

# Captains Cheat Sheet

## Before the Event

1. [Register as a Captain.](#)
2. **Review the [Safety Guide](#).**
3. **Choose your meetup spot and email that location to [environmentalservices@cityofgoleta.com](mailto:environmentalservices@cityofgoleta.com).** Also consider the areas you would like to clean. You can view the map of public areas and trash cans [here](#). It's recommended your meetup location be near a public trash can if you would like the City to come pickup extra trash bags. Avoid trespassing.
4. **Gather your supplies.** See the [Captain's packet](#) for details.
5. **Consider recruiting others and messaging your volunteers to make your event as engaging as possible.** See the [Captain's Packet](#) for suggestions.

## During the Event

6. **Set up your event.** Leave 15 minutes to an hour to set up your supplies. For the first event, it is recommended you leave more time until you get a feel for how many volunteers you will have.
7. **Check in Volunteers.**
  - a. Greet and get to know them.
  - b. **Check their waiver confirmation or have them fill out a paper waiver.** For those signing paper forms, ask them to take a picture to provide to you in the future.
  - c. **Make sure they sign in.**
8. [Review the Safety Guidelines](#) with them.
9. **Get Cleaning and Have Fun!**

## Event Wrap-up

10. **Record Trash Weight:** As volunteers come back, please make sure they record their weights. You can use a luggage scale, a visual estimate, or take the trash to the County Transfer Station who will weigh and dispose of it for you (for a small fee). All volunteers should record their weight, and Captain will email the total event weight to [environmentalservices@cityofgoleta.org](mailto:environmentalservices@cityofgoleta.org).
11. **Take Photos!**
12. **Return Forms and Information to the City:** Please take a picture of the paper waiver forms, sign-in sheet (and recorded weights) and email them along with any other photos to [environmentalservices@cityofgoleta.org](mailto:environmentalservices@cityofgoleta.org). You may also schedule a time to drop them off, although email is the preferred alternative.
13. **Leave no trace.** Pack up, make sure the area is picked up, and any trash bags are well secured next to the main trash can location and will not create windblown trash.