons with:

- Technical assistance and guidance to help carry out clean up
- Email updates throughout the planning process
- Assistance with dumpster locations, pick up & delivery
- Site selection assistance
- Registration forms, waivers and Group Coordinator manuals
- Supplies: trash bags, gloves, pokers, grabbers, snacks & water
- Press releases will be sent out to the community in April encouraging participation

(more)

## **Group Coordinator**

### **Role:**

The Group Coordinator organizes a group of volunteers and corresponds with a Community Liaison and TCF Watershed Assistant to prepare for the Sweep.

### **Responsibilities:**

- See details in Group Coordinator's manual (attached or at [www.theconservationfoundation.org/sweep](http://www.theconservationfoundation.org/sweep))

TCF will provide Group Coordinators with the following if a Community Liaison isn't assigned:

- Technical assistance and guidance to help carry out clean up
- Notification of appropriate governmental agencies and jurisdiction where your cleanup is taking place
- Trash assistance with locations, pick up & delivery
- Site selection assistance
- Registration forms, waivers and Group Coordinator manuals
- Supplies: trash bags, gloves, rakes, grabbers, snacks and water