



## 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.*

### Getting Started As soon as possible...

	<p><b>Identify Land Owner</b> Is the land public or private? If public, contact the land manager or Agency (for example, Federal land is managed by either BLM, Forest Service, or National Park Service; other land managers include State, City or County Parks Departments). If the land is private, speak directly with the landowner.</p>
	<p><b>Connect with Local Climbing Organization (LCO)</b> LCOs are Access Fund Affiliate organizations. They work at a local level on access and conservation issues with support from the Access Fund. Visit <a href="http://www.accessfund.org/lcos">www.accessfund.org/lcos</a> to view a list of all Access Fund LCOs and see if there is an LCO in your area.</p>
	<p><b>Contact Access Fund</b> We have Regional Directors across the country as well as a Stewardship Director. These people can help you identify the best steps going forward as well as help to connect you with the appropriate people or organizations.</p>

### Get Organized 3-6 months out

	<p><b>Contact Land Manager</b> Express your interest in hosting a volunteer service event in the climbing area.</p>
	<p><b>Organize a Planning Committee</b> Hold a meeting with interested individuals who will help get the project off the ground.</p>
	<p><b>Organize a Site Visit</b> Arrange a meeting with land manager and others with a vested interest to discuss issues you hope to address at the Adopt a Crag.</p>
	<p><b>Set a Date</b> Select the desired day, time and duration of the event.</p>
	<p><b>Register Your Event</b> with the Access Fund at <a href="http://www.accessfund.org/adopt">www.accessfund.org/adopt</a>. We will send you support materials (Adopt a Crag posters, CLIF bars, and a welcome packet with waivers). We also advertise your event in on our website.</p>
	<p><b>Spread the Word</b> Create marketing materials to share through social media, on your website and to your e-mail lists. Send a press release to your local media, including public radio stations, news channels and local newspapers.</p>

### Set for Success 1-3 months out

	<p><b>Get Funding &amp; Support</b> Identify potential costs for the project and create a detailed budget. Begin fundraising, if necessary. Contact local businesses for sponsorship, event donations or other support.</p>
	<p><b>Work the Details</b> Design the overall event plan (meeting location, camping/transportation accommodations, after-event party or gathering).</p>
	<p><b>Stay Legal</b> Check to see if permits and/or liability and insurance waivers are necessary.</p>
	<p><b>Advertise the event to your community.</b> Hang flyers in climbing gyms, gear stores, coffee shops, community boards and trailhead sign boards.</p>
	<p><b>Create Volunteer Registration</b> Knowing how many people plan to attend will help greatly as you plan your projects and event. Use a free service such as Eventbrite to keep registrations simple and consolidated.</p>
	<p><b>Get More People</b> To reach a broad volunteer base, post your event on <a href="http://www.volunteermatch.org">www.volunteermatch.org</a> to connect</p>

	with people looking to participate in local projects.
	<b>Make it Big</b> REI is a great resource and title sponsor of Adopt a Crag. Contact your local store to take advantage of their extensive community outreach, mailing lists, and calendar.
<b>Plan the Project 2 weeks to 1 month out</b>	
	<b>Identify the Worksite</b> These are typically areas that have seen a lot of traffic, with a high concentration of popular/moderate climbs and significant visible impacts (loss of vegetation, erosion, lack of infrastructure)
	<b>Create list of Projects</b> Be sure to highlight the issue and proposed strategy. Include images and details of what resources are needed to complete the project (time, materials, structures)
	<b>Prioritize projects</b> Not every issue can be fixed in one Adopt a Crag. Projects that will have a high impact and can be completed with the resources you have (crew leaders, volunteer #s, time, materials, etc) should be elevated.
	<b>Get Land Manager Approval</b> Visit the site with the land manager, discuss the issue and strategized solutions. A written proposal may be required, outlining the history of the area, impacts to the site, project objectives and resources needed.
<b>Final Details 2 weeks out</b>	
	<b>Get the Tools</b> Identify what trail building and maintenance equipment you will need to carry out the needed or potential tasks. Having the right tool for the job makes a big difference!
	<b>Acquire Materials</b> If you need timbers, rocks, signs, etc. Make sure you arrange for this ahead of time. Consider how it will be delivered to the site and where it will be stored until used for the project.
	<b>Keep it Clean</b> Arrange for garbage cans, bins, and restroom facilities at the cleanup site. Ask people to bring trucks and wheelbarrows to haul trash and debris. Identify site for trash disposal.
	<b>Follow up with Volunteers</b> Contact registered volunteers with necessary information. Include date, meeting time and location, transportation considerations, reminder to bring reusable water bottles, snacks, wear appropriate clothing, and other necessary details.
<b>Day of Event</b>	
	<b>Mark the Area</b> Place signs, orange cones, or flagging to notify others. <i>Notify the local police if necessary.</i>
	<b>Pack the Paperwork</b> Ensure that proper insurance, permits, and liability waivers have been obtained.
	<b>Build a Home Base</b> Pick a “staging area” and keep it staffed (if possible) with information, first aid, snacks, and water dispenser for reusable bottles.
	<b>Promote the Host</b> Display your organization’s newsletter, event calendar, and membership applications, along with Access Fund membership brochures, <i>Vertical Times</i> , and stickers.
	<b>Prepare for Anything</b> Pack first aid kit(s) with pain relievers, sun block, etc., along with <b>plenty of water</b> .
	<b>Collect Information</b> Have the volunteers sign in and complete waiver forms as they arrive. Get names, addresses and emails.
	<b>Organize the Area</b> Have a map to mark projects and where people are working to keep track of everyone involved.
<b>Orientation</b>	
	<b>Welcome &amp; Appreciation</b> Introduce yourself. Thank volunteers and partners for dedicating time. Introduce agency staff, crew leaders, and individuals (unless the group is 10+).
	<b>Project Overview</b> Brief history of area (highlighting climbing). Objectives for the day (big picture).
	<b>SAFETY FIRST!</b> Make everyone aware of best practices, such as: work in pairs, wear Personal Protective Equipment (aka “PPE” - gloves, closed shoes, long shirts), proper tool Carry Use Safety Storage (CUSS), lift with legs not back. Identify people with medical training, location of first aid kits and pertinent emergency evacuation procedures.
	<b>Discuss Environmental Hazards</b> Drink water before you’re thirsty, eat before you’re hungry. Discuss heat and dehydration. Identify any potential wildlife (i.e. snakes) or plant (i.e. poison oak) concerns and site-specific

	considerations (i.e. steep slopes)
	<b>Leave No Trace</b> Be sure to highlight key LNT principles, such as: pack out trash, restroom facilities (or provide wag bags or trowel), keep self and stuff on durable surfaces, minimize impacts to surrounding area by dispersing excess materials, etc.
	<b>Group Photo</b> Everyone loves seeing these after the event for promo, and it's best done before the group disperses.
	<b>Divide and Conquer</b> Break the group out by project tasks. Assign to crew leaders who will discuss project specifics, necessary tools and materials. They then take group to their work site and oversee the volunteers for the remainder of the event.
<b>Keep In Mind: A successful Adopt a Crag has these 3 ingredients...</b>	
	<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. Share knowledge on responsible climber behavior, local plants and animals,
	<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. Report back to group total work completed.
<b>Post Event <i>Less than 1 month after event</i></b>	
	<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 email to your volunteers as well as project partners and event sponsors.
	<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. You can fill out the form by visiting <a href="http://www.accessfund.org/adopt">www.accessfund.org/adopt</a>.</b>
	<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 will make the public more aware of climbers' commitment to stewardship.