



Protect America's Climbing

# Adopt a Crag Checklist & Timeline

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

## Before doing anything else

Find out if the land on which your Adopt a Crag event is going to take place is public or private land. If it is public, please speak with the federal agency (BLM, Forest Service, Park Service) that maintains the land and ask to be put in contact with their volunteer coordinator. If the land is private, speak with the landowner and fill out any necessary paperwork prior to the event.

## Three Months Out

	Contact any local climbing organizations (LCOs) to gain their support. Visit <a href="http://www.accessfund.org/lcos">www.accessfund.org/lcos</a> to view a list of all Access Fund LCOs.
	Check to see if permits and/or liability and insurance waivers are necessary.
	Hold initial 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> at <a href="http://www.accessfund.org/adopt">www.accessfund.org/adopt</a> . Registering your event ensures that we can get support materials to you on time and advertise your event on our website.
	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 with the Access Fund</b> to ensure that you receive Adopt a Crag posters, CLIF Bars, and cleanup materials to help bolster your community's support.
	Advertise the Adopt a Crag event in your community. Use local ranger stations, climbing shops, gyms, gas stations, and trailhead signboards to place notices of the event. The LCO 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.
	To reach a broad volunteer base, go online and register your event on <a href="http://www.volunteermatch.org">www.volunteermatch.org</a> to connect directly with volunteers looking to participate in local projects.
	Adopt a Crag title sponsor REI is another great resource to utilize in gaining volunteers. You can take advantage of their extensive community outreach, mailing lists, and calendar of events. Visit <a href="http://www.rei.com/map/store">www.rei.com/map/store</a> and enter the location of your Adopt a Crag event to locate a nearby REI store, make contact, and get them involved in your event. They'd be more than happy to help!
	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 cleanup 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 the local 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 membership brochures, <i>Vertical Times</i> , and stickers.
	Pack first aid kit(s) with pain relievers, sun block, etc., along with <b>plenty of water</b> .

## Orientation

	Communication is 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 restroom facilities.
	Have the volunteers sign in and complete waiver forms as they arrive. Get names, addresses, and e-mails.
	Make everyone aware of safety best practices such as: work in pairs, wear gloves, don't pick up hazardous waste, 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 cleanup.
	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 snacks and water; encourage friendly competition; and include a fun element afterwards (BBQ, climb, regroup at the local pub or café, etc.).
	<b>Education.</b> Offer to teach some new skills, demo new tools, or ask a 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 capability 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 or a thank you e-mail to your volunteers.
	<b>Fill out the Post Event Evaluation.</b> <b>Not only does this small amount of information help you keep track of the work that has been accomplished, but it helps us help you next time! Please take the time to fill out this form so that we can be even more prepared for future Adopt a Crag events. You can fill out the form by visiting <a href="http://www.accessfund.org/adopt">www.accessfund.org/adopt</a>.</b>
	<b>Provide information about your event 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 will make the public more aware of climbers' commitment to stewardship.