



James River Regional Cleanup

GUIDELINES FOR GROUPS

Thank you for registering your group or organization to participate in the JRAC James River Regional Cleanup. To ensure a great experience we have included a few special guidelines for groups. First and foremost, make sure members of your group **know the name of the site where they are registered and have directions to the site.** If you chose “Where Most Needed” we will call you as soon as we determine at which site you are needed.

REGISTRATION is a three-part process:

1. **Pre-registration (online, by phone or mail) during the weeks prior to the event.** Receipt of this packet confirms you have completed Part 1-Pre-registration. All pre-registrants that attend will receive lunch immediately following the event.
2. **Check-in on the morning of the event.** On the day of the event a registration and sign-in table is at each site. All participants are checked in and sign a liability release form. All participants must complete and sign a liability waiver prior to participating in the cleanup.

Not all of your group may arrive together so we have included a Group Sign-In Sheet to be **completed and returned as soon as possible.** Please make a copy for the group leader(s). The registration table will have a copy to use in checking-in your group members as they arrive. Members of your group may complete and sign the liability forms in advance (**WAIT TO SIGN UNTIL CHECK-IN**). Minor children should have a parent or guardian complete and sign the liability form.

3. **Follow-up confirmation to ensure certificates are sent and proper recognition is given.** The pre-registration form includes a box to check if certificates of participation are requested. The committee checks the registration lists and liability forms after the event for contact information. We ask that all **names and addresses be legible and complete** with correct spelling for mailing to the participants.
4. **Boaters:** Please arrive at 8:00 a.m. for check-in.

PARTNERSHIPS. In addition to volunteers who participate in shoreline and river cleanups, other volunteers help the committee with registration, lunches, and special projects. They are individuals, corporate and civic groups, and youth service organizations. If your group or organization would like **to assist with a special project please let us know as soon as possible** (804-748-1567 or conleyk@chesterfield.gov) and the site coordinator will contact your group leader.