

Team Organizer Information

River Valley Conservation Projects 2026

BEFORE your clean-up

- Register** your team (this lets us track which areas are done, track stats on how much trash is out there, and recognize your team for their hard work)
- Review** this information package carefully
- Send an email** to your team with:
 - Date, time and meeting location of the clean-up
 - Area map
 - Health & Safety Briefing sheet
 - A reminder to wear proper footwear & to dress for the weather
- Gather your Supplies (See Checklist) AND/OR Pick-up your clean-up kit** from the Nature Centre (the day before your clean-up)

DURING your clean-up

- IMPORTANT:** Start the day with a **Health & Safety Briefing** (see top of clean-up kit or later in this package)
- Decide on **when and where** you will all meet back
- Tie garbage bags** tightly and leave them next to an existing City of Lethbridge garbage bin. Report the location to 311 **OR** note it on your report form
- Complete the Clean-Up Report**
- Take pictures** throughout, and make sure you get a good group shot either before or after!

AFTER your clean-up

- Make sure your **Clean-Up Report** is complete and include it in your Clean-Up kit when you return it, or email it to nature@lethbridge.ca
- Please **return your Clean-Up kit, if you borrowed one, within 24 hours** so we can refresh it for the next group!
- Thank your team**, and share your impact with friends and family. We always love being tagged in your social media posts too!

Important Phone Numbers

911	Emergencies
311	Report garbage bag location, encampments, needle pick-ups
403-320-3064	Helen Schuler Nature Centre

Clean-Up Supply Checklist

- Clean-up Kit (*self-supplied OR available from Helen Schuler Nature Centre*)
 - gloves
 - heavy duty garbage bags
 - first aid kit
 - map of area
 - report form
 - Health & Safety Briefing sheet
 - tick information (optional)
- Trash grabbers
- Bug spray
- Sunscreen
- Water
- Snacks

Team Organizer Notes & Additional Responsibilities

- ✓ Report any close-calls, accidents, or injuries (regardless of severity) to the Nature Centre.
- ✓ Care for the Coulees: please consider postponing your clean-up if the coulees are muddy. Walking on them in that condition can cause damage and erosion.

A Note about Insurance Coverage

Volunteers registered with River Valley Conservation projects are considered to be an Insured under the City of Lethbridge's general liability insurance program so long as the registered volunteer is acting within the scope of duties of "volunteer employment" with the City. In the event of a claim from a third party related to activities led by or involving a volunteer, coverage applies to both the City of Lethbridge and the volunteer.

Volunteers are not covered under the City of Lethbridge Worker's Compensation plan and the City does not provide insurance coverage for volunteers to compensate for lost earnings or medical expenses in the event of an accident.

You, Team Organizer, are the heart of these clean-ups. Thank you for all you do.

Lethbridge is a great place because of YOU, and that makes you a hero to us!