

Town of Fuquay-Varina Litter Pickup Event Volunteer Guide



Join Storm Walter in his fight to help keep Fuquay-Varina clean!





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Thank you for your interest in organizing a private litter pickup event! Fuquay-Varina encourages public involvement and participation in stormwater management by seeking Zone Captain volunteers to organize Litter Pickup Events and by partnering with [Wake County Big Sweep](#) and [NCDOT Litter Sweep](#).

Litter Pickup Event Assistance - Along with planning assistance and location suggestions, the Town of Fuquay-Varina can provide the following for your private event:

- Trash bags, gloves, trash grabbers, recycling bags, first aid kit, orange safety vests, scale
- Trash Collection (Town staff will pick up - next business day)
- Social media shout-outs (with pictures)
- Town swag for volunteers and free [Storm Walter tee shirt](#) for the Zone Captain (organizer)

Zone Captain Duties - Pre-registration is required for most events.

1. **When and Where:** Once you know the date, time, location and Group Name for your event, register your event here: <https://form.jotform.com/220186722291049>. Please wait for a confirmation e-mail from Alex Heinemann, the Wake County Big Sweep Coordinator.
2. **Registration:** After your event is confirmed, Wake County Big Sweep will provide a shareable link for volunteer pre-registrations. All volunteers must sign the waiver attached to the pre-registration. The waiver is good for 3 years. **MINORS (less than age 18):** Waivers must be signed by a legal parent/guardian for minors. For groups with minors, an adult Zone Captain, active in the event, is required. Groups should plan on at least 2 adults per 10 minors. Some pickup locations may be subject to age restrictions.
3. **Before the Event:** A week before the event, the Big Sweep Coordinator will assist with obtaining any remaining liability waivers completion. Once pre-registration is complete, the Town will prepare materials needed for your big day and will notify you when they are available for pick up at Town Hall.
4. **The Big Day:** On the day of, dress for the weather, wear long pants, and sturdy, closed-toed shoes. We also recommend volunteers bring drinking water and sun protection. And don't forget the following:
 - Safety First - Go through [Safety Guidelines](#) with all volunteers prior to beginning. Volunteers should wear provided reflective vests.
 - Track the Trash - Instruct volunteers to use the [Trash Collected](#) data cards. Make it fun (Ex: scavenger hunt). Give shout-outs or prizes to volunteers who report the most unusual or largest # of an item.
 - Have volunteers pose with collected trash for a group photo to show off your efforts at the end of the event.
 - Weigh collected trash using the provided scale and record results on the [Wake County Big Sweep Data Card](#).
 - Summarize Trash Collected data cards using the [Wake County Big Sweep Data Card](#) (hard copy or PDF)
5. **After the Big Day:**
 - Return unused and reusable items noted for return to Town Hall
 - Email [Trash Collected](#) data cards and the [Wake County Big Sweep Data Card](#) to Jennifer Mitchell & Alex Heinemann at the below emails. Otherwise, include hard copies with other items returned to Town Hall.
 - Email pics for social media to Jennifer Mitchell & Alex Heinemann at the below emails.
 - **Spread the word to enlist more volunteers to help keep Fuquay-Varina clean!**

Contacts - Please contact Jennifer Mitchell (jmitchell@fuquay-varina.org) for general questions and Alex Heinemann (alexandra.heinemann@wakegov.com) for registration, liability waivers and data collection questions.



Zone Captain Supplies Pickup Checklist

Event Name: _____

Event Date and Time: _____

- _____ Trash grabbers (To be returned to Town Hall)
- _____ Reflective Vests (To be returned to Town Hall)
- _____ First Aid Kit (To be returned to Town Hall)
- _____ Scale (To be returned to Town Hall)
- _____ Gloves (To be returned to Town Hall *except red gloves)
- _____ Trash bags
- _____ Recycle bags
- _____ Storm Walter Tee Shirt for Zone Captain
- _____ Trash Pickup Location
- _____ *Trash Collected* Data Cards (log collected trash – Email to jmitchell@fuquay-varina.org & alexandra.heinemann@wakegov.com OR return to Town Hall)
- 1 *Wake County Big Sweep Data Card* (to summarize collected trash – Email to jmitchell@fuquay-varina.org & alexandra.heinemann@wakegov.com OR return to Town Hall)

Zone Captain Signature: _____

Date: _____

By signing this checklist, Zone Captain is agreeing to read and adhere to the *Town of Fuquay-Varina Litter Pickup Event Volunteer Guide*, bring items noted for return to Town Hall following the event, and to share safety guidelines with group volunteers prior to commencement of the event.



SAFETY GUIDELINES

- Wear an orange safety vest provided by the Town.
- Protect yourself from the sun by wearing a hat or visor, sunglasses and sunscreen.
- Dress for the weather and wear old, comfortable clothes that can get dirty and/or wet.
- Wear gloves to protect your hands & sturdy, closed-toe shoes to protect your feet.
- Take a snack and a drink along, plus lots of water to stay hydrated.
- Have all adult leaders carry a cell phone & list of important cell phone numbers to call in case of emergency, including the Zone Captain's cell phone number.
- Stay with a partner or group and be sure that children are supervised by an adult. If anyone gets hurt, tell your Zone Captain immediately!
- Make sure everyone can identify poison ivy so they can avoid it. Leaves of three, let it be!
- Immediately after Big Sweep, do a "tick check". The sooner you find & remove a tick, the less chance it will have to bite. Take a soapy shower next! For best protection: wear light-colored long pants & long-sleeved shirts to spot ticks easier. Tuck shirt into pants and pants into socks.
- Be careful on creeks & riverbanks--they can be steep, slippery, and unstable. If you're unsure of the conditions, find a safer access or cleanup the higher & drier reaches of the watershed!
- Don't pick up anything that looks heavy. Alert your Zone Captain so it can be picked up later by the Town.
- If you find an animal—dead or alive—don't touch it. Animals carry diseases and trapped or injured animals may bite. Report any animals found to your Zone Captain.
- Do not touch medical waste, chemical containers, barrels, pesticides, or anything marked "dangerous", "toxic", "explosive", "hazardous", or "poison". Tell your Zone Captain if you find any of these items.
- If it looks dangerous...it probably is! Stay away from it and stay safe! Have a safe, fun time! Please know that your efforts are making a difference for our watersheds, our communities, and our quality of life.