

# **Creek Stewardship Day Toolkit**

Version I



SIERRA NEVADA ALLIANCE

---

*Keeping light in the range.*

# **How to Organize a Creek Stewardship Day**

**Version I**

## **Sierra Nevada Alliance**

**530-542-4546**

**PO Box 7989**

**S Lake Tahoe, CA 96150**

**[www.sierranevadaalliance.org](http://www.sierranevadaalliance.org)**

**Email: [sna@sierranevadaalliance.org](mailto:sna@sierranevadaalliance.org)**

# **Table of Contents**

<b>Introduction and Overview</b>	3
<b>Planning Your Event</b>	
Setting up a Planning Committee	4
Establishing Goals	5
Setting a Date	6
Naming your event	6
Choosing Projects & Site(s)	6
Establishing an Event Agenda	7
Signing up Team Leaders	7
Creating a Budget	9
<b>Organizing Your Activities</b>	
Organizing Small-Scale Restoration Activities	11
Obtaining Site Approval and Landowner Agreements	12
Securing Permits and CEQA/NEPA documentation	12
Creating Other Watershed Event Activities	13
Designing Educational Activities	14
Arranging Tabling/Boothing	15
Determining the End of the Day Celebration	15
<b>Recruiting Your Community</b>	
Posting Flyers	17
Sending Email Notices	17
Conducting Media Outreach	18
Phone Banking	18
Inviting Groups, Tribes, Agencies & Others	19
Involving Schools	19
Capturing Creek Day Volunteers for Future Stewardship	20
<b>Handling Event Logistics</b>	
Materials	22
Food and Beverages	23
Sponsors and Donations	24
T-shirts and Other Treats	25
Volunteer Liability	25
Safety	26
<b>Evaluating Your Success and Follow-up</b>	
Participant Evaluations	27
Thank Yous	27
Event Evaluation and Final Report	27
Appendix I: Creek Day Example	28
Appendix II: Event and Day of Check Lists	30
Appendix III: Sample Timeline	33
Appendix IV: Sample Budget	36
Appendix V: Willow Planting Information (examples)	37
Appendix VI: Landowner Agreement (template)	39
Appendix VII: Permits	40
Appendix VIII: Educational Activities (examples)	42
Appendix IX: Recruitment flyers (examples)	45
Appendix X: News Advisory (template)	47
Appendix XI: Safety Considerations	48
Appendix XII: Evaluation Form (template)	50

# Introduction and Overview

---

The Sierra Nevada Alliance is dedicated to improving Sierra waters and our organization believes that the best mechanism for creating healthy watersheds is active, informed watershed groups. These are community groups with participation from a broad range of stakeholders in an area who are dedicated to protecting and restoring their watershed.

Our experience at the Sierra Nevada Alliance has been that watershed groups have greatly benefited from hosting Creek Stewardship days and that in many cases Creek Stewardship Days were the first activity that helped launch a watershed group. Creek Stewardship days are a great way to educate a community about their local watershed, inspire volunteers to participate with an ongoing stewardship group, get needed work done, and have a good time. These often one-day events are a compilation of different activities that ideally attract a broad number of diverse participants from a community.

Organizing these events is an art of juggling a number of logistics. The Sierra Nevada Alliance has put this organizing guide together to help a group organize their first creek day. For over five years the Alliance has helped different groups organize a number of successful work days/creek days on limited budgets. We hope this guide will help other communities get off to a great start in launching their first Creek Stewardship Day and start a tradition that will involve and inspire their community in watershed protection and restoration for years to come.

Many people have participated in a Creek Day and are familiar with what the day itself looks like. Others may not have been to a Creek Day. To assist the community member who has never attended an event like this, please see *Appendix 1: Creek Day Example*.

## **How this Guide is Organized**

We've organized this guide into sections of activities such as planning your event, organizing for the days projects and activities, recruitment/publicity, and other event logistics. We have put many examples and details on specific activities in the appendices.

This guide is designed primarily for the first time creek day event organizer. If you have organized a creek day before or similar event, you may want to skim the table of contents and simply review specific sections for new ideas.

**First time rule of thumb: Keep your first event simple.** Treat many of the activities listed here as a menu of options. A first time creek day is not required to do everything such as have tables, restoration projects, environmental education, entertainment and speakers. You could pick only one activity for everyone to do – such as willow planting to provide shade on a creek – and have everyone meet near where you will do the planting, greet folks and then send them out with team leaders to plant, then come back and thank them. And that would be a great first creek day. If you feel more confident you can add on another activity during the day – such as boothing/tabling. So while we provide many tips and details on a range of activities, start your plans with the pieces you feel confident about and add on more activities over the years.

# Planning Your Event

---

## **Setting Up a Planning Committee**

The first step to plan a creek day or stewardship day event is figuring out who will help put the event on.

- Will your planning committee be made up of select member of your watershed group or organization?
- Will the event planning committee be a committee of the whole where everyone makes decisions and shares responsibility for planning and hosting the event?

### **Potential stakeholders on your planning committee:**

- Local landowners
- Someone with experience in event organizing
- Watershed Coordinator
- Restoration specialists
- Environmental educators
- Schools (Administrators, Teachers, Students)
- Local fisherman and other water recreationists
- Tribal members
- Biologists, Botanists, and other specialists
- Volunteers who are good team players and help get things done
- City, County, State, and/or National agency staff which can include
  - Resource Conservation District (RCD) staff: (*California*) <http://www.carcd.org/> (*Nevada*) <http://dcnr.nv.gov/> or Resource Conservation and Development (RC&D) staff: <http://www.californiarcandd.org/>
  - Forest Service staff <http://www.fs.fed.us/r5/>
  - Bureau of Land Management (BLM) staff: (*California*) <http://www.ca.blm.gov/> (*Nevada*) <http://www.nv.blm.gov/>
  - Natural Resource Conservation Service (NRCS) staff: (*California*) <http://www.ca.nrcs.usda.gov/> (*Nevada*) [www.nv.nrcs.usda.gov](http://www.nv.nrcs.usda.gov/)
  - Fish and Game staff (*California*) [www.dfg.ca.gov/](http://www.dfg.ca.gov/) (*Nevada*) [www.ndow.org/](http://www.ndow.org/)
  - Fish and Wildlife

Regardless of the type of event planning committee you use (committee of the whole or a smaller planning committee) make sure you identify roles and responsibilities. Determine what tasks you want volunteers to participate in at your event and determine who will take the lead on preparing for this in advance of the event. Have one person be the lead coordinator who helps track all activities and coordinate among different leaders.

Determine at your first meeting how often and when your committee will meet leading up to the event.

## **Establishing Goals**

The first step in planning is determining what you want to achieve by holding a creek day. By establishing measurable goals you can then create a plan that will ensure a successful event.

Start by establishing big picture goals such as if want your event to educate your community, help restore your creek, recruit more participation in your watershed group etc. But at the end of the event, how do you know if you succeed? Big picture goals can be hard to determine if you achieved them. However, by turning big picture goals into measurable goals you can both plan effectively and know at the end of the event if you did a good job.

How do you create measurable goals? Determine what would be indicators you can gauge. While it is hard to gauge if community members walk away knowing the definition of a watershed and its importance in their lives – it is easy to count how many people attend, how many leaflets get handed out, and if the local church, scout troops, and grades 6-7 attended.

By reading this manual before you set your goals, you will familiarize yourself with the tasks involved and can then establish goals that match your volunteer resources, skills, and time available. However, the following are some examples of the types of measurable goals you can establish for your Creek Day:

- Attendance: How many people do we want to attend the event? How many groups/businesses do you want to participate in boothing/tabling? How many businesses do you hope sponsor your event?
- Recruitment – one way to ensure you reach your goal of attendance is by setting goals for recruitment outreach. How many flyers do you want to post in town? How many people do you want to phone? How many group presentations do you want to make? Etc.
- Restoration: How many plants do we want to plant? How many yards of the stream bank do we want to cover in plantings? How much area do we want to pull non-native plants from? How many sites do you want to restore?
- Educational Outreach: How many education leaflets do you want to distribute at the event? How many people do you want to participate in the water bug identification activity? How many school classes do you want to do a watershed presentation in leading up to the event?
- Trash Clean up: How many bags of trash do we want to pick up? How much area do we want to cover picking up litter?
- Enjoyment: What percentage of evaluations come back indicating the event was fun?
- Safety: How many people do you want injured at your event? (none obviously – but its always nice to look back when evaluating your event and determine that no one got hurt.)
- Fundraising: How much money do you want to raise to cover your costs? How much money from sponsors compared to group member donations?

List your ultimate desire and then reevaluate these goals when you map out the tasks based on your groups resources, skills, and time. You may want to raise \$10,000 but realize you only have 5 businesses to ask for support and then scale back your fundraising goal and budget. At the same time – if you list at first you want \$5,000 and start by thinking you will only ask 5 businesses – you may decide before your plan is complete that you will instead ask 50 businesses to sponsor to reach your goal.

## **Setting a Date**

The second step in coordinating a creek day event is deciding on an appropriate day and time. The date set can have a large influence on how many people will turn out for the event.

- Avoid conflict with other community events
- Hold the event on a Saturday or Sunday (you will get more community members to participate on a weekend)
- Set the date 3 months ahead of time to give yourself time to organize

When choosing a date, be sure to speak with all members of your event planning committee and/or Watershed Group. If there are conflicting dates within among member schedules, be most concerned about conflicts with community-wide events. Be sure to avoid any annual local events that may detract attendance from your event.

## **Naming your Event**

It seems obvious enough if you don't have a name for your event that people can relate to and remember why would they come? Choose a name that reflects your organization and the purpose of the event. Keep it simple and short. Examples of two stewardship workdays are Markleeville Creek Day and Hope Valley Work Day.

## **Choosing Projects and Site(s)**

The next step after picking a date and name is determining what types of projects you would like to conduct on your workday. There is more detail further in this guide on these projects. But first you should know if you will be doing restoration projects, clean up, educational projects etc. Once you know what types of projects you will perform during your creek day, you can then choose your sites.

There is a lot to think about when choosing an appropriate meeting site and project sites when hosting a creek day event. It is ideal to have a centralized meeting place where volunteer participants can meet and sign-up. This would ideally be the same location for the end of the day celebration events. This site would ideally be close to other work sites.

### *Meeting site considerations*

- An easy meeting place for everyone to gather at
- Room for boothing and/or educational activities area (most likely same easy meeting place)
- Accessibility of restrooms (or consider renting port-a-potties for the day)

- Ample parking for the volunteers
- Easy to find location
- Easy to travel to work sites
- Known location to most community members

#### *Work site(s) considerations*

- Easy to access
- Public land or private land with permission
- Safe for kids—waterway doesn't have steep banks or rapids
- Close to your meeting site. The further away from the meeting site, the more time needed during your day to transport back and forth. Plus – if site(s) are more than a walk away remember you will need to plan ahead for carpooling or transportation.

## **Establishing an Event Agenda**

Once you know what activities you want to do on your stewardship day, put this into an agenda for the day. Feel free to schedule overlapping activities during the day.

### **SAMPLE AGENDA**

9:00	Welcome, Introductions, Continental Breakfast
9:20	Break up into groups with team leaders and head to monitoring and restoration sites
9:45-12:30	Activities Begin <ul style="list-style-type: none"> <li>• Restoration begins</li> <li>• Monitoring begins</li> <li>• Watershed Tour</li> </ul>
11:30	Intro to “Water Bugs” Benthic Macroinvertebrates Demonstration
12:30	Lunch and Final presentations
1:30	Thank You!

## **Signing Up and Training Team Leaders**

You will need the following types of leaders on the day of the event.

- **Master of ceremonies:** welcoming and closing speaker for the event
- **Set-up and clean up crews:** for putting up/breaking down signs, tables, etc.
- **Registration table helpers:** a few people need to make sure all volunteers sign-in and also fill out the volunteer liability forms.
- **Food and beverage prep/servers:** people to make sure all the food will arrive on time and set-up for volunteers and make sure everyone knows where the WATER is



- **Greeters** to send stragglers in the right direction
- **T-shirt/Treat Hand Out People**
- **First aid station person** (see if a local nurse, paramedic, or others trained in first response can volunteer that day at the station.)
- **Restoration Team Leaders:** Ideally you should plan to have one team leader for every ten people. You can have more than one person lead a team to increase the number in the work party.
- **Activity Leaders:** If you are having additional activities such as water-quality monitoring or bug sampling make sure you have the appropriate and knowledgeable team leaders to lead these activities. Make sure these team leaders address safety considerations.

### Preparing your Team Leaders

A week before the event hold a meeting (or phone call if in-person meeting is impossible) with all team leaders to run through all the logistics for the creek day event. At this time team leaders should have good understanding of what their role is in leading the activity. Give the team leaders a good idea of how many people you are expecting so they know ahead of time how many people they will have to coordinate. Give the team leaders a list of materials that they will be using for the activity as well as any instructions they may need in order to conduct the activity. Tour the work sites together so team leaders know where everything is on event day.

If you can not meet before hand, a back-up is for team leaders to meet an hour and 15 minutes before the event starts to get briefed, tour sites, check out materials etc.

Give the team leaders in writing a description of what you expect done. All team leaders should be given a memo on talking points and what safety issues should cover.

### Team Leader Tips

When a team leader first meets with their team, before you head to the site please:

- Ask if everyone has **signed in?** Encourage them to do so now if they haven't. You need all volunteer liability forms signed before work can begin. (If applicable: want to make sure they have a ticket for their t-shirt and good head count for lunch.)
- Introductions:** Ask everyone to go around and say their name, where they live, and what they enjoy doing the most in creeks and rivers. Start off by doing this yourself.
- Ask everyone to **be safe today**. Tell volunteers to be careful of deep hidden holes when wading the creek – and do not go in the creek if it is fast moving. If anyone gets cold send them back to the central meeting place to warm up and get a snack.
- If there is an accident** – tell volunteers to report to their team leader. Make sure that you have first aid kits handy.
- Verbally explain the **day's agenda**  
(For Example)
  - Field teams monitor and plant from now until 11:45 – then everyone heads back to the park for free lunch and t-shirts.
    - Monitors – world monitoring kits from now until 11:00. Then head back and meet at the library park again.
    - 11-11:30 – some information on quarterly water quality monitoring

- iii. 11:30 – water bug catching – learn what the bugs tell you about a healthy creek.
- b. There will be children’s art projects at the park during lunch too.
- f) Then **demonstrate what to do (or wait until at site if best)**
- g) Ask everyone to proceed to their site – providing maps and helping people carpool.

**\*Hand-held radios can be an excellent resource for team leaders to coordinate amongst themselves.**

## **Creating a Budget**

Creek Day events have been conducted on a budget of zero (with everything donated by the community) to \$50,000. Most Creek Days in the Sierra involving fewer than 100 participants seem to be on budgets around \$2,500. But the amount of your budget depends on a) the amount of activities you conduct and b) the amount of services, goods and funds you can get donated or discounted.

Once you have your date, name, project ideas and sites, and agenda, the next step in organizing a creek day event is determining how much money you have to work with. Does your group already have funds raised and dedicated for the Creek Day? Are there members of your group (individuals, groups, agencies, and tribes) who will pitch in funds to help out?

Figure out what you have to start with, then determine based on your projected costs what you want, and then determine what additional funds or resources you will need to still raise to cover your budget.

Once you have a clear idea of what funds are available or possible to raise for your event, it will be easier to decide what line items on your budget are the *must haves* and those that you *can live without*. There definitely will be items in your budget that you must have in order to conduct the event.

When estimating the costs of different materials and services you will need, take into account that you may be able to get many items donated or discounted (*see sponsors and donations on page 24*). Check with local organizations and businesses about your needs. These community members can definitely help cut costs. Most businesses and organizations prefer to give in-kind donations such as water or plants rather than cash. Assess what you can get donated or discounted and build a budget. Below is a list to help you plan for what are *must haves* and what you *can live without*.

### *Must Haves*

- Restoration materials (plants, willows, seeds, fencing, etc.)
- Restoration tools (hammers, gloves, pick-axes, etc.)
- Water for volunteers
- Coordinators time (this may be donated or may need to be paid.)
- Port-a-potties (if there are no restrooms available)
- Tables (registration, boothers, food)
- Chairs for booths/tables

- Signs
- Registration sign in sheets, clipboards, pens
- Event posters
- First aid kit (s)
- Activity materials (monitoring kits, dip nets, etc)
- Poster Board/Construction Paper/Tape/Staples/Thumb tacks
- Trash bags
- Site rental (if you need to pay for your central meeting space such as a park or recreation/community center)

*Can Live Without*

- Food (lunch and breakfast)
- Beverages (coffee, tea, juice, soda)
- Plates/Napkins/Silverware
- Mailers – event notices sent through mail
- Music
- T-shirts and other treats for volunteers
- Educational pamphlets
- Additional event activity materials
- Additional staff time

***Appendix IV is a sample budget.***

# Organizing Your Activities

---

## Organizing Small-Scale Restoration Activities

An essential ingredient to success is choosing restoration projects that are both easily doable and that participants will understand. Watershed processes can be complex and confusing. If the goal is to get the community to better understand watershed processes make sure you do not pick an unachievable restoration project. You will not be able to fix major watershed functions at one creek day however you can address a component.

### Potential Small-Scale Restoration Projects:

- 1) Planting and other native vegetation (erosion control) Too often the problem with sedimentation in a creek or stream is that the banks are failing. Planting willows and other native vegetation can assist in sediment reduction. Willow staking and planting is a simple process but requires tools and a little elbow grease. Before planting consult with an expert on what types of plants to use, where are the most appropriate sites, and how to plant them. An expert's advice can also make the difference in the success rate of plant survival.

The restoration sites need to be safe to reach and **contain abundant planting sites**. You want to have enough planting sites to keep the expected number of volunteers busy on your work day. There is nothing more discouraging for volunteers then sitting around because your event ran out of work to do.

**Having enough tools** is also critical to restore the creek properly and keep people busy and satisfied with their work. Tools can be borrowed from local agencies such as CalTrans, California Conservation Corps, Forest Service or your local landscaper. You can also ask people to bring their own tools.

**Create a one-page sheet** for volunteers on how to plant and which species should be planted closer to the water and which should be planted in drier areas.

*Appendix V is a sample Willow staking handout.*

- 2) Rock lining stream, creek or riverbank (erosion control) To conduct this project you will need advice from an expert who understands the hydrology and geomorphology of the area. An expert can tell you what the area should look like and then with volunteers you will be able to move dirt and rocks around to restore the creek to a more natural state. *\*Before embarking on a project like this make sure you consult with an expert and get all necessary permits.*
- 3) Removal of non-native plant and vegetation species This is another great project and easy. Non-native plant species compete with native vegetation at times making it nearly impossible for the native species to survive. Check to make sure you have correctly identified noxious (non-native) weeds before gathering a group of volunteers to go out. Avoid taking out beautiful and rare native plant species. Contact a Botanist from the Forest Service, National Park

Service, County, and/or the California Native Plant Society to help you identify non-native weeds.

- 4) Fence Building and/or other types of protection measures Building or repairing a fence may seem simple however it is a great restorative protection measure that will help mitigate future detriment to the waterway. Building a fence or mending a failing fence helps restrict access to the waterway and keeps people off sensitive soils and plants. You can also simply build small fences around sensitive plants, which will keep people off of the fragile area. Signing the fence can also educate the public on why they should stay off these sensitive areas. Be sure to check with all applicable landowners before installing or fixing a fence.
- 5) Decommissioning of old roads or trails near waterways When you spend sometime in your watershed you will find that too often there are renegade walking/biking trails and old logging roads that are not needed or should not be there anymore. Decommissioning or getting rid of these trails and/or roads will improve water quality. By getting rid of these roads you will force people to use the established trails and roads, which will limit the impacts of recreational use in the watershed. This project can be quite complex but also very easy. A project like this could need permits and heavy equipment like backhoes. You can however still limit access by simply “slashing” old roads or trails. Slashing involves throwing sticks, downed-trees, pine needles and other local native vegetation over the trail to conceal it. This project will also provide a new duff layer assisting in the growth of healthier soils and overall restoration.
- 6) *And all the other great projects that you can think of!*

**TIP:** The success of many of these projects requires advice from experts for their design and management. Look to your group members and participating agencies and educators to find experts. Call the Sierra Nevada Alliance if you need referrals.

#### **Obtaining Site Approval and Landowner Agreements**

Be sure to check with your group members first about if any of the sites are on private property. If you group does not know or is not 100% clear who the owner is check with the local city or county assessor’s office to see if any of the sites you want to work on are private property. The assessor’s office can give you the name and address of private landowners. First call or visit the owner to receive verbal approval, and then provide a form for written consent. Be sure to get written consent. If the work area is on public land then be sure to call the public land manager for approval.

While asking for permission to access the property to perform work, also invite the private landowners and public land managers to help plan and participate in the event. Most owners and managers are very happy to have volunteers make improvements to their property and will want to participate.

*Appendix VI is a landowner agreement template.*

#### **Securing Permits and CEQA/NEPA Documentation for Restoration Projects**

Several permits may be required for projects that take place in a streambed or riparian zone, depending on the size of the planned alteration. Small planting projects may not require any

permits. Check with applicable agencies in your area to assess whether or not you need a permit or CEQA/NEPA documentation.

If your small-scale restoration project will require a permit begin work with local and/or state agencies *immediately*. Permits can take up to a year in the worst cases to obtain. So the second question after determining which permits you need would be “how long does it take to get the permit?” *You may want to choose a different restoration project if a permit requiring a long processing time is required.*

*Please see Appendix VII for more information on permits and CEQA/NEPA documentation*

## **Creating Other Watershed Event Activities**

- 1) Water Quality Monitoring Volunteer Water Quality Monitoring is an easy component to conduct at your event. Volunteers tend to love the experience and want to get more involved in a water-quality monitoring program. Developing a monitoring program is a great next step after a creek day. It keeps volunteers involved and provides data to the group, state and other land managers on the on-going health of your river, lake or stream.

### *Excellent Resources*

- Water quality monitoring group in your area or in the Sierra
- Sierra Nevada Alliance [www.sierranevadaalliance.org](http://www.sierranevadaalliance.org)
- Clean Water Team: Holly Sheradin <http://www.swrcb.ca.gov/nps/volunteer.html>
- South Yuba River Citizens League [www.syrcl.org](http://www.syrcl.org)
- World Water Quality Monitoring Day organization  
<http://www.worldwatermonitoringday.org/>

Check with the Sierra Nevada Alliance to see if any watershed group or other organization in the area has monitoring equipment that you can borrow for the day. You can also check with the NRCS or the Clean Water Team to see if they have any equipment that you can borrow. You can purchase basic monitoring equipment from the World Water Monitoring Day organization. (Web address above)

**The World Water Monitoring day kit** contains a step-by-step instruction booklet describing how to use the kit. The kit also includes one set of hardware (collection jar, pH test tube, DO vial, and thermometer) per kit, all of which have unlimited uses, and enough pH and dissolved oxygen tabs to perform 50 tests. The kit was designed to be an accurate, yet accessible, technology for all ages and experience levels of water quality monitoring. Kits run for approximately \$13. There may be other places to order this same equipment for cheaper. Check with water-quality monitoring supply organizations such as Ben Meadows <http://www.benmeadows.com/> or Acorn Naturalist <http://www.acornnaturalists.com/store/>

- 2) Creek Clean-up Simple and easy to organize but highly beneficial. What better way to take pride in your watershed then to clean up around it? For this activity you will need trash bags, plastic gloves, possibly a large dumpster and a way to get the dumpster to and from the site.

- 3) Storm Drain Stenciling Groups or individuals work with local governments and paint a stenciled message near storm drains to encourage others not to pollute our water resources. Stencils include the message "Dump no waste - Drains to Stream."

## **Designing Educational Activities**

There are an amazing number of watershed education activities that have been developed to do with children and adults. Contact some of the local environmental educators to see if they can participate in the event and design some fun projects. Most likely they will coordinate an activity all on their own.

Three popular creek day education activities have been finding and identifying water bugs, taking a watershed tour and having presentations by naturalists.

Macroinvertebrate (water bugs) education People love to see all the crazy and beautiful looking bugs that live in the water. Aquatic life demonstrates the health of a watershed. Dip netting for bugs and fish can be a lot of fun for people of all ages. Get a local expert to hold this activity. Great local resources are seasoned fly-fishermen, Forest Service staff, National or State Park staff, and/or local Science teachers.

Watershed Tour You'd be amazed how many people don't even know what a watershed is let alone know which one they live in or where it is. A tour of your local rivers, lakes and streams is a great way to show people the connection they have to their local watershed and the importance of keeping it healthy.

Presentations: Another possibility is to have a naturalist from a local non-profit, the Forest Service, State or National Park come out and give a presentation on wildlife or water cycles.

A creek day event is also a great opportunity for local and national organizations to express their interest in the local area. It is a great opportunity for community members to see who is working in their watershed and to find out more about what they are doing.

If you have no access to environmental educators consult:

- *Project WET* (Water Education for Teachers): project activities and lessons  
[www.projectwet.org](http://www.projectwet.org)
- *Project Learning Tree*: activities and lessons on forest ecology, habitats, energy, etc.  
<http://www.plt.org/>
- *US EPA* website on kids watershed activities or one of the other environmental education books. <http://www.epa.gov/owow/nps/kids/>
- *CREEC* (California Regional Environmental Education Community): this is a resource center for activities, standards, funding opportunities, and curriculums.  
<http://www.creec.org/>

- *Wild About Wetlands*: resource kits with easy-to-use activities, background information, and all the materials needed for teaching about wetlands ecosystems. <http://www.calwaterfowl.org/Wildwet.htm>
- *Sierra Watershed Education Partnerships*: This group does a lot of hands-on watershed activities in the Tahoe Basin. They would be a great resource to consult with on activities that work, don't work and other helpful tips. [www.4swep.org](http://www.4swep.org)

*Appendix VIII is samples of two educational activities: Dipping into the Marsh & Wetland Metaphors*

## **Arranging Boothing/Tabling**

Many creek day events have space set aside for groups, agencies, tribes, and other community members to share information on their efforts. It is nice to have all booths ideally tie into a theme – such as the people-tabling do work related to protecting, restoring or assessing your watershed. But some events just open it up to anyone in the community, which is fine too. **Make sure you have a booth/table about your own group so people learn more about your efforts and how to get involved. Groups to invite could include:**

- Environmental groups
- Sierra Nevada Alliance
- Clean Water Team or any regional water quality control board
- Fish and Wildlife, Fish & Game
- RCD or RC&D
- NRCS
- Forest Service, BLM and other public land managers
- Local tribes
- City, County, State, National Parks
- California Native Plant Society <http://www.cnps.org/>
- Land trusts
- Other organizations that have a vested interest in the watershed!

Email, call or write these groups and offer them a table at the event. Get RSVP's from people to reserve a space. Clarify to these groups if they need to provide a table or if you will provide the tabling space (in which case get tables donated or rent them.) And then make sure you contact boothers/tablers again a couple of days before the event to confirm attendance, time, and location.

## **Determining the End of the Day Celebration**

A successful creek day must let the volunteers know you appreciate their efforts. No matter what you do to celebrate the workday make sure you thank all the volunteers for coming out and participating in restoring and protecting their local watershed. A celebration allows folks who enjoyed the work to share their happiness and know they are appreciated.



A few ideas for a final celebration:

- Music and dance by local bands, musicians, schools, etc.
- A prayer or dance by the local native tribe
- Food and beverages (see above)
- T-shirts or other treats provided to participants
- Booths/Tables of information

**Tip:** Don't let the celebration consume the event. The purpose of a Creek Day is primarily education, restoration and protection. So keep the celebration at the end of the event after the work projects are completed. You do not want the celebration to distract from the other projects. Also, keep the celebration to an hour or so at the end.

# **Recruitment**

---

There will be multiple layers of recruitment and outreach for your creek day. You will need to post flyers all over your community, contact the media, contact clubs and schools within the community, send out emails, get notices on list-servs and finally PHONE BANK!

## **Posting Flyers**

A flyer is a 8.5 x 11 poster of your event. It has the who, what, when, where information about your event. These can be simply designed on a home computer and copied onto bright paper.

Determine how many flyers you will need to post around your community. When figuring out how many flyers are needed keep in mind the following venues. Here are a few examples of sites to post a flyer in your community.

- Grocery stores
- Post offices
- Coffee shops
- Athletic clubs
- Restaurants
- Civic centers
- Visitor Center
- Store front windows
- Bulletin boards
- Hospital
- Ranger stations
- Laundry Mats

Please Note: If you decide to put up flyers on telephone poles or other non-formal bulletin locations check with local town or county first on rules and regulations

*Sample Recruitment Flyers are in Appendix IX*

## **Sending Email Notices**

In this day and age, email has become an inexpensive and effective means for notifying large numbers of people about your event. Design a notice with who, what, where, when of your event – keep the notice so it can be sent as text and not an attachment. Attachments get read much less frequently than the information in the body of an email.

The key to success for widespread email notification is to get access to list-servs. Most groups have a list-serv of their members. The Sierra Nevada Alliance has a list-serv of conservation leaders in the region. Ask members of your committee, sponsors, groups tabling and any other involved in your event to help circulate the notice to their lists. Try to also get on the Clean Water Team's events calendar for larger statewide attention of your watershed efforts.

Send 2 to 3 notices out to all these lists. Send the first notice – “A Save the Date” out as soon as you know your basic details. Send a second notice out 3 weeks before the event noting any new information since your first Save the Date notice. Send a final notice out 2 days before the event – say don't forget.

## **Conducting Media Outreach**

**Get your Event Posted in Calendar Sections:** Send a News Advisory (*see sample in Appendix X*) a month before your event to the calendar section of your local newspapers, radio and even TV.

**Invite local reporters to do a story before the event:** Send the News Advisory to your city desk of local papers, TV news stations and local radio stations. Call these outlets and ask them if they would consider doing a story about the upcoming event. Many editor/reporter/news directors may be reluctant to do an advance story – but it can't hurt to ask. Plus by doing these calls a month ahead of time you learn who is the best contact, get their updated contact information, and find out the best time to contact them.

**Invite the newspaper photographer, reporter, radio and TV to the event:** Fax and email out the news advisory again two days before the event and call these stations. The phone call is the most important since these busy media outlets often don't notice your fax without a call.

**Send out a news release and picture the day of the event:** If local media don't make it to your event (and weekends have fewer staff on assignment so its tough to attend), then drop off a news release and picture of your event the next business day. The News Release is your version of the article you would like to see printed saying what happened. Media outlets can often turn this into a story without attending.

**Call radio news stations and offer to do a radio feed:** A radio feed is a brief statement about your event. Many radio stations have limited time to send the news reporter out, but can record you over the phone and use this in their news broadcast.

## **Phone Banking**

Phone banking is the most effective way of recruiting participants to an event. A phone call is a personal invitation, unlike a flyer or notice, which may never be seen or read. To start, get copies of phone lists from participating groups in your Creek Day. Also find a location with multiple phones and schedule one or two nights for your group to phone bank. Volunteers then all come over on one or two nights to call through the lists together. Make it fun, ring bells when people say they'll come, have food, and tally up how many people say yes at the end of the night.

The second best method for phone banking is to divvy up the list among volunteers who do the calls from home. A centralized site provides more energy and fun for volunteers, where at home calling provides more distractions for the caller. But home phoning still is effective.

**General rules of thumb.** One caller can call about 25-30 names in one hour and reach about 10-15 people. Mark on the list if reached, need to call back (CB), or wrong number. Try to call the same list a couple different nights.

Sample Phone Script: “Hi, I’m a volunteer and wanted to invite you to our Creek Day on Date/time/location. We are going to plant willows, pick up trash, have art projects for kids, and learn about ways to protect and restore our local river. Want to join us?” – Then if interested give them directions, tell them about any food provided, and any tips for what to wear/bring.

## **Inviting Groups/Tribes/Agency & Others**

Contact your local Chamber of Commerce for a list of churches, clubs and other civic groups in your area. Make a list of groups, tribes, agencies & others and then double check it with the planning committee and/or watershed group to make sure that no one is left out or forgotten.

Start doing group outreach two months before the event. This will help ensure your target groups meets at least once each before the creek day so there is time to do a presentation or announcement.

### **Three main ways to conduct outreach to these groups:**

1. *Presentations:* Call and ask the group leader if a member of the Creek Day organizing committee would be able to attend their next group meeting and make a 5-minute presentation on the event. This is the best way to recruit group members because Creek Day organizers are the most enthusiastic. Following your presentation pass around a sign up list of those interested to get their phone number and email.
2. *Announcements:* If a creek day organizer cannot attend their meeting, ask a group leader if they could make the announcement of the event for you. Be sure to send them all the information that they may need to announce the event to their group.
3. *Flyers:* If you do not have time to call these groups or in addition to calling them, mail or email group leaders the flyer of the event. Be sure to include your contact information so they can call you if they have any questions.

*Please note that many clubs cannot be reached during the day so be sure to set aside several evenings to attempt to contact these groups.*

### **Potential Groups/Tribes/Agencies to Contact**

- |                        |  |
|------------------------|--|
| ◦ Local Native tribes  | ◦ Schools (elementary, middle, high and home schools)  |
| ◦ Rotary               | ◦ Clubs  |
| ◦ Churches             | ◦ Boy Scouts & Girl Scouts                             |
| ◦ Forest Service       | ◦ Chamber of Commerce                                  |
| ◦ BLM                  | ◦ Environmental Organizations                          |
| ◦ Water Quality Boards | ◦ City, County, State, and/or National Parks           |
|                        | ◦ Direct mailings to community members (if applicable) |

## **Involving Schools**

Students are wonderful to involve in Creek Days. One of the best ways to notify students and their parents is with the cooperation of the local schools and teachers in your area.

There are two ways to approach schools. One is by approaching the administration – either the principal or school district supervisor. The other is by approaching specific teachers. Obviously if you can work with an entire school or school district the invitation gets spread to a greater number of the community. However, if you do not have connections or time to work with a school administration or district, working with specific teachers is also terrific.

**Sending flyers home with school packets:** Some schools send home notices to students every day or week. Ask the school or school district administrator what the process is to announce the Creek Day through these notices. Some schools will ask you to provide a certain number of flyers and others can include the notice in a newsletter.

**Making presentations in classrooms:** Determine which classes you would like to present in and then approach specific teachers about making a presentation. Some teachers are thrilled to have a presentation on what a local watershed is and why your group is doing a creek day. Explore the education section of this guide for possible projects to do in class if the teacher has enough time.

**Asking teachers to make announcements:** Another option is to ask teachers to make the announcement of the Creek Day for you in their classes.

**Extra credit:** Some teachers have provided students extra credit for participating in the creek day. Ask teachers if this is an option when talking to them about the Creek Day.

*Home school Students: Home schools are particularly open to having their children attend community stewardship events. Ask a parent of a home schooled child if there is a list of home school parents in your area that you could call or send information to. Many home schooling parents network with others.*

## **Capturing Creek Day Volunteers to Participate in other Group Activities**

After doing all this work to get folks to come to the Creek Day event, one goal could be to have participants join up with other watershed stewardship activities. The best way to do this is to have everyone who attends fill out a sign-in sheet. The sheet should have space for each person's:

- Name
- Phone Number
- Email
- Address
- Affiliation if any
- Check box: "Interested in future volunteering?"

To effectively ensure everyone signs in, have a table at the entrance to your central meeting place. Ideally you can find a location where they have to pass the registration table to get access to the food, tables and rest of the event. Have one sign-in person for every 30 people expected to attend. Have sign in sheets on clipboards with pens attached.

Announce at the beginning and end that you need everyone to sign in and sign the liability form.

After the event, and before your next meeting or other activity phone through this sign in list and invite folks to come. You'll be amazed at the wonderful new talented folks who get involved more actively in your group from this process.

Another tip is to have a flyer about your group and when, where, when your next meeting is. Pass out these flyers as people sign in. But know that phoning folks will inspire more folks to attend your next meeting/event than a passive flyer.

# ***Handling Event Logistics***

---

## **Materials**

You will need to make a detailed list of all materials that you will need for the event.

### *Event Materials:*

- Tables for bothers, sign-in, food
- Trash cans
- Food and beverage material (make sure you have adequate water for volunteers)
- Signs (Check In, Meet Here, Thank You to our Sponsor, Schedule, etc) Too many signs to help people find the event are never a problem. The only potential problem is that you did not sign well enough and no one can find the site location(s)
- Pens, clipboards, sign-in sheets, extra paper, tape, scissors, duct tape, tacks, staples
- Volunteer liability forms
- Camera (document your event)
- First aid kit and other safety equipment
- Bathrooms (not necessarily material but a reminder)

### *Restoration Project Materials:*

Depending on the type of projects that you will be conducting you may need some or all of the following. You also will need to assess how many of each tool you will need.

### *Tools*

- Work gloves (advertise for volunteers to bring gloves but also have a good supply just in case)
- Rubber gloves (trash clean-up or water-quality monitoring)
- Hydrodrill
- Pick Axes
- Shovels
- Clippers
- Rebar or steel bars with sledge hammers (for making holes to stick in plants)
- Fencing material
- Posthole diggers
- Trowels
- Garbage bags

Put masking tape with a number on each tool that is borrowed for the day. Record which number tool came from which source. Assign each team leader tools carrying a specific number (E.G. 1-5) and tell the team leader that they are responsible for making sure that the tool returns. Remember to record down which teams have which number tools.

### *Organic Materials*

- Plants (whatever is native to your waterway: chokecherry, mountain mahogany, sumac, serviceberry, etc.)
- Willows (you most likely will be able to cut willow stakes from thriving willow patches somewhere in your watershed, contact someone who lives on a waterway to see if you can clip some willow stakes)
- Erosion control blankets (matting)
- Seeds
- Rocks
- Slashing material (sticks, dead trees, pine needles)

Consult with a local botanist or nursery to get the most appropriate vegetation for your area. It is also best to discuss with an expert what type of plant material you should use (e.g. plugs, seeds, saplings, immature plants, etc.)

## **Food and Beverages**

It is definitely a nice gesture to have food and beverages for your volunteers but not a mandatory component. Water on the other hand is not an option. You must supply plenty of fluids for your working volunteers.

If you are planning on serving food to your volunteers there a couple of ways you can go about doing it. Contact local delis, grocery stores and/or restaurants to see if they will sponsor or donate items for the event. If you do get sponsors or donations make sure that you make signs or put their logo on a t-shirt (or bottle) to publicly thank them. The time you put into networking with local food businesses will pay off.

Another good idea is to make the event a BBQ where the planning committee supplies a main entrée (burgers, veggie burgers, hotdogs) and volunteers bring a potluck side dish. You will have more than enough food and it will definitely feel like a community event. Many Coastal Clean-up events use this method and it works fantastically. You can also simply hold a potluck.

If the event starts early in the morning you may want to consider providing coffee, tea, juice, bagels or muffins.

Assess your community to determine what seems most feasible.

### ***Having enough food***

If you provide food, plan to provide food to everyone. Try and over estimate the number of potential volunteers for the event and order that amount of food. It is always better to have too much food than not enough.

However, to be safe you can also say that you will provide food to the first X number of volunteers. Pass out meal tickets to everyone as they register. Folks who come later and don't get a food ticket will then understand that you had more people attend than expected. If you choose this method make sure that you hand out tickets to the first registrants and tell them to keep their ticket



and bring it back at lunch to redeem their food. Tickets will help avoid any confusion on who were the first X people to sign-up.

## **Sponsors and Donations**

A great source of funding and resources are local businesses, churches, groups and other community members. A traditional way to involve businesses and supporters is by asking for sponsorship.

Sponsors are asked to contribute money and can choose which amount: \$50, \$100, \$250, \$500, \$1000, and \$2500. For each level of sponsorship a donor may get different levels of recognition. Here are some examples: All sponsors get listed on an event sign. \$100 sponsors and above also get listed on the agenda for the day. \$250 and above also get listed on the T-shirts. \$500 and above also get listed on their own banner displayed at the event. \$1000 and above get thanked in a follow up advertisement in the local paper.

To ask businesses/groups/etc to sponsor you will need to call the owner/manager/director and ask them. You can mail a letter with the request before hand or wait until after you talk to them. Only doing a mailing will get a very tiny response rate. Phone call/meetings with owner/manager are much more successful.

**In your request:** Let the business/group know what your day is involving, who the organizers of the event (they will be impressed with your diverse organizing committee), when, where and how many community members you hope to participate. Don't forget to mention sponsorship benefits.

**Sponsors donate for various reasons:** They support watershed stewardship and want to protect and restore the local river. They want additional community exposure for their business. They know some of the volunteers in the group and want to support their efforts. They want to give back to their community.

**Who should you ask:** Pretty much anyone. Local groups, churches, local stores, attorneys, physicians, veterinarians, utilities, chain stores, etc. But start with a manageable list to do follow up phone calls because sponsorship will require a phone call.

**Wait to ask for goods/service donations until after you've asked for money:** If you are going to ask for money – start first by only asking for money. If you are thinking of asking for goods or services – wait and find out if they will donate cash first. If they say no to donating funds or better yet “Yes” – you can then ask them to (also) donate the good or service. If you start by asking for the good or service, few will then also donate cash. However, most who donate cash also donate goods or services if asked.

**Be confident.** Businesses/groups can be under financial constraints and not always able to provide support. But as you will discover many do help out and appreciate the opportunity to show support and the visibility. As a general rule no one minds being asked. If a business/group can't donate,

still invite them to come down to the event. Attendance is another great way for them to support the community, learn about the watershed and your group, and build relationships for the future.

## **T-Shirts and Other Treats**

Decide on whether or not you want to give something away to your volunteers for their hard-work and participation. T-shirts, water bottles, and hats are always popular items. Assess how important this component is to your event and whether or not you can afford to do it. Again, check with local businesses and organizations for discounts, donations or sponsorships. It will help cut costs.

If your budget limits you to purchasing 75, 100, or 150 t-shirts (similar to what was mentioned under food section) advertise that the first X number of people who register will receive a ticket for a free t-shirt. Providing tickets redeemable for the treats to the first X number of participants works well and helps avoid confusion. The first X amount of registered people (day of event) receive a ticket and at the end of the day celebration present their ticket for their t-shirts/or other treat.

### ***T-shirt Logo Contest***

If you are planning on giving t-shirts out to volunteers it may be fun to involve the local schools and/or community by holding a contest for the t-shirt logo or image design. If you allow yourself enough time you may also be able to use this same image on your flyers. This will definitely require 3-4 months lead-time.

Contact local school teachers and notify them of your plan. Encourage the teachers to get their students involved with protecting and restoring their local watershed. Convince teachers that this would be a worthwhile project and 10 minutes of class time talking about the contest and watersheds would be beneficial. For the specifications of the logo it is best to have it done in black pen on 8 ½ by 11 white paper.

## **Volunteer Liability**

All volunteers need some form of volunteer liability insurance the day of the event. Don't Panic! It is not as scary as it sounds.

One option is to get coverage and liability forms from the Natural Resource Conservation Service (NRCS). They have a program called Earth Team Volunteers, which provides liability insurance for volunteers at stewardship events like Creek Days. Please see their website:

<http://www.nrcs.usda.gov/feature/volunteers/>

Contact your local NRCS office. Some groups helping organize the event may also have liability insurance that will cover the event. Ask your organizing committee.

## **Safety**

It is crucial that you constantly remind volunteers to be safe! Attached in the appendix is a full list of basic safety considerations. Volunteer safety comes before anything else. You need to help volunteers be safe from their environment (poison oak, ticks, rattle snakes, rapid water, etc) and from the tools used in restoration. Assess the capability of your volunteers before putting any major tools in their hands. Keep your eyes and ears open the day of the event and constantly remind the volunteers about safety.

Remember to have a first aid kit at each site. Enlist a nurse, paramedic or another trained in first aide to participate the day of the event and even volunteer at a first aid station at the central meeting site.

*Appendix VIII is basic safety considerations*

## ***Evaluating Your Success & Follow Up***

---

Because Creek Days have been a terrific way to educate and involved a community in watershed stewardship, most groups hold Creek Days annually. Therefore, evaluating what goes well with your creek day and doing good follow-up helps build a base of knowledge and future volunteers to improve each succeeding years event.

### **Participant Evaluations**

Do not forget to ask volunteers what they thought of the day. You will also want to assess how many of the volunteers have interest in doing work like this on a more regular basis or joining or starting a watershed stewardship group. Ask volunteers to fill out an evaluation form and once again have them check on the evaluation sheet if they like to continue to be involved in restoring and protecting their local rivers, lakes and streams.

#### ***Process***

Take the last 10-15 minutes of the day to conduct the evaluations. Have a few volunteers hand out to participants the evaluation sheets and pens. Designate one individual (most likely the Emcee for the day) explain why their comments are important and let them know how long it will take and then ask them to fill out the evaluation. Have people hand back the evaluations at the end of 15 minutes. You can also have a box they can drop them in – but providing a designated time for everyone to fill them out and then pass them all at once back in has proven to have a higher return rate.

*Appendix IX is a sample Participant evaluation form.*

### **Thank You's**

Make time to send thank you's to sponsors, donors, team leaders, speakers, and others critical to helping you organize the event. These can be letters, hand written notes on a card and/or phone calls. The key is to communicate how the event went and that their contribution made a difference in its success.

### **Event Evaluation and Final Report**

At your next organization meeting following the event, take time to have everyone review what worked well, what could be improved, and ideas for the next year. Write up a final report to capture this feedback. Attach to your final report your plans, agenda, flyers, evaluation and any other written material prepared for your event. This way when you start to plan next years event, you can start with what you learned from your last!

**The Sierra Nevada Alliance would love your feedback on this Guidebook.**

**Please send ideas/suggestions for how to improve this resource to:**

**megan@sierranevadaalliance.org or call us at 530-542-4546**

---

## Appendix I: Creek Day Example

---



The Alpine Watershed Group has been hosting Markleeville Creek day since at least 2000. The Creek Day detailed in this overview was held on October 24<sup>th</sup> 2004. At this event volunteers clipped and staked willows, removed the non-native plant species called Mullein, cleaned-up trash along the river, monitored water quality and learned about aquatic bugs.

### **Creek Day Event Planning Process**

The Alpine Watershed Group usually begins planning for their creek day three months before the event. The first step is choosing a date and sites. In 2004 the group chose to use Markleeville Park next to the County Library as their meeting spot since it is an easy location to find, everyone in the community knows where it is, there is adequate bathroom facilities and it has been the central location near sites identified for restoration projects.

As a work site the group chose the East Fork of the Carson River at the Cason River Resort since the resort owner had project needs and this is a well used stretch of river by the community. The group scouted out the site and found shallow and deep pools of water were staying too warm and that the river didn't have enough vegetation along its banks. Warm river water is not good for aquatic life; it becomes very difficult for fish and other water bugs to survive. The absence of foliage along a stream bank will heat up the water in a river. The riverbanks along the East Fork Carson didn't have enough vegetation to keep the water cool. The day of the event volunteers clipped and planted willow stakes up and down the riverbanks of the East Fork Carson.

Another work project the group decided to conduct was to pull an invasive (non-native) plant species called Mullein. Mullein (*Verbascum thapsus*) is a plant native to Eurasia brought over to the states for its medicinal properties. This beautiful plant can slowly take over large areas. Mullein threatens natural meadows and forest openings, where it adapts easily to a wide variety of site conditions. Once established, it grows more vigorously than many native herbs and shrubs. The day of the event volunteers walked around with large garbage bags and pulled the plant easily due to its shallow roots.

The organizing committee also decided to take part in the Worldwide Water Quality Monitoring Day which is actually a month long event. The group ordered 20 monitoring kits that evaluated parameters like dissolved oxygen, ph, turbidity, air and water temperature. Participants at the creek day event had the opportunity to use the kits to take water samples, learn what the aforementioned parameters mean about the health of the waterway, and measure the parameters.

## ***Here was there agenda for the Markleeville Creek Day***

### **AGENDA**

9:00	Welcome, Introductions, Continental Breakfast
9:20	Break up into groups with team leaders and head to monitoring and restoration sites
9:45	Monitoring and Restoration work begins
11:30	Intro to “Water Bugs” Benthic Macroinvertebrates
12:30	Break for lunch, Final presentations
1:30	Thank You!

On October 24<sup>th</sup> the planning (organizing) committee met at the library in Markleeville at 7:45 to begin set-up for the day’s events. They set-up the registration and boothing tables, got the coffee and food prepared, and reviewed their leadership assignments.

Community members began arriving at 9:00. The first 20 minutes was casual meeting time for participants to register, peruse the booths, grab some food and meet the Alpine Watershed Group members. Next the event coordinator welcomed and thanked folks for coming. The event coordinator then outlined the agenda for the day and described the type of projects that they would be conducting and their benefit.

Shortly after, participants divided into work teams and traveled to their work sites. At the work sites team leaders discussed safety issues, proper usage of tools and proper work strategies such as: how to clip and stake a willow, how to pull Mullein, and how to conduct water-quality monitoring.

Work and activity sites were in the same general area so participants were able to take a short walk to different sites and experience the other activities and work projects. Participants worked and monitored for about three hours and then broke for lunch.

The organizing committee worked with a local deli in town to have bag lunches prepared for the volunteer participants. Around 12:00 on the day of the event two volunteers from the organizing committee picked up the bag lunches and brought them back to the Carson River Resort. The owner of the Carson River Resort donated beverages and the use of their outside covered picnic area for lunch. At lunch participants had the chance to socialize and talk about the day’s events. The event coordinator gave a short talk on the value of the day’s work and thanked all participants for coming and then asked them to fill out evaluations. While the participants were filling out the evaluations other event organizers handed out Markleeville Creek Day T-shirts to all the participants and again thanked them for their hard work. The event coordinator collected all of the evaluations and participants sat around and socialized for another half hour.

**This creek day event was quite simple but still highly effective. On the evaluations participants noted that they loved getting out to help restore and protect their local rivers, meet new people and have a great time.**

## Appendix II: Event and Day of Check Lists

---

<b>TASK</b>	<b>COMPLETED</b>
<b><i>Planning Your Event</i></b>	
• Set-up organizing committee	
• Set date	
• Name event	
• Choose Projects	
• Choose Site(s)	
• Central meeting site	
• Work site(s)	
• Site(s) approval	
• Written landowner agreements	
• Create a Budget	
<b><i>Restoration Project(s)</i></b>	
• Do you require permits	
• Get permits	
• Make a list of materials needed for project(s)	
• Make a list of tools needed for project(s)	
• Get or order materials	
• Get or order tools	
• Create a handout sheet for volunteers on how to do project	
• Figure out who will be the restoration team leaders	
<b><i>Additional Event Activities</i></b>	
• Make list of materials needed	
• Make list of tools needed	
• Figure out who will be team leaders for activities	
<b><i>Boothers</i></b>	
• Contact potential boothers	
• Get confirmations from boothers	
• Tables and chairs for boothers	
<b><i>Recruitment</i></b>	
• Create a flyer design	
• Make copies of flyers	
• Post flyers	
• Mail flyers	
• Send flyers in school packets	

• Send news advisory	
• Make follow up calls and/or emails	
• Email flyer announcement to list servs	
• Phone bank	
• Make presentations in school classrooms	
<b><i>Event Materials</i></b>	
• Make a list of all other materials needed for event	
• Get event materials	
<b><i>Day of Coordination Team</i></b>	
• Make a list of all other potential team leaders or instructor positions needed	
• Get volunteer to run registration booth	
<b><i>Food and Beverages</i></b>	
• WATER for volunteers	
• Figure out menu	
• Order food (if applicable)	
• Pick-up food	
• Get plates, napkins, utensils	
• Table for food and beverages	
<b><i>Sponsors and Donations</i></b>	
• Make a list of potential sponsors and donors	
• Contact sponsors and donors	
• Follow up calls	
• Pick up donations	
<b><i>T-shirts and Other Treats</i></b>	
• Decide on graphics	
• Order T-shirt, bottle, etc...	
• Pick up product if necessary	
<b><i>Volunteer Liability</i></b>	
• Contact NRCS or other organizations	
• Get applicable forms	
<b><i>Safety</i></b>	
• Get first aid kits	
<b><i>Evaluations</i></b>	
• Create an evaluation form	
• Make copies	
<b><i>Day of Event</i></b>	
• Set-up tables and chairs	
• Hang event signs	
• Set-up registration booth	
• Set-up food and beverages	
• Set-up boothing area	
• Meet with all team leaders before event	



<i>After Event</i>	
<ul style="list-style-type: none"> <li>• Send out thank you letters to sponsors and donors</li> </ul>	
<ul style="list-style-type: none"> <li>• Follow up with volunteers who want more information</li> </ul>	

## **Appendix III: Sample Timeline**

---

### **Creek Day Sample Timeline**

Week One – Watershed Group or Event Committee meeting:

- Select activities
- Select sites
- Sign up team leaders
- Brainstorm potential food suppliers
- Create Timeline and Budget

Week Two & Three – Group/Committee members do the following:

- Work with local landowners to obtain site approval. Must be completed to finalize project list/agenda for day.
- Determine resources and materials needed
- Order plants and any other materials needed
- Begin securing volunteer liability coverage
- Identify more team leaders for event activities
- Order Port-a-potties if no facilities will be available at your main meeting site
- Ask for group/business sponsorship
- Ask for food and other resource donations
- Invite specialists to lead projects if needed (aquatic bug specialists, restoration specialists etc.)
- Design t-shirt options
- Secure band/entertainment

Week Four

Group/Committee Meeting:

- Finalize project list
- Finalize equipment and resource needs
- Determine t-shirt design
- Finalize day agenda, sites, locations, projects
- Brainstorm list of places for flyer posting and distribution lists – sign up folks to do outreach
- Brainstorm groups or businesses to invite to table/booth

Week Four - Six

Group/Committee members do the following:

- Create/produce flyer and begin posting.
- Order t-shirts (unless you need to wait for sponsorships in order to list on t-shirt – in which case contact and arrange t-shirt order with t-shirt company).
- Distribute event notice over email or mailings
- Get liability coverage
- Ask for group/business about
  - Sponsorship

- Food and other resource donations
- Allow presentation or make announcement
- Sign up for tabling/booths
- Ask school staff/teachers about sending info home and making presentations.
- Gather lists to phone bank
- Invite any elected officials and other speakers for event opening or closing

#### Week Seven - Eight

- Write news advisory/calendar announcement
- Create media outreach list
- Make school presentations
- Phone bank lists

#### Week Nine– Group/Committee Meeting:

- Report on food/beverage
- Report on projects, project materials, and project team leaders/experts
- Report on recruitment (media, school, group, flyers, emails, phone bank)
- Report on sponsors and budget
- Report on liability, safety
- Review “day of” organizing agenda for group members. Who will do which tasks on the day
  - Emcee/master of ceremonies
  - Speakers
  - sign in,
  - food/beverage pick up/tabling,
  - project team leaders
  - set-up/signs
  - t-shirt/paraphernalia distribution

#### Week Ten -Eleven

- Reminder calls to all team leaders
- Send another email out on event
- Phone bank
- Gather all equipment
- Follow up on food and beverage commitments
- Gather Safety equipment (first aid kits)
- Create Event signs
- Print/copy event handouts/evaluations
- Create team leader hand-out and talking points
- Make sure you have all volunteer liability and landowner agreement forms

#### Week Eleven– Meeting/conference call of all team leaders and volunteers to review day of.

## **Week Twelve –Tie up any lose ends!**

### **CREEK DAY**

- Set-up
  - Boothing/tables
  - Signs
  - Sign-in station (volunteer liability)
  - Team leader meeting points
  - Activity stations or tables set-up
  - Food and Beverages
  - WATER!!
- Clean-up

### **Week Thirteen**

- Send out thank you cards to sponsors, speakers, donors, experts, team leaders and one who helped the committee/group for the Creek Day.
- Prepare final report for file and Sierra Nevada Alliance (the final report will help you plan next year's events, it can provide key information that you may not remember)

*Please note you may need more time to pull off a creek day event. If you have more time it would be ideal to spread some of the planning and work out over a longer period. There will however always be a million items to take care of at the last minute.*

## Appendix IV. Sample Budget

---

Below is an actual sample budget from a creek day event. The Watershed Group had \$2,500 to work with. This budget is actually for the sample event detailed in the Overview on page 2. Volunteers at the event conducted willow clipping and staking, invasive species removal, water-quality monitoring and dip netting for bugs. The water-quality monitoring was part of the Worldwide Water Quality Monitoring event so kits were bought.

Item Description	Cost
Worldwide Monitoring Day Kits	\$290.00
Restoration Materials <sup>1</sup>	Inkind
Restoration Tools <sup>2</sup>	Inkind
Coordinator's Salary (50hrs @\$16)	\$800.00
Coordinators Travel Mileage	\$63.24
Coffee <sup>3</sup>	Inkind
Water (4 cases donated and 2 cases bought) <sup>4</sup>	\$8.00
	Inkind
Copy of flyers (2000)	\$109.00
T-shirts (75)	\$571.51
Post Office Mailing	\$82.44
Plates/Napkins/Silverware <sup>5</sup>	Inkind
Poster Board/Construction Paper/Tape <sup>6</sup>	Inkind
Trash Bags <sup>7</sup>	Inkind
Coffee Cups <sup>3</sup>	Inkind
Juice/Soda/Water <sup>4</sup>	\$16.24
(3 cases of soda donated)	Inkind
Rubber bands for mailing (14) <sup>6</sup>	Inkind
Lunch (75 bag lunches @ \$6 each) <sup>8</sup>	\$450.00
Muffins (7 dozen)	\$55.00
<b>TOTAL COSTS:</b>	<b>\$2445.43</b>

- 
- 1: Restoration Materials: This creek day utilized willow wands. A local landowner agreed to have volunteers come cut willow stakes from their willows on their property
  - 2: Restoration Tools: The local Forest Service office, trail association, and California Conservation Corps donated pick axes, shovels, rebar, sledge hammers, and gloves
  - 3: Coffee: A local coffee shop donated coffee, sugar, creamer, cups, napkins to the event.
  - 4: Water & Drinks: A local resort owner donated water and soda to the event.
  - 5: Plates etc: A local conservation group donated napkins, plates they had left over from another event.
  - 6: Poster Board/Paper/Tape/Scissors/Rubberbands: Another local conservation group donated these items.
  - 7: Trash Bags: A local business donated these
  - 8: Lunch: A local deli provided lunches at a discounted rate.

## Appendix V: Willow Planting Information

---



### Willow Planting Information

Today we are helping prevent soil erosion on **[Insert name of creek, stream or river]**. Erosion happens when soil is removed from its original location, usually by water, wind, or gravity. When the eroded soil finds its way into the creek, it diminishes water quality and fish habitat. In the creek the sediment buries aquatic organisms, smothers fish eggs, clogs fish gills and spawning gravels, and muddies clean waters. Trees, shrubs, and other plants along stream banks provide shade to keep water cool, cover and food for fish and other aquatic life, and protection from erosion.

#### **TIPS FOR PLANTING:**

Insert shovel vertically, push handle forward then pull soil back and out of the hole.

Straighten back of hole with shovel. The hole should be deep enough so the top of the root plug, the soil line, is level with the surrounding soil. Remove plug from container and center in hole. Hold plant in place while filling the hole halfway with moist soil. Pack soil gently around the roots with your hands and finish filling the hole. (Avoid stomping the soil with your foot.)

Correctly planted: The top of the root plug is level with the surrounding soil.

**Making a Willow wattle:** Gather 7-8 branches of willows that are ~5 feet long and tie them together with twine. Once these overlapping bundles, or “wattles,” are staked into the slope and covered with topsoil, they intercept runoff and help infiltrate it into the soil. Make sure you plant where they will always be in contact with water. Best plant for very steep areas.

**Tips for planting a Willow Stake:** Make sure you plant where water will always be available.

**Tips for planting Chokecherry:** Plant in sun to part shade in a moist area.

**Tips for planting Wild Rose:** This plant provides excellent food and habitat for wildlife. Rose can tolerate either moist or dry sites.

**Tips for planting Bitterbrush:** Plant in sun to part shade. Bitterbrush requires dry, well-drained sites, plant in the upslope regions.

**Tips for planting Pine and Alder:** Pine should be planted in a medium to dry moisture zone and in the sun. Alder should be planted wet to medium soil and in part shade.

## Appendix V: Willow info continued

---

Below is another example of a willow-staking handout.

### **Information for Willow Staking And Pullin' Mullein (an Invasive Species)**

#### **Safety:**

Drive safely

Be sure to have the proper clothes for the weather conditions

Wear sun block

Stretch out and be limber

Be safe while walking on unstable surfaces and riverbank

Work a safe distance away from others and watch those around you

Use gloves and eye protection

Drink water

Know where you are

Ask team leader for help when needed

#### **Planting a Willow Stake:**

A straight, pruned willow branch with no leaves can be inserted into the ground to grow a new shrub for the next growing season. These branches should be about **12" in length** and **at least ½" in width**. Willow stakes will help to stabilize the bank of the river and maintain soils allowing other native vegetation a change to grow.

Create a hole using either a metal pick or a hammer. The hole should be about 8" in depth and in an area where there is moisture in the soil. Insert willow stake as deeply as possible. Ideally, it will reach the water table. Pack dirt around the stake to reduce the amount of air. Trim the stake so that **no more than 6" extend** above the ground.

The stake will become a taproot and sprout a new plant the next growing season.

#### **Pullin' Mullein**

Mullein is a plant that will out compete other native species. The root system of this plant is not fibrous and makes it easy for soils to erode. By removing the plants and disposing of them and the seed heads the numbers will be limited, giving other native plants a chance to establish. To remove simply grab the plant stalk down low and pull. The object here is to remove as much of the taproot as possible.

## Appendix VI: Landowner Agreement Template

---

**Please Note: The landowner may want to put additional language within the contract you will need to figure this out on a case-by-case basis.**

Agreement between [Private Landowner] and [Insert Name of Your Org.]

*for*

[Name of Event]

### Terms of the Landowner Participating Agreement

1. The term of this agreement shall be in effect from [Insert timeframe (actual dates) that you will need access to the property including day of event and if you also want to visit this site in the future.]
2. The Landowner, as signed and acknowledged below, agrees to provide property access to [Insert Name of Your Group] for the Creek Day event held on {insert dates}.
3. Either party agrees to indemnify and hold harmless each other from any claim, damage, liability, injury, expense or loss arising out of either parties performance under this agreement

[Insert name of your org:]

[Landowner:]

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

Date: \_\_\_\_\_



## Appendix VII: Permits

---

Make personal contact with agencies prior to sending in your permit application since they will be more likely to provide comments on your project if they know you and your project. Ask the permit reviewer's to look at your project plans and incorporate their feedback into your project proposal. This will increase your chances of getting the permit approved and improve the quality of your small-scale restoration project. It should be noted that some permitting agencies do not give feedback unless they see a hard plan from an engineer. *You may want to choose a different restoration project if an elaborate permit is required.*

A good way to gather all of the necessary information for the permits is to create a matrix of information needed for all permits and then prioritize what information will be the hardest to acquire. Tackle this information first and then move on to the more easily attained information. A list of permitting agencies and necessary documentation needed for a stream bank restoration projects follows. Additional permits may be needed depending on the scope of your project.

**California Environmental Quality Act (CEQA)** – A public agency must comply with the California Environmental Quality Act when it undertakes a project that may cause either a direct physical change in the environment or a reasonably foreseeable indirect change in the environment. The lead agency in the project must perform an *Initial Study* to determine if their project causes a significant environmental impact. **The areas that are evaluated to determine if there will be an impact include aesthetics, biological resources, hazards/hazardous materials, mineral resources, Public Service, Utilities/Service Systems, Agricultural Resources, Cultural Resources, hydrology/water quality, noise, recreation, air quality, geology/soils, land use/planning, population/housing, and transportation/traffic.** There is an Environmental Checklist to aid in making the *Initial Study*. It is a checkbox document on which you check off whether your project will have certain kinds of significant impacts or not. If you indicate that your project will have any significant impacts you are required to write a paragraph on what measures you will use to mitigate the impact. The checklist is reviewed by the lead agency of the project to determine: if the project will require an Environmental Impact Statement, if the project will qualify for an exemption, or if the project will receive a negative declaration stating that there will be no adverse impact on the environment. You can get the checklist from [http://ceres.ca.gov/theme/env\\_law/ceqa/rev/appg\\_102698.pdf](http://ceres.ca.gov/theme/env_law/ceqa/rev/appg_102698.pdf).

**Army Corps of Engineers-** This agency requires a **Nationwide Army Corps Permit which applies to restoration projects that “serve the purpose of restoring ‘natural’ wetland hydrology, vegetation, and function to altered and degraded non-tidal wetlands and ‘natural’ functions of riparian areas.”** This permit is needed if your project includes any of the following:

- **Construction of piers, wharves, bulkheads, dolphins, marinas, ramps, floats intake structures, and cable or pipeline crossings**
- **Dredging and excavation**
- **Depositing of fill or dredged material in waters of the U.S. or adjacent wetlands.**
- **Site development fills for residential, commercial, or recreational developments.**
- **Construction of revetments, groins, breakwaters, levees, dams, dikes, and weirs.**

- **Placement of riprap and road fills.**

The Nationwide Permit application can be acquired on the Army Corps Website:

<http://www.usace.army.mil/inet/functions/cw/cecwo/reg/index.htm>.

**State and Regional Water Quality Control Board** – There are two permits required for the Water Quality Control Board, the Water Quality Certification (401) and the NPDES Waste Discharge Permit. The first is a 401 permit under the Federal Clean Water Act protecting the beneficial uses of the waters of the United States and regulating discharge. **You need this permit if you are proposing to conduct activities, which may result in a discharge to surface waters including dredging and filling.** This permit application can be mailed to you from your Regional Water Quality Control Board office. **The NPDES Waste Discharge permit is needed if there will be a discharge to surface waters.** This permit and additional information can be found at: <http://www.swrcb.ca.gov/>.

Department of Fish and Game – **The permits required by this agency are the Form FG 2023 Notification of Lake or Streambed Alteration and the Form FG 2024 Project Questionnaire.**

**This permit and questionnaire were formed to protect California's threatened and endangered species and fish habitat.** They are needed for any project that will substantially divert or obstruct the natural flow or substantially change the bed, channel, or bank of any river, stream, or lake or use materials from a streambed. **It is best to let this agency know about your plans very early in your project to increase your chances of getting your permit approved.**

These permits can be downloaded at [http://www.dfg.ca.gov/1600/notification\\_pkg.html](http://www.dfg.ca.gov/1600/notification_pkg.html)

## Appendix VIII: Educational Activities

---

### Freshwater Marsh Activity: Dipping Into the Marsh

*Overview:*

Students collect and observe wetland animals using dip nets, magnifiers and field guides.

*Goal:*

Students will observe that the freshwater wetlands area a home to a wide variety of aquatic plants and animals.

*Objectives:*

1. Name some animals that live in and use wetlands.
2. Identify ways that the inhabitants of the wetlands depend on each other.
3. Discuss wetlands as homes for living resources.

*Time:*

30 min- 1hour

*Materials:*

Dip nets- 1 large and 6 small

Microscopes

3-4 collective trays

*California state content standards:*

<b>Life Science</b>	<b>Earth Science</b>
---------------------	----------------------

3.3 a-d	5.3 a-e
---------	---------

4.2 a-c

4.3 a-c

6.5 b-e

*Procedure:*

Prepare an assortment of floral and faunal specimens found in the freshwater marsh. Collected specimens should be contained in trays and students should be divided into groups and seated around the trays. Each student is given a spoon and a bug box to put specimens in to be able to look at under microscope. Older students should be encouraged to look through Pondlife Field guide to identify findings.

## Freshwater Marsh

### Activity: Wetland Metaphors

*Overview:*

Use a selection of common objects for investigation as metaphors for natural functions of wetlands.

*Goal:*

Students will have a better understanding about the function of wetlands.

*Objective:*

Students will name 4 functions of wetlands.

*Time:*

10-20 minutes

*Materials:*

#### OBJECT METAPHORIC FUNCTION

<i>Sponge</i>	Absorbs excess water caused by runoff; retains moisture for a time even if standing water dries up (sponge stays wet even after it has absorbed a spill)
<i>Pillow</i>	A resting place for migratory birds
<i>Mixer</i>	Mixes nutrients and oxygen into the water
<i>Baby Doll</i>	Provides a nursery that shelters, protects, and feeds young wildlife
<i>Strainer</i>	Strains silt and debris from water (keeps water supply clean)
<i>Coffee Filter</i>	Filters smaller impurities from water (excess nutrients, toxins)
<i>Antacid</i>	Neutralizes toxic substances
<i>Cereal</i>	Provides nutrient-rich foods for wildlife and humans
<i>Soap</i>	Helps cleanse the environment
<i>Picture of hotel</i>	Resting or wintering place for migrating waterfowl

*California state content standards:*

**Life Science**

3.3 a, c, d

4.2 a-c

4.3 a-c

6.5 b-e

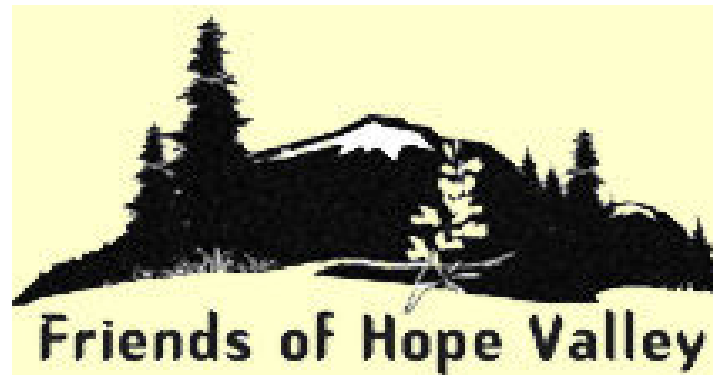
*Procedure:*

Explain that a metaphor represents a thing or idea through another thing or idea, such as in “a tree is a home,” “the world is a stage,” or “books are windows of thought.” Ask students to provide examples of other metaphors. The household objects in this activity are tangible symbols of wetland benefits. Divide the class into groups of four or five. Ask a representative from each group to choose an item from the Mystery Metaphor Container. Each group must decide how the object could represent what a wetland is or does. Allow time for students to discuss their answers in groups before each group presents its objects and ideas to the class. Discuss each idea as students present to the class. At the end summarize the major roles that wetlands perform.

Activities taken from the Bay to Dunes Curriculum Guide

<http://www.friendsofthedunes.org/bay.to.dunes/overview.part1.pdf>

# Hope Valley Work Day



Join us for a workday to restore and protect the meadows of Hope Valley.

**Raise rancher's old wire fences to protect the meadows in key locations.**

**Plant willow cuttings to restore the banks of the Carson River and improve fish habitat.**

**May 25<sup>th</sup>, 2002**

**9:00 a.m.-3:00 p.m.**

**Meet at Picketts Junction, Hope Valley**

**(Junction of Hwy. 88 and Hwy. 89)**

**Families and children welcome!**

**Lunch is provided!**

**Please bring tools, work gloves, and work clothes.**

***The Alpine Watershed Group Invites You To***

# **Alpine/Markleeville Creek Day!**



**Sunday  
October 24, 2004  
9am – 1pm**

Come and enjoy a beautiful fall day in Alpine County. We will monitor the health of our local creeks, restore stream banks along the Carson River and learn about the watershed. Fun for the whole family!!

## **Meet at the park next to Alpine County Library**

- Learn how to conduct water quality monitoring
- Plant willows to help restore areas of the Carson River
- Participate in fun activities and art projects
- Free lunch for the first 75 people

**Please bring: hats, sunglasses, sunscreen, warm clothes, and comfy shoes.**

For More Information: Jason Brand, 530.545.9479, [jgbrand1@juno.com](mailto:jgbrand1@juno.com)

***Supported by: Alpine County, Carson Water Subconservancy District,  
and Sierra Nevada Alliance***

## **Alpine Watershed Group**

For More Information:  
Name, 530-XXX-XXXX

---

### **News Advisory and Calendar Announcement**

# **Alpine/Markleeville Creek Day!**

**Event:** Come out and enjoy a fun day at Alpine/Markleeville Creek Day. Plant native plants to help stop erosion along the stream bank, and participate in fun activities to learn about water quality, bugs, how to restore a stream and why restoration is important. It's a great day for the whole family. (Free!)

**When:** **Sunday, October 24, 2004**  
**9:00 am to 1:00 pm**

**Where:** **Markleeville Park, Next to the Alpine County Library**  
Meet at the park and crews of volunteers will drive to monitoring and restoration sites along the nearby Carson River from there.

**Highlights:**

- Free Lunch and T-shirt to first 75 participants!
- Fun and interactive children's activities
- Education for all ages
- Monitor water quality
- Planting of willows to protect the Carson River

**Bring:** Hats, warm clothes, sunglasses, sunscreen, water, and gardening/work gloves.

*Markleeville Creek Day is organized by the Alpine Watershed Group which works to protect the headwaters of the California Alps, and the Sierra Nevada Alliance, which works to protect and restore the Sierra Nevada for future generations.*

###



## Appendix XI: Safety Considerations

---

### SAFETY CONSIDERATIONS

The following are some basic safety rules. At the site:

- Always work with at least one partner. Always let someone else know where you are, when you intend to return, and what to do if you do not come back at the appointed time.
- Have a first aid kit handy. Know any important medical conditions of team members (e.g., heart conditions or allergic reactions to bee stings). It is best if at least one team member has First Aid/CPR training.
- Listen to weather reports. Never compromise your safety if severe weather is predicted or if a storm occurs while at the site.
- Never wade in swift or high water (above knee height).
- If you drive, park in a safe location. Be sure your car doesn't pose a hazard to other drivers and that you don't block traffic.
- Put your wallet and keys in a safe place, such as a watertight bag you keep in a pouch strapped to your waist. Without proper precautions, wallet and keys might end up downstream.
- Never cross private property without the permission of the landowner.
- Watch for irate dogs, farm animals, wildlife (particularly snakes), and insects such as ticks, hornets, and wasps. Know what to do if you get bitten or stung. Advise your partners if you are allergic, and carry a sting kit with you to the field.
- Never drink the water in a stream. Assume it is unsafe to drink, and bring your own water from home. After monitoring, wash your hands with antibacterial soap before eating.
- Do not walk on unstable stream banks. Disturbing these banks can accelerate erosion and might prove dangerous if a bank collapses. Disturb streamside vegetation as little as possible.
- Be very careful when walking in the stream itself. Rocky-bottom streams can be very slippery and can contain deep pools; muddy-bottom streams might also prove treacherous in areas where mud, silt, or sand has accumulated in sinkholes. If you must cross the stream, use a walking stick to steady yourself and to probe for deep water or muck. Your partner(s) should wait on dry land ready to assist you if you fall. Do not attempt to cross streams that are swift and above the knee in depth.
- If you are working or conducting water-quality monitoring from a bridge, be wary of passing traffic. Never lean over bridge rails unless you are firmly anchored to the ground or the bridge with good hand/foot holds.

- **If at any time you feel uncomfortable about the condition of the stream or your surroundings, stop working or monitoring and leave the site at once. Your safety is more important!**

## **Water Quality Monitoring**

### **Tips for the use of chemicals:**

- Know your equipment, sampling instructions, and procedures before going out into the field. Prepare labels and clean equipment before you get started.
- Keep all equipment and chemicals away from small children. Many of the chemicals used in monitoring are poisonous. Tape the phone number of the local poison control center to your sampling kit.
- Avoid contact between chemical reagents and skin, eye, nose, and mouth. Never use your fingers to stopper a sample bottle (e.g., when you are shaking a solution).
- Know chemical cleanup and disposal procedures. Wipe up all spills when they occur. Return all unused chemicals to your program coordinator for safe disposal.
- Close all containers tightly after use. Do not switch caps. Let us know if you think you did, or if items are lost.
- Wipe up spills when they occur.
- **Do not pour used chemicals or samples onto the ground or into the creek! Place all solutions and used chemicals in a waste container and return them to the coordinator or a team leader.**

## Appendix XI. Evaluation Form

---

### Creek Day Evaluations – 2005

Please take 5 minutes to fill out an evaluation of [Insert Name of Event] Creek Day. Feel free to leave a subject blank. Circle ratings. Writing comments/suggestions below or on back regarding topics is very helpful. Thank you.

**Overall Event:**     Poor    OK    Great

**Date/Weekend Chosen:**    Poor    OK    Great

**HOW DID YOU FIND OUT ABOUT THIS EVENT (circle one):**

**Flyer and/or Poster**

**Presentation at a meeting**

**School**

**Email Alert**

**Phone Call**

**Other:**

#### EVENT

**Gathering Site:**            Poor    OK    Great

**Tools and Plants for Site:** Poor    OK    Great

**Team Leader Process:**    Poor    OK    Great

**Educational Materials:**    Poor    OK    Great

**Bug Session:**            Poor    OK    Great

**Monitoring Training:**    Poor    OK    Great

**Food:**                    Poor    OK    Great

**T-Shirts:**                Poor    OK    Great

#### OTHER COMMENTS/SUGGESTIONS:

**Your Name Optional:** \_\_\_\_\_

**Check here if you would like to get involved in other Creek Stewardship activities and fill out the information below:** \_\_\_\_

Name: \_\_\_\_\_

Phone Day: \_\_\_\_\_ Phone Eve: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_