

# Lake Travis Underwater Cleanup Dive Captain Guide

## **LAKE TRAVIS UNDERWATER CLEANUP OVERVIEW**

Sunday, September 11, 2011 will mark the 17th anniversary of the Lake Travis Underwater & Shoreline Cleanup, a community-driven event that helps remove tons of trash and debris from littering Lake Travis. Almost a thousand volunteers participated in 2010, gathering approximately 1.25 tons of trash from the shores and waters of Lake Travis. The goal of the event is to keep our waters and shoreline clean so that divers, boaters and other visitors can enjoy a clean and healthy Lake Travis and Colorado River for generations to come.

Benefits of the Lake Travis Underwater Cleanup include:

- A cleaner physical environment
- Changes in attitudes and behavior toward littering
- Increased education and awareness about individual responsibility regarding the minimization of waste, recycling, reuse, litter and community improvement
- An enhanced quality of life for residents of the community
- Economic benefits
- Positive awareness for your dive shop/organization and its work in the community

***The Colorado River Foundation (CRF), Keep Austin Beautiful (KAB), Travis County, and the LCRA partner to organize this event.***

## **EVENT LOGISTICS**

To have a successful event, it is important to follow the below steps:

- 1. Customize your Lake Travis Underwater Event Material**
- 2. Recruit Dive Volunteers**
- 3. Communicate with Dive Volunteers**
  - a. Log into your Event Registration Management Page**
  - b. E-mail Volunteers using provided Templates**
- 4. Attend Dive Captain Meeting**
- 5. Thank Dive Volunteers**

### **1. CUSTOMIZE YOUR LAKE TRAVIS UNDERWATER CLEANUP EVENT MATERIAL**

There are several resources that can be customized to attract dive volunteers. These items can be downloaded from the Dive Captain's page.

[www.keepaustinbeautiful.org/divecaptain](http://www.keepaustinbeautiful.org/divecaptain)

### **2. RECRUIT VOLUNTEERS**

Recruiting dive volunteers is one of the most important parts of the Lake Travis Underwater Cleanup. Enthusiastic, committed, helpful divers are essential, so be sure that you contact all potential participants.

Here are some ways to utilize a few of the awareness techniques and materials to enlist volunteer support:

- Customize and distribute flyers (post on bulletin boards in your shop, in local businesses and restaurants in your area)
- Emails, internet postings, facebook, twitter and any other means of spreading the word, serve to alert potential dive volunteers about the event, the date and how to get involved


### **3. COMMUNICATE WITH VOLUNTEERS**

Communicating with your dive volunteers is just as important as recruiting volunteers for the Lake Travis Underwater Cleanup.

#### **A. LOGIN TO YOUR EVENT REGISTRATION MANAGEMENT PAGE**

Your Event Registration Management Page contains an online list of all the volunteers that have registered outside your shop to help with your cleanup and includes their name, group, e-mail address, and number of volunteers.

## **LOG-IN INSTRUCTIONS**

1. Go to: <http://forms.keeperbeautiful.org/Forms/EventRegistrationManagement.aspx>
2. Enter your 4-digit access code then click "Search" to find your event  
*The access code will be emailed to you.*
3. Click the edit button, , to make changes to your event
4. Click the "+" to expand the list of your pre-registered volunteers

## **BEFORE AUGUST 26TH:**

- Send a reminder email to volunteers who are signed up for your site. You can access their information by using the login instructions above.
  - o Include a special note if volunteers need to bring their own water, work gloves, equipment/tools, snacks, etc.
- Locate the nearest hospital to your cleanup dive site in case of an emergency and take directions with you.

## **AUGUST 29TH – CAPTAIN'S MEETING:**

- Collect supplies from: LCRA Redbud Center, 3601 Lake Austin Blvd, Room TBD

## **ON THE BIG DAY, SEPTEMBER 11TH:**

- Arrive at your designated meeting point at 8:00AM to set up your sign-in area and greet any early arrivals.

## **ONCE VOLUNTEERS ARRIVE:**

- Thank them for participating in the Lake Travis Underwater Cleanup
- Share a bit of information about your dive group/shop
- Remind volunteers that the cleanup is followed by a **Volunteer Party** at Carlos' N' Charlie's (5973 Hilina Road) from 11:30AM-1:00PM
  - o Wristbands are needed to participate in activities and get food. Wristbands will be provided with your cleanup supplies.
  - o Free lunch (burgers/veggie burgers, chips, sodas/water)
  - o A cash bar will be open at Carlos' N' Charlie's at noon
- Review Safety Guidelines
- HAVE A GREAT DIVE!**

## **AFTER THE CLEANUP:**

- Thank volunteers for helping out
- Remind everyone to head over to the volunteer party
- Fill out the report form online, using the login instructions above

**EMERGENCY PROCEDURE**

If someone is injured during your cleanup, please make sure they seek immediate medical attention. If they do not have someone with them who can take them to the hospital please arrange transportation for them or call 9-1-1. Use the Emergency Form to write down the injured volunteer's name, injury, etc. using the form provided. Once the situation is under control please let KAB know by calling (512)391-0622 or emailing [cora@keepaustinbeautiful.org](mailto:cora@keepaustinbeautiful.org) the following Monday.

**Emergency Contact Form**

**Emergency Phone Number:** 9-1-1 or 3-1-1 (for non-medical emergency)

**Injury Form**

Name \_\_\_\_\_ Parent's/Guardian's Name \_\_\_\_\_ M F  
Sex

( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
Phone Phone

Address \_\_\_\_\_

City, ST ZIP Code \_\_\_\_\_

**Description of Injury:** \_\_\_\_\_

\_\_\_\_\_

**Injury Form**

Name \_\_\_\_\_ Parent's/Guardian's Name \_\_\_\_\_ M F  
Sex

( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
Phone Phone

Address \_\_\_\_\_

City, ST ZIP Code \_\_\_\_\_

**Description of Injury:** \_\_\_\_\_

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