

TO DO:

BEFORE THE EVENT:

- Task plan
- Materials/Tool list
- Site preparation
 - Materials
 - Tools
 - Food and Water

DURING THE EVENT

- Sign-In/waiver
- Introduction
 - Welcome
 - Names and introductions
 - Introduction to ReClaim Northside
 - Bathrooms
 - First aid kit
 - Emergency procedure
 - Tool safety
- Tasks
 - Describe and delegate tasks
 - Identify leaders
 - Manage teams
- Clean up
 - Collect and store tools and materials
 - Remove waste

AFTER THE EVENT

- Reflect and evaluate
 - Thank volunteers
 - Cross off accomplishments
 - Provide volunteers with info on future events

TO BRING:

HAND TOOLS

- Shovel
- Square shovel
- Pickaxe
- Digbar
- Clipper
- Lopper
- Pitch fork
- Hoe
- Broom
- Hard rake
- Leaf rake

VOLUNTEER MATERIALS

- Safety vest
- First aid kit
- Water
- Snacks
- Cups
- Napkins