



2022 Checklist for Canal Clean Sweep Organizers

MARCH

- Rails-to-Trails Conservancy is offering some extra promotional materials to Celebrate Trails Day participants, like temporary yard signs, stickers, and trail decals! Use this [form](#) to request these materials by **March 8, 2022**.
- Review your event on PTNY's [Event Finder map](#) to make sure all the details are correct. This is how volunteers will find you!
- Volunteer registration opens **March 17, 2022** at ptny.org/cleansweep. Start encouraging those in your network to sign up to volunteer.
- Late March:** Be on the lookout for an email from PTNY with event promotion materials including a community press release template and a flier.
- If you anticipate that you will need a different number of t-shirts than the number you requested, let PTNY staff know at canalsweep@ptny.org by **April 1**.

APRIL

- April 1** is the last day to register events (for those that want t-shirts) or update your t-shirt requests.
- If your event is public and you're looking for more volunteers, start recruiting local volunteers. Reach out to local churches, scout troops, schools, or other groups by social media, phone, or email.
- Start promoting your event in your community. Use the community press release template to reach out to local media and submit event details to event calendars online. Put up fliers around your local area.
- The **week of April 18**, be on the lookout for your Clean Sweep organizer package from PTNY with the t-shirts, and this year for the first time, a limited number of Canal Clean Sweep tote bags as a token of our appreciation! In this box, you'll also find a supply of trash bags for collecting garbage, a sign-in sheet, a safety checklist, and a photo release agreement.
- Check your email for a list of registered participants for your event from PTNY.
- Assemble any extra tools you might need, like work gloves, garden hoes, rakes, etc.

THE DAY OF YOUR EVENT

- Arrive early and make sure you are in a location where your volunteers will be able to find you.
- Check for any hazards your volunteers might encounter, such as slippery conditions or poison ivy.
- As volunteers arrive, ask all volunteers to fill out the sign-in sheet, ensuring that they've agreed to the safety checklist and the photo release agreement.
- Take some "before" shots. Now is a good time to take some "before" pictures that you can compare to your "after" shots when you're done cleaning up. Sometimes it's hard to wrangle everyone back together at the end of the day, so it's also a good idea to get a shot of all your volunteers in their beautiful new shirts before folks head out.
- Start your clean-up. Take lots of photos and share them throughout the day, using the hashtag #CanalCleanSweep and tagging @eriecanalwaytrail, @parkstrailsny and @nyscanalcorp.
- Admire all your hard work and get those "after" shots and group photos of your volunteers with the garbage you all collected.
- Leave the garbage along the trail near your meeting spot. Canal Corporation employees will come along and collect the trash.

AFTER THE EVENT

- Send pictures of the volunteer check-in form to canalsweep@ptny.org and send or upload any pictures you took into a folder with your group name and location to this [google drive folder](#).

Questions? Don't hesitate to reach out to canalsweep@ptny.org.