

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. . Could be a small area 50-100 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 the banner 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 within 3 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 rowfoundation@gmail.com **within 4 – 8 weeks** after your event for cash prize consideration. To win the WWD cash prize or any special un-announced cash award, please send a complete report with the above items included for the Cash Awards, from best categories (Rs.8500) to Best Event (Rs15,500).

ROW Foundation Announces **Special Cash Awards** for WWD 2025

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| 1. Best Event; (\$175) | 2. Best Event Coverage/Reporting; (\$125) |
| 3. Best Children Participation;(\$100) | 4. Most Sustainable Activity (\$100) |

Take a look at www.rowfoundation.org for WWD reports and pictures, see examples: [World Water Day - 2024 - Reports and Pictures from many sites](#)

Frequently asked Questions (FAQs)

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

Yes, Please print the attached badge in a 8 ½ x 11' size paper or any fabric and cut the badges out -> distribute to ROW volunteers ONLY. They can ...then attach that on shirt pocket by a safety-pin.

How many people should we get?

10 -15 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 we have sent special messages to the participants in a letter form (Agra), which was published in the local newspaper

