



2023 Checklist for Canal Clean Sweep Organizers

APRIL

- If your event is public and you're looking for more volunteers, start recruiting local volunteers. Post the flyer included in this box around your community.
- Start promoting your event in your community. Use the community press release template to reach out to local media and submit event details to online event calendars.
- The **weeks of April 10 or 17**, be on the lookout for your Clean Sweep organizer package from PTNY with the t-shirts. 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.
- The **week of April 17** 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 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 them to fill out the sign-in sheet if they didn't register online, ensuring that they've agreed to the safety checklist and the photo release.
- Take some "before" shots that you can compare to your "after" shots when you're done cleaning up.
- 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 to the same email or upload any pictures you took into a folder with your group name and location to the [google drive folder](#) (link in your email and on ptny.org/cleansweep).

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