

# Adopt a Crag 2006 Checklist & Timeline

This sample timeline is based on a three-month plan for a more complex Adopt-a-Crag. It is possible to organize an event in less time.

## Three Months Out

	<i>Talk to the local land manager and obtain approval for your event</i>
	Check to see if permits and/or liability and insurance waivers are necessary
	Hold initial organizing meeting and organize a planning committee
	Select the date, time and duration of the event, and secure the site
	Design the overall event plan (What time will your event begin? etc.)
	Once you have finalized the details, <b>register your event with the Access Fund</b> . Registering your event ensures that we can get support materials to you on time and advertise your event in our Enews and on our webpage.
	Secure commitments from participating organizations
	Write a detailed budget and begin fundraising (if necessary)
	Send press releases to your local media, including public radio stations

## Two Months Out

	If you have not already done so, <b>register your event</b> to ensure that your event receives Adopt-a-Crag Posters, Nalgene water bottles, CLIF bars, BioBags (biodegradable trash bags), and clean-up materials to help bolster your community's support.
	Advertise Adopt-a-Crag to your community. Use local ranger stations, climbing shops and gyms, gas stations, and trail head signboards to place notices of the event. The club event calendar, community or agency web sites, and local newspapers should be used to get the word out. Set up a phone tree and call a week in advance to remind people.
	Follow-up with the press, in an effort to publicize your Adopt-a-Crag event

## One Month Out

	Double check plan with those involved
	Follow-up with media
	Arrange for garbage cans, bins, and trail building/maintenance equipment at the clean up site. Also ask people to bring trucks and wheelbarrows to haul trash and debris.
	Arrange in advance for the ultimate destination of the debris collected and the means to get it there. (Your friends' and neighbors' pick-up trucks generally work quite well.)

## Day of Event

	Notify of the police if necessary. Place signs, orange cones, or flagging to notify others.
	Ensure that proper insurance, permits, and liability waivers have been obtained.
	Display your organization's newsletter, event calendar, and membership applications, along with Access Fund <i>Vertical Times</i> , membership brochures, and stickers.
	Pack first aid kit(s) with pain relievers, sun block, etc., along with plenty of water.

## Orientation

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	Communication is the key, so start with introductions of the agency staff, the crew leaders, and the individuals (unless the group is huge).
	Pick a “staging area” and keep it staffed at all times. Keep first aid supplies, water, and, if possible, provide rest room facilities.
	Have the volunteers sign in and complete waiver forms if required as they arrive. Get names, addresses and emails.
	Make everyone aware of safety issues, such as: work in pairs, wear rubber gloves, don’t pick up hazardous wastes, lift with your legs not your back, etc.
	Make a map of where people will be working and keep track of everyone involved in the clean up.
	Count heads and assign crew leaders, leaving one person to bring up the late arrivals.

**Structure the day. A successful Adopt a Crag has these 3 ingredients:**

	<b>Enjoyment.</b> Don’t take it too seriously, use a little humor, provide food, encourage friendly competition, and a fun element afterwards (BBQ, climb, regroup at the local pub or cafe).
	<b>Education.</b> Offer to teach some new skills, demo new tools, or ask the ranger to provide an interpretive talk at the lunch break.
	<b>Accomplishment.</b> Match crew leaders and their groups to tasks that are within their capacity and the time available. Avoid leaving a job half-finished or rushing at the end.

**Post Event**

	<b>Provide Recognition.</b> The sign-up sheets and notes you took will help you give credit where credit is due. Send thank you notes to your volunteers.
	<b>Fill out the Post Event Survey.</b> It is very important to keep good records of the time you put into the project preparation, the events of the day itself, and the number of volunteers/hours generated. This information will help in planning the next event, and can be used to show the club’s commitment. Please share this information with Access Fund, which tallies the volunteer work hours and miles opened to build credibility for all climbers.
	<b>Provide this information to the media in a press release.</b> This step will likely result in a well deserved pat on the back for the people who helped in the project and make the public more aware of climber’s commitment to stewardship.