

# **Town Coordinator for Green Up Day Timeline of Responsibilities**

## **SEPTEMBER**

- Meet with Conservation Committee at their monthly meeting to update on plans and schedule for upcoming year (ask in advance to be put on their agenda)

### *Optional*

- Contact principal at WRVS re: involvement/teacher contacts and encourage them to visit GreenUpVermont.org for information on poster and writing contests—Deadline for submission is usually January 31<sup>st</sup>.

<http://www.greenupvermont.org/wp/wp-content/uploads/2013/09/Click-Here-to-Download-the-Poster-and-Writing-Contest-Guidelines-1.pdf> - <http://www.greenupvermont.org>

- Contact Donna Otterman, Topsham coordinator, re: collaboration/WRVS (dlotterman@yahoo.com or 439-6252)

## **OCTOBER/NOVEMBER**

- Prepare notices about Green Up for January Town Newsletter (submit to Town Clerk)
- Prepare a brief re-cap of past year's Green Up activities for possible inclusion in Town Report (current contact for submission: Anne McKinsey)

## **FEBRUARY/MARCH**

- Prepare for Town Meeting setup (It is a Corinthian tradition to present a map set up on an easel at Town Meeting for townspeople to have the opportunity to sign up for particular roads they want to 'green up.' It is also the chance to get the date out there for people and solicit volunteers and new e-mail addresses for the contact list. The Conservation Commission has also made grabbers available for persons who might find them helpful.

--Make announcement at Town Meeting to call people's attention to the map and ask them to sign up for the road(s) they'd like to green up (also refer to "Additional Information" section at the end of this document for information about a new app available for volunteers to use for sign-up and tracking stats)

--We now have a beautiful mylar-covered map donated by Peter Allen that should last for a few years.

--An easel for displaying the map is available to borrow from Northern Woodlands—contact Emily Rowe and/or Amy Peberdy—Emily is a former GU coordinator.

--Provide dry erase markers and eraser for townspeople to use when signing up on the mylar map. **New this year:** ask people to supply # of volunteers in their group either on the map or on the clipboard or both.

--Prepare and provide a clipboard for townspeople to sign up and provide additional optional contact information (address and/or e-mail)

--Have grabbers available for distribution (coordinate with Conservation Commission on this—whether to give or lend them)

--Prepare handouts (can be ¼-sheet) with Green Up information (dates, contact, website info) for distribution at Town Meeting

- E-mail volunteer list with ‘Save the Date’ information
- Determine events where we might want map to be on display
- Prepare a notice for inclusion in Town’s spring newsletter
- Information to Journal Opinion about Corinth’s efforts for Green Up for possible publication (some years they like to do a write-up)

## APRIL

- Contact Joe Blodgett re: trash disposal and setup at Transfer Station (Joe will determine where bags and tires are to be collected)
- E-mail the following announcements to **listserv** and **volunteer e-mail list**:
  - 1<sup>st</sup> Save the Date and volunteer signups for the following weekends:
    - Bag Distribution—usually weekend prior to Green Up (determined by when we receive bags from GU organization)
    - Green Up Day—this is when people drop off their bags—volunteers are needed for tallying number of bags, tires and miscellaneous trash items
    - Solicit volunteers for placing posters or put them up yourself (posters arrive the same time as bags)
  - 2<sup>nd</sup> Announce arrival of bags, when and where people may obtain them
  - 3<sup>rd</sup> Date reminders
  - 4<sup>th</sup> Other reminders as needed

## MAY

- Green Up Day—The Green Up Organization needs stats—this helps them to be accountable for fund raising efforts. Our tallies of # of bags taken, # of volunteers and # of bags received on Green Up Day are important to them.

## **ADDITIONAL INFORMATION:**

### **APP FOR SIGN-UPS AND STATISTICS**

“Sign Up Genius” is a FREE online software tool for volunteer management and event planning that can save time from sign-up sheets, schedules, etc. Waterbury and Hartland coordinators are using this and really like it. It automatically tallies # of volunteers and they can say where they would like to clean up. To create one for Corinth, for free, go to <http://www.signupgenius.com/>.

The Green Up bags and posters are shipped every April directly to the 9 AOT District Garages throughout the State. This is the link to that list: <http://www.greenupvermont.org/wp/wp-content/uploads/2013/08/Click-here-for-the-towns-by-district-list.pdf>. It also contains their phone numbers. The bags are then delivered out to all the towns so they arrive a week or two prior to Green Up Day. In Corinth they deliver them directly to our Town Clerk.

### **NEEDLES AND HAZARDOUS WASTE**

Remind volunteers NOT to touch or pick up needles or hazardous waste such as Meth Lab containers. Let your local town leaders know the location of any such items. If they are found on a state highway, you can report them on the VTrans website or download their new app to report them.

### **UNIVERSAL RECYCLING LAW—ACT 148**

Green Up Vermont has been given an exemption from the Agency of Natural Resources with regard to what can be included as roadside trash. However, recycling is still encouraged if your town has enough volunteers to help sort and wash containers that are dirty. With the exemption, it is VOLUNTARY, though, not mandatory. For more information on “The Six Materials that Must Be Recycled Statewide,” follow this link: <http://dec.vermont.gov/waste-management/solid/materials-mgmt/recycling>.