



# Creek Week Cleanup Checklist

## Follow the steps below to ensure a successful cleanup!

### Beginning August 15th:

- Form a *Creek Crew* (a volunteer cleanup group of your friends, neighbors, schoolmates, coworkers, etc.)
- Choose a *Creek Crew Leader* and an alternate contact person for your *Creek Crew*.
- Read and complete Cleanup Program Forms:
  - **Document 2:** Details and Leader Agreement Form (to be completed by *Crew Leader*)
  - **Document 3:** Risk and Release Form (to be completed by all *Crew* members)
  - **Document 4:** Safety Guidelines (to read and discuss with all *Crew* members)
- Using the Creek Week Cleanup Map, identify your preferred site and submit your registration information. Unsure of where to clean? Contact our Registration Coordinator at [creekweeksoco@gmail.com](mailto:creekweeksoco@gmail.com) for help finding an available area in need in your neighborhood.
- (*Optional*) Download the **CleanSwell app** to report your findings (1 person in each *Crew* should take on this responsibility), and the **GoCoSprings app** to report suspicious findings (if in Colorado Springs)

### One week before your cleanup:

- Attend Crew Leader Training and obtain gloves, trash grabbers, bags, buffs, and surveys from a Designated Staging Location (see sites below). **Dates TBD for 2017**
- Crew Leader* should have sunscreen, insect repellent, first aid kit, and water available for their *Creek Crew*. (Not provided by the District)

### Day of your cleanup:

- Conduct a safety meeting with your *Creek Crew* to review the safety information.
- Collect paper surveys from participants. Encourage them to complete post-event online survey (link on Creek Week website)

### By Friday October 13th:

- Remind *Creek Crew* members to complete post event online survey.
- Return extra materials and drop off or mail **Documents 2 and 3** to one of the Designated Staging Locations:

#### **Colorado Springs**

- El Paso County Park Headquarters (Open Monday through Friday 8am to 5pm)  
2002 Creek Crossing, Colorado Springs, CO 80905, 719-520-7529

#### **Pueblo**

- Pueblo City-County Health Department (Open Monday through Friday 8am to 4:30pm)  
101 W. 9th Street, Pueblo, Colorado 81003, 719-583-4309