

# Organize a River Cleanup in 10 Easy Steps

1. **Create a team**, partner with community groups and/or neighbors.
2. **Pick a site**. Maybe you have one in mind already. If not, find publicly owned land along the river for your cleanup, like a park or municipal property. Consider parking options, and a large enough gathering space to speak to all volunteers at once.
3. **Contact the site's landowner**. Discuss your plan and ask if their organization would co-sponsor the event (and waive any permit fees).
4. **Register your cleanup with Friends of the Fox River (FOTFR)**. Call us for assistance with permits & additional insurance as needed 815 356 6605.
5. **Announce your cleanup**. FOTFR will post your event on social media, put out a press release, and send mass mailings. Market your event in through your channels too.
6. **Raise money and/or get donations**. You may want to provide volunteers with snacks or maybe even a free lunch. Ask your city council, your local elected representative, the Chamber of Commerce, national retailers like Walmart or Target, and local businesses for donations and/or supplies. Use the provided sponsorship letter template, if practical.
7. **Get the trash picked up**. Often your town, township or other public land owner has the equipment and manpower. You may have to reach out to a waste hauler for a donation or coordinate with neighbors to place trash in residential receptacles. Participants can also take small amounts to dispose of at home.
8. **Run the Cleanup**. Set up a registration table. Welcome and register volunteers. Organize them into teams. Hand out supplies. Deliver the safety talk. Take photos.
9. **Thank everyone!** Offer verbal thanks the day of the event. FOTFR will send thank you emails to all volunteers.
10. **Send us your photos**, an event summary and registration sheets to [info@friendsofthefoxriver.org](mailto:info@friendsofthefoxriver.org) and contribute your event's data to the larger trash collection and volunteer totals.