



Clean the Bay Day Zone Captain Report



Zone Captain Name:		Email:	
Street Address:	City:	State:	Zip Code:
Day Phone:		Evening Phone:	

CRITICAL: Please compile the information from your site onto this report. Only one Zone Captain Report for each zone is required. Please call your Area Coordinator by 1 p.m. on the cleanup date with the following information. The data from this report is given to the media on cleanup day. Also, please return all Clean the Bay Day forms and supplies to your Coordinator no later than seven days after Clean the Bay Day.

1. Area Cleaned (Zone Identification):		City:	State:
2. Total Number of Volunteers	3. Total Number of Boaters	4. Total Distance Cleaned (provided by coordinator)	
5. Was Your Site Along the Water?		6. Total Weight (in lbs.) of Debris Collected (sum of yellow card data or use the key and calculator below)	
7. Largest Item(s) Found:	8. Most Common Item(s) Found:	9. Most Unusual Item(s) Found:	
10. Your comments are always helpful to us:			

Estimated Weights for Debris Collected

Bag of mostly plastics - 10 lbs.	Metal Container - 50 lbs.
Bag of mostly non- plastics - 20 lbs.	Wooden pallet - 30 lbs.
Bag of clothes - 30 lbs.	Refrigerator - 500 lbs.
Bicycle - 25 lbs.	Shopping cart - 50 to 60 lbs.
Chair - 25 lbs.	Sofa - 80 lbs.
Dishwasher - 75 lbs.	TV/Computer - 15 lbs.
Dresser - 50 lbs.	Tire - 25 to 50 lbs.
Mattress - 75lbs.	Automobile parts - 25 lbs.

To Calculate Total Weight of Debris Collected

(total weight of bags + weight on non-bagged items)

Total # of Bags Used: _____

Total Weight of Bags (add # of bags @ __ lbs.) = a) _____

Total Weight of Non-Bagged items = b) _____

Total Weight (a + b) = _____

Thank You for Helping to Save the Bay!

Chesapeake Bay Foundation, Hampton Roads Office

3663 Marlin Bay Drive, Virginia Beach, VA 23455

757-644-4122 www.cbf.org/clean

Clean the Bay Day Checklist

Thank you for being a Zone Captain! Your leadership will make this another incredibly productive and successful Clean the Bay Day.

Below, you will find an overview of your responsibilities during Clean the Bay Day. Please review the Zone Captain Guide (located at www.cbf.org/clean, under Zone Captain Resources) prior to Clean the Bay Day to ensure the cleanup runs smoothly.

Clean the Bay Day runs from 9 a.m. to noon, and volunteers typically arrive 15 to 30 minutes early. As a Zone Captain, it is best to be one of the first people on site so you can start getting people signed in prior to 9 a.m. Once your volunteers arrive, please do the following:

- Make sure **all volunteers sign in** (including you) on the blue sign-in form and *legibly* record their contact information. If necessary, assign a registration assistant to help you with sign in.
- Gather your volunteers and conduct a head count. During this time:
 - Review safety protocols
 - Review what not to collect
 - Identify litter collection site(s), split volunteers into small groups, and assign them a section
 - Distribute and review the yellow volunteer data cards (one per small group)
 - Share the need for caution regarding sensitive habitat, such as dune grasses
- Ensure volunteers “check out” with you and all materials are returned at the end of the event. You are responsible for making sure no one gets left behind, so please do not leave until all volunteers have checked out with you.
- Compile volunteer data (from the yellow volunteer cards) onto the Zone Captain Report. Please compose an accurate Zone Captain Report, with special attention paid to number of volunteers, estimated distance cleaned, and estimated weight of debris.
- Please report/relay this information to your coordinator no later than 1:00 p.m. on Clean the Bay Day. The data from this report is given to the media on cleanup day.
- Take care of the blue sign-in forms and return them – along with any extra supplies – to your coordinator no later than seven days after Clean the Bay Day.

If you have any questions, please reach out to your coordinator.

Your coordinator is: _____

Phone: _____ Email: _____

Thank you so much for your efforts to help SAVE THE BAY!

CHESAPEAKE BAY FOUNDATION

Contact the Clean the Bay Day Team at ctbd@cbf.org or 757-644-4122
Chesapeake Bay Foundation, Hampton Roads Office — 3663 Marlin Bay Drive, Virginia Beach, VA 23455
www.cbf.org