

Steps to undertake a World Water Day event

1. **Contact a few local people/students** or other NGOs who are interested in protecting the Environment.
2. **Select a location** – shoreline of a River or a Lake which can be accessed easily and has trash, plastics etc. that could make their way into the waters. Could be a small area 100 meters or so which can be cleaned by the group in 2-3 hours
3. **Confirm the Date and Time** in discussion with the key participants
4. **Talk to a local Municipality** and make arrangements for them to collect the trash bags after cleanup, or arrange to deliver the trash bags by a pick-up truck or other transport to a nearby dumpster/dump site.
5. **Get a small banner/sign made**, if possible, and display that at the site when conducting cleanup.
6. **On the Day of the event** – take a few pictures of the site showing the trash etc. before starting the cleanup. And do the same after the cleanup is over.
7. **Take many pictures during the cleanup**, having participants in action, and a group picture at the end.
8. **On a sign-up sheet get the name, email and phone numbers** of the participants.
9. **Record amount/and volume/weight of trash collected.** Approximate weight per bags and number of bags collected should be fine. Send a report with pictures to Subijoy@verizon.net within 2 weeks after the event.
10. **Have a Chai/snacks get-together with the participants** and encourage them to follow up and disseminate the practice to their friends and family during other occasions during the year. That should make a big difference.

Send your pictures and report by email to Subijoy@verizon.net and cc: rowfoundation@verizon.net

Take a look at our website for one such event in 2015, which should provide a lot of information on conducting and reporting the event – link below:

<http://www.rowfoundation.org/content/row/2013WWD-Rishikesh.pdf>

Frequently asked Questions (FAQs)

Can we get a few badges for the Leaders/coordinators?

Yes, I have given a few badges to the main coordinators in the past. In case they are not available, please print the attached badge in a small/badge size and attach it on your shirt pocket or arm-side by a pin.

How many people should we get?

15-30 people should be fine, but less than that is okay too.

Should we contact or invite local newspaper? Do you want this event to be on paper or not ?



Sure, local Newspaper or media can be contacted. In the past I have sent special messages to the participants in a letter form (Agra), which was published in the local Newspaper and it got attention of many volunteers and they had a great turnout. You can arrange something similar. I can send the letter with a special message for your location/event if you need one.

Should we print T-shirts ? I have come across a logo in the website given by you.

You don't have to go for T-shirts, just print the Patches and give those to wear with safety-pins or clips