Final Summary Report - 2016

Galveston Bay Estuary Program
Supports the 2016 River, Lakes, Bays ‘N Bayous Trash Bash®

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**Executive Summary**

The annual River, Lakes, Bays N’ Bayous Trash Bash® is a volunteer-based waterway cleanup event held since 1994 at multiple locations across the Houston-Galveston region. The mission of the Trash Bash® is to promote environmental stewardship of our watershed through public outreach while utilizing hands-on educational tools and by developing partnerships between environmental, governmental, and private organizations.

In 23 years, more than 102,588 volunteers have collected more than 2,137 tons of trash and 10,135 tires while cleaning 1,297 miles of shoreline at Trash Bash® sites. Over the years, the event grew from 7 to 17 cleanup locations, with 15 locations (Appendix L) participating in 2015. (Appendix B)

**Introduction**

This project supports many Galveston Bay Estuary Plan goals:
- PPE-1: Establish citizen involvement as an integral part of GBEP
- PPE-3: Develop and implement a long-range adult education and outreach program
- PPE-5: Continue to develop effective volunteer opportunities from citizens
- SD-5: Improve trash management near the shoreline

Trash Bash® will also implement PPE priority goals contained in the Charting the Course to 2015: Galveston Bay Strategic Action Plan (SAP).

Specific goals include:
- Public Stewardship Goal 1, Objective B: Develop and promote programs and events to encourage all cultural components of the community to participate in Bay stewardship activities.
- Public Awareness Goal 2, Objective B: Develop and promote initiatives, programs, and events that reach all cultural components of the community and specific target audiences.
**Project Methodology**

Trash Bash® is organized by the Houston-Galveston Area Council (H-GAC) Regional Coordinator (Appendix A), the Texas Conservation Fund, and a volunteer-based Steering Committee. The Steering Committee is comprised of site coordinators and other interested individuals. This team meets monthly beginning in the fall and twice during the month before the day of the event. The attached sample agendas (Appendix C) illustrate the various topics discussed at the planning meetings. H-GAC staff support a full event website and a web-based, password-protected planning tool used by site coordinators to plan for the needs of individual sites and effectively communicate that information to the regional coordinator. (Appendix I) Appendices G, H, K contain documentation of roles, responsibilities, and reporting functions of the committee.

A timeline for site coordinators and regional coordinators (Appendix J) is available to help make sure important milestones and deadlines are met. In order to better manage volunteers, a Group Registration process was implemented in 2015 so that site coordinators could plan for large groups. A Trash Bash® Hotline phone number and email address is available for responding to questions from potential volunteers.

A variety of tools are used to promote the Trash Bash® event (Appendix D):

- Before the event, “Save-the-Date” postcards are printed and distributed to approximately 15,000 interested individuals who have signed up for event notification with an additional 5,000 for use by individual site coordinators.
- An e-newsletter is sent to 550 contacts, and additional interested individual email addresses are continually added to decrease the amount of traditional mailings.
- Posters (550) that include event and sponsor information were printed and distributed to sponsors, site coordinators and volunteers a few weeks prior to the event for display.
- More than 100 posting were made to Facebook with information about the event and how to volunteer. Facebook eclipsed the 670 followers mark during April 2016.
- See more about communications in the Conclusions and Lessons Learned section of the report.

In order to raise awareness of and excitement about Trash Bash® in Houston-Galveston area schools, a T-shirt Design Contest began in 2014. The winning design is used on the approximately 5,000 t-shirts distributed to volunteers each year. Four student designs are recognized each year with framed copies of their design and cash awards. For 2016, the winner was a Cy-Fair ISD middle-school student. Her design can be viewed in Appendix D. All of the winning designs are posted to the Trash Bash® website and Facebook.

The Trash Bash® organization provides trash bags, gloves, garbage pickers, safety equipment, lunch, and a commemorative t-shirt for all volunteers. Scouts can earn a patch for volunteering at the event. (Appendix D)
Trash Bash® also provides portalets, hand washing stations, tents, signage, solid waste disposal, tire recycling, and environmental education displays/resources to all sites.

After the event, Trash Bash® Regional Coordinators collect individual site reports and surveys, compile the numbers, and update cumulative results documents and the website.

An appreciation luncheon is held for site coordinators and sponsors. In 2015, 40 sponsors and 29 coordinators attended the luncheon at Monument Inn on May 18.

**Trash Bash® Coordinator Tasks**

- Updating hotline and website
- Checking hotline and email
- Returning calls and emails
- Facilitating steering committee meetings
- Coordinating steering committee planning meetings, including agenda and meeting notes
- Writing and sending out sponsor letters
- Communicating and coordinating with all vendors, site coordinators, and sponsors
- Acquiring quotes and ordering supplies
- Coordinating park and sound permits
- Ensuring event has event and transportation insurance
- Compiling and distributing supply allocation lists
- Following up with coordinators to ensure correct number of supplies
- Updating postcard and email mailing lists
- Sending out email updates to volunteers via Constant Contact list
- Updating sponsor lists and tracking contributions
- Compiling event results
- Performing storage unit inventory
**Funding Overview**

Trash Bash® is managed by the Texas Conservation Fund, a 501(c)(3) organization, with additional guidance and leadership from its 42-person Coordination Committee and H-GAC.

The event is funded through a variety of sources, including:
- Texas Commission on Environmental Quality (TCEQ) 319 Grant program
- TCEQ Supplemental Environmental Project (SEP) funds
- Private and Corporate Sponsorship
- Additional funding through the Galveston Bay Estuary Program.

Sponsors (including GBEP) once again generously supported this year’s Trash Bash® with both cash and in-kind donations.
- In-kind services provided waste containers and disposal, bottled water for volunteers, hand washing stations and portalets.
- Cash donations funded printing costs, a portion of the solid waste disposal costs, lunch for volunteers, commemorative t-shirts, and the Regional Coordinator position.
- Trash Bash® provided buses to some sites to safely transport volunteers to satellite/remote cleanup locations.

**GBEP Contract**

*Project Task 1: Printing, laminating, and/or procuring educational posters*

H-GAC will print, laminate, and/or procure educational posters relating to water quality and biodegradation for all 15 Trash Bash® sites for the 2015 and 2016 events.
- H-GAC must provide a detailed description of all printed materials (including posters) to TCEQ and the Trash Bash® Steering Committee prior to printing.
- H-GAC must provide invoices for all materials printed and/or procured.

Items printed and/or laminated for Trash Bash® included (see Appendix N for examples and invoices for each item):
- Printing of 16 Trash Bash® Event Cumulative Impact posters that summarize the results of all prior Trash Bash® events.
- Laminating of 6 existing Pitch the Poop posters that illustrate the problem of bacteria associated with dog waste that are used along with the Pitch the Poop educational display/game.
- Purchase of 15 and lamination of 16 Mote Marine Laboratory & Aquarium (MOTE) Marine Debris Degradation Timeline posters that illustrate the time that it takes for common items of trash to decompose in the water for 2016 event.
- Printing of 16 Coroplast stormwater posters to illustrate the concept of stormwater flow and management to accompany the Low Impact Development (LID) display/game.
Laminating of 1 existing What Can You Do educational poster that contains suggestions for protecting water quality for Trash Bash® tri-fold displays.

Printing and laminating of 18 each of two art pieces that illustrate common residential pollutants and design solutions for the Low Impact Development (LID) display/game.

Printing of 10 Coroplast Caution Safety posters used to brief volunteers about potential dangers while cleaning along the waterways.

Printing of 16 Trash Bash® Event Cumulative Impact posters that summarize the results of all prior Trash Bash® events.

Purchase of 75 and lamination of 16 Mote Marine Laboratory & Aquarium (MOTE) Marine Debris Degradation Timeline posters that illustrate the time that it takes for common items of trash to decompose in the water for 2017 event. The rest will be held in reserve as replacements for future events.

Printing of 16 Coroplast Pitch the Poop posters that illustrate the problem of bacteria associated with dog waste that are used along with the Pitch the Poop educational display/game.

Printing of 16 Coroplast Fats, Oils, Grease posters to illustrate the problems associated with the improper disposal of fats, oils, and grease and how it can cause sanitary sewer overflows that elevate bacterial levels in stormwater.

Printing of 16 Coroplast stormwater posters to illustrate the concept of stormwater flow and management to accompany the Low Impact Development (LID) display/game.

Printing of 16 Coroplast of each of 3 rhyming pledges (Pitch the Poop; Fats, Oils, Grease; Low Impact Development) that accompany the three interactive educational games used at Trash Bash® each year.

Printing of 16 Coroplast posters (48 total) that update each of the 3 posters that are used in a tri-fold educational display board each year at Trash Bash®. Subjects of the posters are What Watershed Do You Live In?, The Journey of Trash, and What Can You Do?.

Printing of 5,000 two-sided Rack Cards (3.5”x8.5”) to help educate people about the annual event.

Printing of 5,000 water quality tri-fold brochures to educate volunteers at Trash Bash® about protecting stormwater from potential pollutants and contaminants.

Printing of two sets of stormwater quiz cards to be used as conversation starters in Trash Bash® educational areas (pilot project).

Project Results

There were 15 cleanup locations in 2016. (Appendix K) No new sites were added for 2016 but three sites added four satellite locations for cleaning (Brays Bayou [2], Little White Oak Bayou [1], and White Oak Bayou [1]), resulting in a substantial increase in trash collected and a record number of shoreline miles (177) cleaned. Photos of the event can be found in Appendix E.

In 2016, 4,578 individuals volunteered at 15 sites; including 2,234 under 18 years of age, 1,344 were scouts. Almost 54 tons of trash was collected and 518 tires were
gathered for recycling. Volunteers cleaned 177 miles of shoreline and collected 2,816 pounds of material for recycling. *(Appendix B).*

Educational displays and/or activities are provided for each location:

- A new interactive game to illustrate the advantages of low impact development (LID) for controlling stormwater quantity and quality was designed and provided to each location. Accompanying it was a poster that illustrates the concept of stormwater. *(Appendix M)*
- The popular “Pitch the Poop” (bacteria and nutrient pollution from pet waste) and “Defeat the Grease Monster” (fats, oils, grease disposal) games were used at all sites again in 2015. Clever rhyming pledges have been created for all three games to encourage participants to commit to the behaviors suggested by each display.
- A “Marine Debris Biodegradation Timeline” poster was used by all sites in order to supplement the educational materials and provide a visual of the breakdown life of common trash items.
- All sites use a trifold display that contains posters explaining (1) the concept of a watershed (2) the journey of trash (3) what you can do.
- Sites may host additional watershed demonstrations by partner organizations to help increase awareness and understanding of water quality and conservation.

**Conclusions & Lessons Learned**

H-GAC staff has identified the following areas for potential growth and improvement for future Trash Bash® events:

**Accomplishments**

**Awards**
- Trash Bash was the recipient of four awards during the past 12 months.
  - Keep Houston Beautiful Mayor’s Proud Partners Award
  - Keep Texas Beautiful Civic Organization Award
  - Texas Environmental Excellence Award Finalist
  - U.S. EPA Gulf Guardian Award – Third Place

**Launch of the 2016 LID Educational Game**
- Introduced in 2016, a Low Impact Development display is used at all 15 locations to illustrate the various ways to use landscape concepts to reduce flooding, improve water quality, and conserve water on residential properties. It uses a series of absorbent and nonabsorbent materials to illustrate the concepts of impervious pavement, typical lawns, and low impact development techniques. Accompanying the display is a poster that illustrates the general concept of stormwater runoff. This display is a great conversation starter with adult men.

**Continued use of “Pitch the Poop” Educational Game**
- Introduced in 2014, Pitch the Poop, which focuses on bacteria in waterways, is still popular with participants, particularly with youth.

**Continued use of “Defeat the Grease Monster” Educational Game**
• Introduced in 2015, this game is a substantial conversation starter about the proper disposal of fats, oils, and grease, especially with adult women.

Supply Distribution
• Supply distribution for food items was moved from the H-GAC building site to a location very close to the site of distribution for water and t-shirts for the second year. Site coordinators did not have to drive trucks and trailers across Houston to pick up supplies. To streamline the process, only one type of chips and one type of cookie was ordered again. Trash Bash maintains two storage units to store supplies for the 15 sites. Appointments are made for pickup and return of supplies to streamline the process.

Partner Involvement
• Trash Bash® was approached by The Greensheet in early 2015 to partner for a contest for a renewed youth-focused feature, “Youth Scoop.” A K-12 concrete art poetry contest was held. Three winners were chosen and featured on the back page of the April “Youth Scoop.” (Appendix D)

Sponsorship
• Waste Management supplied 63 port-a-let and hand washing stations for the event as a 100% in-kind donation, saving the event more than $5,000 in expenses.
• H-E-B again donated $5,000 in gift cards used by sites to purchase supplies for lunch, safety items, and door prizes.

T-shirt Contest
• The T-shirt design contest is a great way to garner enthusiasm for Trash Bash® in the schools. Because the contest is in the fall, the winners are announced in the winter, and the event is held in the spring, we are able to promote the event multiple times throughout the school year. Using a database of art teachers and administrators in 27 school districts, nearly twice as many entries were received, including a winner from one of the new ISDs.

Communications Plan
• In 2016, an event communications plan was followed (Appendix F) for the first time to plan and track media and public outreach. The creation and monthly updating of the plan allowed site coordinators to become more involved in the promotion of the event and see what was happening.
• More than $284,000 in media value was accomplished without any media purchases. Tracking media values was useful to show the importance of reaching out to media to grow the event.
• Accomplishments included a 50+ picture slideshow in the Houston Chronicle’s online website [www.chron.com].
• The Greensheet and Trash Bash® sponsored a concrete visual poetry art contest with the winners featured in The Greensheet’s back-cover feature “Youth Scoop” page in April.
• The Greensheet provides two free advertisements in their print and online editions in the months prior to the event and ran the press release in full. (Appendix F)
• An online calendar database was created.
• A cycling/running club database was used to reach out to an audience that shares the trails Trash Bash® cleans.
Opportunities for Growth

Concentrated Publicity Efforts
- Complete a new Communications Plan again for 2017 with a varied, targeted, and pyramidal approach to reach potential volunteers using both traditional (print, TV, radio, billboard) and online/social media vehicles.

Potential for New Sites
- Evaluate the attendance and trash volume trends at each site and determine if new locations are required or if it is possible to clean different locations from existing sites using satellite locations. The success of the 4 new satellite locations will hopefully encourage other existing sites to stretch their reach into new areas that need attention. Several leads exist for new sites for 2017. They will be followed up on during the summer months.

Nontraditional Funding Sources
- Investigate methods of raising small cash donations from the public that could be used for non-restricted purposes, including advertising and to offset staffing costs in the future. Social media and internet applications make donating very easy to do and track.

Conclusion

The River, Lakes, Bays N’ Bayous Trash Bash® is in its third decade cleaning the waterways of the Houston-Galveston area. It continues to attract thousands of volunteers each year who are committed to a cleaner waterscape. The importance of the steering committee, site coordinators, and administrative task help make the monumental organization of this event possible. The Steering Committee sincerely appreciates your continued support. Without our generous sponsors, an event of this importance and magnitude would not be possible, and for that, we are extremely grateful.

The Brays Bayou site, coordinated in part by the Galveston Bay Estuary Program, would like to thank Great Texas Federal Credit Union, TCEQ/R-12, Boys/Girls Scouts’ Frost Bank, Nestle Waters, Top Spot Internet Marketing, Port of Houston Authority, Milby High School R.O.T.C, Pillsbury Law, and Amy Catherine Dinn.

For additional information about the event, visit www.TrashBash.org.
APPENDIX A

Regional Coordinator Responsibilities
Assistant Coordinator Responsibilities

Working with Site Coordinators: 10%
- Answering questions via email and phone
- Forwarding appropriate materials (including by not limited to: food delivery/pickup schedules, event updates and allocation lists)

Working with vendors/ supplies: 20%
- Ordering food, drinks, ice, print approvals, etc.
- Researching new vendors
- Submitting quotes and work orders

Miscellaneous Administrative duties: 45%
- Checking Trash Bash email and hotline, returning calls and emails as necessary
- Updating database
- Modifying forms and letters
- Compiling event totals
- Preparing reports and updates

Sponsorship/Grants: 10%
- Researching applicable grants and sponsorships
- Following up on sponsorship requests
- Providing sponsors with updated event information including results, Appreciation Luncheon, pictures, etc.
- Completing grant and sponsorship requests

Inventory: 5%
- Conducting inventory at both H-GAC office as well as storage units
- Distributing and receiving event supplies including signage, tents, forms, etc.

Outreach, Public Relations and Volunteer Relations: 5%
- Answering corporate and private volunteer group questions
- Promotion of Trash Bash at community events
- Submitting media requests to community papers, internet sites and personal media contacts

Planning/ Meetings/Event Execution: 5%
- Meetings w/ Regional Coordinator, Project Manager and Board President re: event status and action items
- Executing Trash Bash event
- Appreciation Luncheon
APPENDIX B

Results Summary by Site

Cumulative Results Summary
<table>
<thead>
<tr>
<th>Site</th>
<th>Trash</th>
<th>Tires</th>
<th>Recycled</th>
<th>Volunteers</th>
<th>Under 18</th>
<th>Scouts</th>
<th>Miles Cleaned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Armand Bayou</td>
<td>1060</td>
<td>49</td>
<td>1160</td>
<td>585</td>
<td>295</td>
<td>218</td>
<td>43</td>
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<tr>
<td>Bastrop Bayou</td>
<td>3800</td>
<td>46</td>
<td>24</td>
<td>76</td>
<td>12</td>
<td>0</td>
<td>12</td>
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<tr>
<td>Brays Bayou (Mason Park)</td>
<td>4800</td>
<td>6</td>
<td>30</td>
<td>242</td>
<td>42</td>
<td>40</td>
<td>3</td>
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<tr>
<td>Buffalo Bayou (Terry Hershey Park)</td>
<td>3400</td>
<td>2</td>
<td>327</td>
<td>497</td>
<td>227</td>
<td>139</td>
<td>12</td>
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<tr>
<td>Cypress Creek</td>
<td>5000</td>
<td>1</td>
<td>50</td>
<td>803</td>
<td>456</td>
<td>350</td>
<td>9</td>
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<tr>
<td>Dickinson Bayou</td>
<td>21920</td>
<td>332</td>
<td>5</td>
<td>245</td>
<td>137</td>
<td>84</td>
<td>16</td>
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<tr>
<td>Galveston Bay-Seabrook</td>
<td>15000</td>
<td>12</td>
<td>200</td>
<td>285</td>
<td>170</td>
<td>55</td>
<td>3</td>
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<tr>
<td>Galveston Bay-Virginia Pt.</td>
<td>8420</td>
<td>13</td>
<td>240</td>
<td>167</td>
<td>64</td>
<td>10</td>
<td>22</td>
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<tr>
<td>Lake Conroe</td>
<td>2000</td>
<td></td>
<td></td>
<td>430</td>
<td>200</td>
<td>175</td>
<td>10</td>
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<tr>
<td>Lake Houston</td>
<td>2480</td>
<td>12</td>
<td>100</td>
<td>294</td>
<td>161</td>
<td>92</td>
<td>6</td>
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<td>Little White Oak Bayou (Moody Park))</td>
<td>12000</td>
<td>15</td>
<td>100</td>
<td>305</td>
<td>100</td>
<td>5</td>
<td>4</td>
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<tr>
<td>Sims Bayou</td>
<td>15300</td>
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<td>40</td>
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<td>55</td>
<td>15</td>
<td>5</td>
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<td>White Oak Bayou North (Ermel Elementary)</td>
<td>2100</td>
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<td>40</td>
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<td>15</td>
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<td>6000</td>
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<td>450</td>
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<td>14</td>
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<td><strong>Totals</strong></td>
<td>107780</td>
<td>518</td>
<td>2816</td>
<td>4578</td>
<td>2234</td>
<td>1344</td>
<td>177</td>
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<tr>
<td><strong>53.89</strong> tons</td>
<td></td>
<td></td>
<td><strong>1.41</strong> tons</td>
<td></td>
<td><strong>48.80%</strong></td>
<td><strong>29.40%</strong></td>
<td><strong>8.5% increase</strong></td>
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</tbody>
</table>

HCFCD Reports in cubic yards of waste, including tire weight: converted using 300 lbs. per cubic yd.
Republic Dumpster reported actual tonnage.
Armand Bayou -Total weight per City of Pasadena
Most shoreline miles cleaned since recording of this statistic began.
## Cumulative Results by Year

<table>
<thead>
<tr>
<th>Year</th>
<th>Volunteers</th>
<th>Trash (tons)</th>
<th>Tires</th>
<th>Recycled (tons)</th>
<th>Shoreline (miles)</th>
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<tr>
<td>1994</td>
<td>4,685</td>
<td>150</td>
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<td>N/A</td>
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<td>1995</td>
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<td>1996</td>
<td>4,500</td>
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<td>145</td>
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<td>1998</td>
<td>3,092</td>
<td>97</td>
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<td>N/A</td>
<td>N/A</td>
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<td>1999</td>
<td>3,900</td>
<td>145</td>
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<td>N/A</td>
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<td>2000</td>
<td>5,125</td>
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<td>1,349</td>
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<td>N/A</td>
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<td>2001</td>
<td>4,830</td>
<td>212.5</td>
<td>677</td>
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<td>93.8</td>
<td>573</td>
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<td>74.41</td>
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<td>N/A</td>
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<td>2005</td>
<td>2,766</td>
<td>73.6</td>
<td>643</td>
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<td>2006</td>
<td>4,417</td>
<td>55</td>
<td>788</td>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td>2007</td>
<td>1,000</td>
<td>6</td>
<td>200</td>
<td>Heavy rains affected participation.</td>
<td></td>
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<tr>
<td>2008</td>
<td>4,471</td>
<td>42.5</td>
<td>643</td>
<td>0.7475</td>
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<td>2009</td>
<td>4,678</td>
<td>107.5</td>
<td>636</td>
<td>0.343</td>
<td>79</td>
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<td>2010</td>
<td>5,566</td>
<td>104</td>
<td>841</td>
<td>0.398</td>
<td>122.6</td>
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<td>2011</td>
<td>6,722</td>
<td>69.61</td>
<td>636</td>
<td>2.7585</td>
<td>176</td>
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<tr>
<td>2012</td>
<td>6,274</td>
<td>30.73</td>
<td>474</td>
<td>3.56</td>
<td>158.8</td>
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<td>2013</td>
<td>5,012</td>
<td>49.3</td>
<td>483</td>
<td>2.91</td>
<td>167</td>
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<td>2014</td>
<td>4,622</td>
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**TOTAL**

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<th>Total Trash (tons)</th>
<th>Total Recycled (tons)</th>
<th>Total Shoreline (miles)</th>
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APPENDIX C

Steering Committee Agendas
AGENDA

Event Date: Saturday, April 2, 2016

Agenda Items
1. Welcome & Introductions
   a. H-GAC Staff
   b. TCF Board
   c. Steering Committee Introductions
2. Meeting Calendar and Deadlines
   a. Site Inspection / Review
      i. Review & Revise Site Map and Site Information page – due 10/14
      ii. Layout for Dumpsters, Tents, and Port-o-Lets – due 1/13
      iii. Transportation Maps – due 2/10
   b. Budget & Allocation
      i. Review & Revise Allocation Forms – due 11/11
      ii. Additional Supplies / Material Needs
3. Site Coordinator Information & Resources
   b. Password: sitecoordinator2014
4. Fundraising
   a. Sponsorhip Letters
   b. Returning Sponsors
   c. New Sponsors / Sponsorship Opportunities?
5. Branding & Design
   a. Postcard
   b. Poster
   c. Patch Design idea submissions
   d. T-Shirt Design Contest
6. Publicity & Communications
   a. Draft Communications Plan
   b. Save the Date Electronic Postcards (volunteer and sponsor versions)
   c. Promote Facebook – like it and invite volunteers and friends to like and share
7. New Business & Concerns
   a. Award applications and winners
   b. Review of successes/suggestions for improvement from last event
      i. Survey results
   c. Need for expansion to meet terms of 319 Grant
      i. New site
      ii. Affiliate site(s)
      iii. Expansion of existing sites to increase miles of shoreline cleaned
   d. Potential for new port-a-let deal with Waste Management
   e. Involvement with local Keep (Insert your city) Beautiful chapters

Site Coordinators Website: http://www.trashbash.org/401/login.php?redirect=/site-coordinator.html

Next Meeting: Wednesday, October 14, 2014 at 10:00am
AGENDA

1. Welcome & Introductions  
   a. H-GAC Staff  
   b. TCF Board  
   c. Steering Committee Introductions

2. Meeting Calendar and Deadlines  
   a. Importance of deadlines for a smooth event  
   b. Status of Trash/Tire disposal for event  
   c. Relevant Deadlines  
      i. Review & Revise Site Map and Site Information page – DUE TODAY  
      ii. Review & Revise Allocation Forms – due 11/11  
      iii. Layout for Dumpsters, Tents, and Port-o-Lets – due 1/13  
      iv. Transportation Maps – due 2/10

3. Site Coordinator Information & Resources  
   a. [Website Link]  
   b. Password: sitecoordinator2014  
   c. Educational projects need approval by Steering Committee  
   d. Certificates of Appreciation (Seabrook and Terry Hershey)

4. Fundraising  
   a. Total raised to date = $?? – TCF report if available

5. Branding & Design  
   a. Postcard – in printing process (view final design)  
      i. Mailing this month  
      ii. Site allocations distributed at 11/11 meeting  
   b. Poster – any objections to the design from last year? Resize to 11X17.  
   c. Patch Design idea submissions DUE TODAY  
   d. T-Shirt Design Contest  
      i. deadline 10/23 to submit art  
      ii. judging at 11/11 meeting

6. Publicity & Communications  
   a. Promotional signage options  
   b. Communications Plan – progress and final comments  
   c. Promote Facebook – like it and invite volunteers and friends to like and share

7. New Business & Concerns  
   a. Review of successes/suggestions for improvement from last event  
      i. Discuss Survey results  
      ii. Roles of coordinating volunteers – ideas, suggestions  
   b. Need for expansion to meet terms of 319 Grant  
      i. New, affiliate, or expanded sites - report  
   c. Involvement with local Keep (Insert your city) Beautiful chapters

Site Coordinators Website: [Website Link]  
Next Meeting: Wednesday, November 11, 2015 at 10:00am  
Houston-Galveston Area Council  
3555 Timmons Lane  
2nd Floor conference room A
AGENDA

1. Welcome & Introductions
2. Meeting Calendar and Deadlines
   a. Trash/Tire disposal for event – need a few verifications
   b. Relevant Deadlines
      i. Review & Revise Site Map and Site Information page – PAST DUE
      ii. Review & Revise Allocation Forms – DUE TODAY
      iii. Layout for Dumpsters, Tents, and Port-o-Lets – DUE 1/13
      iv. Transportation Maps – due 2/10
3. Site Coordinator Information & Resources
   b. Password: sitecoordinator2014
   c. Educational projects need approval by Steering Committee
   d. New game/display based on LID – presentation in December
   e. Certificates of Appreciation (Seabrook and Terry Hershey)
4. Fundraising Reports
5. Branding & Design
   a. Postcard Distribution
      i. Get yours before you leave today – record amount taken please.
      ii. Postage Permit is NOT valid
   b. Poster – same format/design but resized to 11X17.
   c. Patch Design proposal
   d. T-Shirt Design Contest
      i. Entries from Pearland ISD, Brazosport ISD, Aldine ISD, CyFair ISD
      ii. Judging before you leave today
      iii. If you cannot attend the meeting, please access the entries on the Site Coordinator page (T-shirt Design Art Entries) and vote by Friday Nov. 20. Please vote for your top 4 entries in order of preference. Use the PDF page number as the voting reference.
6. Publicity & Communications
   a. Check on outdoor options in December
   b. Working on PSA this month
   c. Communications Plan – follow progress on Site Coordinator page
   d. Promote Facebook – like it and invite volunteers and friends to like and share
   e. Rack Card for Trash Bash – educational info – not event specific.
7. New Business & Concerns
   a. Comments from Survey?
   b. Reports on new sites or satellite locations
   c. Involvement with local Keep (Insert your city) Beautiful chapters – reports
   d. Date for January meeting – GBEP Symposium – discuss change?
   e. Other new business
   f. Voting procedures for t-shirt art contest
AGENDA

1. Welcome & Introductions
2. Meeting Calendar and Deadlines
   a. Relevant Deadlines
      i. Trash/Tire disposal haulers for event – PAST DUE
      ii. Review & Revise Site Map and Site Information page – PAST DUE
      iii. Review & Revise Allocation Forms – PAST DUE
      iv. Layout for Dumpsters and PortaLet – DUE 1/12 – distribute today
      v. Transportation Maps – due 2/10
   b. All forms (in BLUE text) are uploaded to the site coordinator page – Gray “Updated” means you have reviewed and changes have been made. All GRAY text means I have no form to upload.
3. Site Coordinator Information & Resources
   b. Password: sitecoordinator2014
4. Fundraising Reports
   a. Texas Conservation Fund
   b. Individual Sites
   c. Enviroscape special fundraiser activity
5. Branding & Design
   a. Postcard Distribution
      i. ready for pick up if you didn’t get them in November - please sign for them
      ii. about 500 English/100 Spanish left
      iii. PDF and JPG versions are posted on site coordinator webpage
   b. T-Shirt Design Contest Winners
   c. Outdoor event signage
      i. Minute Sign manufacturer is no longer in business
      ii. Other possibilities for event signage
6. Publicity & Communications
   a. Running and Cycling Clubs contacts
      i. Ideas for further contact
   b. Calendar Newsletter requests
      i. Let me know who you contact for the master list
   c. PSA
   d. Communications Plan – follow progress on Site Coordinator page
   e. Promote Facebook – like it and invite volunteers and friends to like and share
   f. #TrashBash2016
   g. Rack Card for Trash Bash – educational info – not event specific
7. New Business & Concerns
   a. Reports on new sites or satellite locations
   b. Report on 319 educational display
   c. Reports on involvement with local Keep (Insert your city) Beautiful chapters
   d. Other new business
AGENDA

1. Welcome & Introductions

2. Meeting Calendar and Deadlines
   a. Relevant Deadlines
      i. Finalized Layout Maps for Dumpsters and PortaLets – **DUE by TODAY**
         1. Verify numbers for Portalets
         2. Verify numbers for Dumpsters
      ii. Transportation Maps – **due 2/10**
         1. Verify numbers for Shuttles
         2. Verify numbers for Buses
      iii. See chart at end of agenda* to verify numbers
   b. Verification of items stored off-site (email sent earlier)

3. Site Coordinator Information & Resources
      i. Password: sitecoordinator2014
      ii. All forms (in BLUE text) are uploaded to the site coordinator page.
      iii. Gray “Updated” means you have reviewed and changes have been made.
      iv. All GRAY text means I have no map to upload.

4. Fundraising Reports
   a. Texas Conservation Fund
   b. Individual Sites
   c. Enviroscape special fundraiser activity
   d. Sponsorship List Deadline – firm on January 29 for inclusion on printed materials

5. Branding & Design
   a. Postcard Distribution
      i. ready for pick up if you didn’t get them in November - please sign for them
      ii. about 500 English/100 Spanish left
      iii. PDF and JPG versions are posted on site coordinator webpage
   b. Outdoor event signage
      i. Going with the old plywood 4’x8’ signage again this year -
      ii. Month/Day stickers will be ordered (two parts for ease of application)

6. Publicity & Communications
   a. PSA completed, posted on website and on YouTube
      i. English [https://www.youtube.com/watch?v=3LxQ-cCmgeQ](https://www.youtube.com/watch?v=3LxQ-cCmgeQ)
      ii. Spanish [https://www.youtube.com/watch?v=Ilm_2TYyTLw](https://www.youtube.com/watch?v=Ilm_2TYyTLw)
      iii. Please contact your local governments to add to their cable channels
      iv. Let me know if you need the files – I’ll have to use Sharefile or DropBox to send them
   b. Running and Cycling Clubs contacts - updates
   c. Calendar Newsletter requests - updates
   d. Communications Plan – follow progress on Site Coordinator page
   e. Facebook Metrics
   f. Hashtag - #TrashBash2016
7. Educational Display
   a. TCEQ 319 Grant requirement
   b. 2016 – LID for residential
   c. Concept – degrees of permeability of ground covers at homes
   d. General Stormwater Poster

8. New Business & Concerns
   a. Reports on new sites or satellite locations
   b. Reports on involvement with local Keep (Insert your city) Beautiful chapters
   c. Other new business

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Next Meeting: Wednesday, Feb. 10, 2016 at 10:00am

H-GAC, 3555 Timmons Lane, 2nd Floor conference room A
AGENDA

1. Welcome & Introductions

2. Meeting Calendar and Deadlines
   a. Relevant Deadlines
      i. Transportation Maps – due 2/10 (route maps and day-of-event contact information)
      ii. On the site coordinator page – send me updated files please
   b. Verification of items stored off-site (please review chart on last page of agenda and verify items with Becki ASAP)

3. Site Coordinator Information & Resources
      i. Password: sitecoordinator2014
      ii. All forms (in BLUE text) are uploaded to the site coordinator page.
      iii. Gray “Updated” means you have reviewed and changes have been made.
      iv. All GRAY text means I have no map to upload.

4. Fundraising Reports
   a. Texas Conservation Fund
   b. Individual Sites
      i. List of sponsors for Thank You banner due by 2/29 (Becki will send out special notice for this)
   c. Enviroscape special fundraiser activity

5. Budget
   a. Site Budget announcements/updates
   b. HEB Gift Cards

6. Branding & Design
   a. Sponsor Posters
      i. Take yours today and start getting them out
      ii. Area for individual site information
      iii. PDF and JPG versions posted on site coordinator webpage
   b. Results Poster – after any recommended changes will be printed and laminated for each site
   c. Timeline Degradation Posters – will be laminated and returned to inventory for future years
   d. Postcard Distribution
      i. about 500 English/100 Spanish left
   e. Patches
      i. Ready to take today
   f. T-shirt Award Ceremony
      i. decide location for this year
      ii. Winners from Cy-Fair ISD (3) and Pearland ISD
   g. Outdoor event signage
i. Month/Day stickers will be ordered (two parts for ease of application)

7. Publicity & Communications
   a. The Greensheet Concrete Poetry Contest has kicked off as of Feb. 5. Deadline to submit is Feb. 29. Details on contest: [http://blogs.thegreensheet.com/featured/houston/litter-it-all-ends-up-in-the-bay-2/] (Also on TrashBash.org and Facebook – help promote it)
   c. Story for the Houston Chronicle - progress
   d. PSA completed, posted on website and on YouTube
      i. English [https://www.youtube.com/watch?v=3LxQ-cCmgeQ]
      ii. Spanish [https://www.youtube.com/watch?v=Ilm_2TYTyTw]
      iii. Please contact your local governments to add to their cable channels
      iv. Let me know if you need the files – I’ll have to use Sharefile or Dropbox to send them
   e. Running and Cycling Clubs contacts - updates
   f. Calendar Newsletter requests - updates
   g. Communications Plan – follow progress on Site Coordinator page
   h. Hashtag - #TrashBash2016

8. Safety Information
   b. Snakes&Critters, Safety Reminders, First Aid signs on Site Coordinator Page @ 11x14 if you want to print any
   c. Safety Reminder Poster there too
   d. Safety Video YouTube location: [https://www.youtube.com/watch?v=liLzjAfR_n4]

9. Educational Display
   a. Prototype in acrylic in production
   b. Poster being designed

10. UPCOMING EVENT DATES
    a. **Wednesday, March 9**
       i. Steering Committee Meeting @ H-GAC
    b. **Wednesday, March 30**
       i. Water/T-shirts @ Washburn Tunnel (9 a.m)
       ii. Food Items (except buns) @ Harris County Pollution Control (10 a.m.)
    c. **Thursday, March 31**
       i. Supply distribution at Arrington Storage (by appt at 30 minute increments)
       ii. Sign up sheets at meeting
    d. **Friday, April 1**
       i. Supply distribution at Bullseye Storage (by appt at 30 minute increments)
       ii. Sign up sheets at meeting
    e. **SATURDAY, APRIL 2 – TRASH BASH**
    f. **Monday, April 4**
       i. Supply return at Arrington Storage (by appt at 30 minute increments)
       ii. Sign up sheets at meeting
    g. **Tuesday, April 5**
       i. Supply return at Bullseye Storage (by appt at 30 minute increments)
       ii. Sign up sheets at meeting
11. New Business & Concerns
   a. Reports on new sites or satellite locations
   b. Reports on involvement with local Keep (Insert your city) Beautiful chapters
   c. North Houston Association Awards
      i. Info to be presented at meeting
   d. New San Jacinto Girl Scout Leadership Experience Manager
      i. Contact information

   e. Other new business

   ![Contact Information](image-url)
## INVENTORY 2016

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<thead>
<tr>
<th>Location</th>
<th>Bastrop Bayou</th>
<th>Dickinson Bayou</th>
<th>Sims Bayou</th>
<th>Brays Bayou</th>
<th>Lake Conroe</th>
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### Registration, Scouting, Tents

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<th>Dickinson Bayou</th>
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### Education

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<tr>
<td>F.O.G. Game (4,9,10,11,12 @ Arrington) (#1 at HGAC) (#2,6,8,13,14,15,16,17 @ Bullseye)</td>
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<td>Sandwich Board (PtP) (#1,2,3,4,5,6,7@Bullseye)(#8@HGAC)</td>
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**PW:** sitecoordinator2014  
**Next Meeting:** Wednesday, March 10, 2016 at 10:00am  
**H-GAC, 3555 Timmons Lane, 2nd Floor conference room A**
AGENDA

1. Welcome & Introductions

2. Meeting Calendar and Deadlines
   a. Relevant Deadlines
      i. Verification of items stored off-site
      ii. (please review chart on last page of agenda and verify items with Becki ASAP)

3. Site Coordinator Information & Resources
      i. Password: sitecoordinator2014
      ii. All forms (in BLUE text) are uploaded to the site coordinator page.
      iii. Gray “Updated” means you have reviewed and changes have been made.
      iv. All GRAY text means I have nothing to upload.
   b. Cell phone numbers for contact list if not already available.

4. Fundraising & Budget
   a. Texas Conservation Fund
   b. Individual Sites
      i. Only site coordinators listed on the Thank You Banner
      ii. Other sponsors will be listed on individual site posters if you have one made up
   c. Enviroscape special fundraiser activity
   d. Site Budget announcements/updates
   e. HEB Gift Cards

5. Branding & Design
   a. Sponsor Posters and Patches – distributed at February meeting, the rest are available today
   b. Results Poster
   c. Timeline Degradation Posters – will be laminated and returned to inventory for future years
   d. T-shirt Award Ceremony
      i. White Oak Bayou Upper (Jersey Village) site
      ii. Winners from Cy-Fair ISD (3) and Pearland ISD
   e. Outdoor event signage – procedure to pick up signs prior to storage unit days

6. Publicity & Communications
   a. Results of Greensheet Concrete Poetry Contest
   b. PSA completed, posted on website and on YouTube
   c. Running and Cycling Clubs contacts- updates
   d. Hashtag - #TrashBash2016
   e. Press Release Proposal
   f. Comcast Interview – Lori
   g. NEW –Event Pictures and Video
      i. Check Site Coordinator Page for Upload information
ii. Need some more video
iii. Need pictures of cleanup, piles of trash, unusual items, education, lunch

7. City of Houston Park & Sound Permits
   a. Information about set up at city of Houston parks
      i. No food on BB courts
      ii. No set up on athletic fields

8. Safety Information
   a. Updated Safety Video YouTube location:
      https://www.youtube.com/watch?v=oA8kV0DqHl8&list=PL9IU4D6EoaV7FAgXP_BbHlzYK8_niMEpD
   b. Volunteer Safety Information Document on Site Coordinator Page
   c. Site Coordinator Hazardous Materials Document
   d. Smaller versions of Safety Posters
   e. Event signage for safety – all coroplast now

9. Educational Display
   a. New Display Demo
   b. Discussion about how various sites engage the youth in educational activities before and after the
      cleanup portion of the event
   c. Materials available for education through H-GAC

10. Instructions for Supply Pickup and Returns
    a. Appointment times for Storage Unit Pick up and Return Days
    b. Sign up time for picking up Hot Dog Buns
    c. Old T-shirts
    d. Care of items in field
    e. Organization of returns

11. UPCOMING EVENT DATES
    a. Wednesday, March 30
       i. Water/T-shirts @ Washburn Tunnel (9 a.m)
          1. 1002 N. Richey St. Pasadena, TX 77506
       ii. Food Items (except buns) @ Harris County Pollution Control (10 a.m.)
          1. 101 S. Richey St., Pasadena, TX 77506
    b. Thursday, March 31
       i. Supply distribution at Arrington Storage (by appt at 30 minute increments)
          1. 14102 Bay Pointe Ct. Houston, TX 77062
       ii. Sign up sheets at meeting
    c. Friday, April 1
       i. Supply distribution at Bullseye Storage (by appt at 30 minute increments)
          1. 4250 Southwest Freeway, Houston, TX 77027
       ii. Sign up sheets at meeting
    d. SATURDAY, APRIL 2 – TRASH BASH
    e. Monday, April 4
       i. Supply return at Arrington Storage (by appt at 30 minute increments)
          1. 14102 Bay Pointe Ct. Houston, TX 77062
       ii. Sign up sheets at meeting
    f. Tuesday, April 5
       i. Supply return at Bullseye Storage (by appt at 30 minute increments)
          1. 4250 Southwest Freeway, Houston, TX 77027
ii. Sign up sheets at meeting

12. New Business & Concerns
   a. Keep Texas Beautiful Award
      i. Trash Bash won the Civic Organization Award
      ii. Julie Masters – KTB Leadership Award – 2nd Place
   b. Appreciation Luncheon
      i. Wednesday 5/11/16
      ii. 1130-100
      iii. Monument Inn
# INVENTORY 2016

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<td>Trifold Display (includes the 3 posters)</td>
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<th>Bastrop Bayou</th>
<th>Dickinson Bayou</th>
<th>Sims Bayou</th>
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<th>Moody</th>
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<td>&quot;Safety is First&quot; Poster (32x42 coreplast)</td>
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<td>Warning from Snakes &amp; Poison Ivy Poster (32x42 cp)</td>
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<td>Date Stickers (you will need 2 per large sign) (8x44&quot;)</td>
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<td>*****Bandit Signs &quot;Trash Bash&quot;</td>
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<td>Bandit Signs &quot;No Parking, Buses Only&quot;</td>
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<td>Bandit Signs &quot;Drop Trash Here&quot;</td>
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<td>Bandit Signs &quot;Bus Stop&quot;</td>
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<td>Wirestakes for Trash Bash Signs</td>
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<td>Banner &quot;Welcome to Trash Bash&quot;</td>
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<td>&quot;Thank You&quot; Sponsors Banner</td>
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<td>4 x 8 Yellow Trash Bash sign</td>
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<td>x 8 Metal frame (comes with 2 legs)</td>
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**Next Meeting:** Wednesday, March 30, 2016, 9am  
GCWDA, Washburn Tunnel Facility, 1002 North Richey St. 77506
River, Lakes, Bays ‘N Bayous
Trash Bash 2016

Wednesday, March 30, 2016
Washburn Tunnel – GCA Facility
Pasadena, TX

AGENDA

Event Date: Saturday, April 2, 2016

Agenda Items

1. Welcome & Introductions

2. Reminders & New Items
   a. All appointment schedules sent in schedule via Email on Monday, March 28
   b. Day of Event Contact Lists – still waiting on vendors to respond

3. Order of Events
   a. WASHBURN TUNNEL – Wednesday, March 30
      9 AM Meeting with distribution of t-shirts and water to follow
      Items for pickup:
      • Bottled Water
      • T-Shirts
   b. HARRIS COUNTY POLLUTION CONTROL – Wednesday, March 30
      10 AM – 1 PM (Map provided)
      Items for pickup:
      • Hotdogs
      • Cookies
      • Chips
      What you should bring:
      • A dolly, if you think you need one
      • Ice chest(s) for the hotdogs
      • Boxes / bags for transporting materials, as needed
   c. March 30, 31, April 1 – HOT DOG BUN PICKUP
      Hotdog bun pick up at Flowers Bakery (one of three locations)
   d. March 31 – ARRINGTON SUPPLY PICKUP
      April 4 – ARRINGTON SUPPLY RETURN
      30-minute increments from 9 AM – 1 PM
   e. April 1 – BULL’S EYE SUPPLY PICKUP
      April 5 – BULL’S EYE SUPPLY RETURN
      30-minute increments from 9 AM – 1 PM
   f. May 11, 2016
      Appreciation Luncheon at Monument Inn – invites to come out next week

Site Coordinators Website
(http://www.h-gac.com/go/trashbashplanning)
3. **Site Coordinators**
   a. Safety Review
      i. Handouts (2)
      ii. YouTube Video
   
   b. Remaining HEB Gift Cards (If Needed/Available)
   
   c. Items on Site Coordinator Page
      i. New FTP Site for Photos
      ii. Day of Event Phone List (handout)
      iii. Permits
      iv. Transportation Manifests & Maps
      v. Community Service Certificates
         1. [http://www.trashbash.org/site-coordinator.html](http://www.trashbash.org/site-coordinator.html)
         2. Password: sitecoordinator2014
   
   d. Post-Event Close-Out: Reminder!
      i. All Materials / Back-Up / Receipts Due By April 15, 2015 by COB
      ii. Forms etc. will come late next week

4. Photo and Video Upload Information (also available on site coordinator page)

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<tr>
<th>Location</th>
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APPENDIX D
Promotional Materials
Postcards
printed/mailed--English and Spanish versions
Digital Save the Date
(New in 2016 – Sponsor & Volunteer Versions)

River, Lakes, Bays ‘N Bayous Trash Bash®

"CLEAN IT LIKE YOU MEAN IT" TO START EARTH MONTH

Saturday, April 2, 2016

Save the Date

Support the biggest waterway cleanup in Texas

Become a Sponsor
We offer Sponsorship Levels and Benefits for every size organization. Being a Trash Bash® partner helps make a significant and positive impact on our Texas waterways.

Learn More
www.TrashBash.org

Join the biggest waterway cleanup in Texas

Get Involved:
www.TrashBash.org
Trash Bash Hotline
(210) 436-9500
Email
waterresources@h-gac.com

Volunteer at one of our multiple locations near your home or neighborhood
Posters

Publicity Poster featuring sponsors
Cumulative Results poster
MOTE Marine Debris Biodegradation Timeline poster
Trash Bash® and *The Greensheet* sponsored a concrete visual poetry contest to promote the “Youth Scoop” feature and Trash Bash®.

It was promoted on social media, in *The Greensheet*, and through a mailing to art teachers.

Winners were announced in the April edition of “Youth Scoop.” *The Greensheet* provided cash prizes to the three winners.
T-shirt Art Contest

38 entries representing 7 schools in 4 ISDs – four winners chosen to receive cash prizes, framed artwork, and certificates.
Commemorative Patch
(Provided for scouts and collectors)
Signage
(displayed at each site on event day)

Thank You Banner
Event Signage
Welcome Banner
Trash Bash® Website

www.TrashBash.org

Clean It Like You Mean It!

Every year, thousands of volunteers gather along Texas waterways to do their part in cleaning up the environment by participating in the largest single day waterway cleanup in the state of Texas, the River, Lakes, Bays 'N Bayous Trash Bash®.

Want to help? Click the link below to learn more about Trash Bash® 2017.

Trash Bash® 2017

Thank you to all the Trash Bash 2016 sponsors!
Join us on March 25, 2017 to clean up our waterways!

Haga clic aquí para acceder a esta información en español.
APPENDIX E

Select Event Photographs
Corporate/Civic Participation

Many event sponsors also send volunteers to help clean or organize.
Part of the event’s mission is to use education to promote environmental stewardship – partner organizations set up exhibits in addition to the educational games and displays provided for each site.
Safety & Equipment

All volunteers register, get gloves and trash bags, and go through a safety briefing before participating in the cleanup activities. Trash pickers and safety vests are provided to each group. First aid for minor injuries is provided.
Volunteers at Work

4,578 volunteers

1,344 scouts

49% under age of 18
Results

53.9 Tons of Trash, 518 Tires, 2,816 Pounds of Recyclable Materials
Celebration

All volunteers get a free lunch, t-shirt, and chances for door prizes

Thank you to TCEQ, GBEP, H-GAC, TCF, our sponsors, and our volunteers!
RIVER, LAKES
BAYS ‘N BAYOUS TRASH BASH®

APPENDIX F
Select Media
Press Release

PRESS RELEASE for IMMEDIATE RELEASE

Contacts:
Becki Begley: 713-993-2410 or becki.begley@h-gac.com
Kathy Janhsen: 713-993-2423 or kathy.janhsen@h-gac.com

23rd Annual Trash Bash® Set for April 2, 2016

River, Lakes, Bays 'N Bayous Trash Bash® is pleased to announce our 23rd annual clean up of the Galveston Bay Watershed on April 2, 2016 at 8:30 AM. This event promotes environmental stewardship of our watershed through public education by utilizing hands-on educational tools and developing partnerships between environmental, governmental and private organizations.

“April 2nd will mark Trash Bash’s 23rd year of cleaning our local waterways and the catalysts for its continued success are our committed sponsors and our dedicated volunteers,” said Lori Traweek, president of the Texas Conservation Fund. “They believe in what we are trying to accomplish with our message that prevention is key to controlling litter and we are all responsible to do our part.”

Get Involved!
Wondering what you can do to protect our watershed? Consider volunteering or sponsoring us.

Volunteering
Trash Bash® provides an opportunity for people from all age groups and walks of life to work together in order to accomplish a single goal: clean up the Galveston Bay Watershed.

Participating in this half-day cleanup event takes just three easy steps!
(1) Visit www.trashbash.org to download a registration waiver form and select a site.
(2) Bring your completed and signed registration waiver form to your site’s Check-In Station on the day of the event. Volunteers under the age of 18 must have a legal guardian sign their registration waiver form.
(3) Go out and “Clean It Like You Mean It!”

Upon check-in, volunteers are provided with gloves, trash bags, and cleanup instructions. Volunteers also receive an official Trash Bash® t-shirt featuring student art, free lunch, eligibility for door prizes, and lots of educational activities and materials. A commemorative patch is available for Scouts and patch collectors.

Closed-toes shoes are required to participate. Please dress appropriately for work outdoors.

Groups of 10 or more are encouraged to preregister and contact their site coordinator for special instructions.

Sponsorship Opportunities
Participation in this important event doesn't mean you have to get your hands dirty. Multiple sponsorship levels are available for our corporate friends, along with gift-in-kind donations, and monetary contributions by private citizens/organizations. All contributions are tax-deductible and help further the cause of protecting our watershed. A Corporate Sponsorship Form can be found online. Inquiries regarding private contributions and gifts-in-kind donations should be made to lnorton@gcwda.com.

Facts & Figures
Started in 1993 with 7 sites; Trash Bash® has grown to 15 sites across the Galveston Bay Watershed with thousands of volunteers annually. In 2015, 4,384 volunteers cleaned 162 miles of shoreline; collected 37.4 tons of trash; and recycled 1.3 tons of collected materials. Of the volunteers, 2,158 were under 18 years of age, further contributing to our mission to educate and empower the next generation in caring for the watershed. About one-third of the volunteers were scouts. Cumulative results for 22 consecutive events are available on the website.

For more information visit www.trashbash.org, call the Trash Bash® Hotline at (281) 486-9500, or e-mail WaterResources@h-gac.com.
Ready to make a splash picking up trash?

The River, Lakes, Bays ‘N Bayous Trash Bash has all this region’s best spots for picking up litter!

Come out Saturday, April 2, enjoy a free lunch, get a cool t-shirt, and win prizes after helping clean our area waterways!

What’s the catch? There ain’t one — it’s fun, family friendly and best of all it’s free!

Just get to one of our 15 locations — by car, on foot, or even by boat!

Mark your calendar now, ‘cause this promotion only happens once a year!


Access on YouTube: https://www.youtube.com/watch?v=3LxQ-cMgeQ

ALISTENSE PARA LIMPIAR CON MUCHAS GANAS!

ESTAMOS HABLANDO DE NUESTRAS CORRIENTES DE AGUA!

EL DÍA 02 DE ABRIL SE LLEVARÁ A CABO EL EVENTO ANUAL DE LIMPIEZA DE RÍOS, LAGOS, BAHÍAS Y CANALES, LLAMADO TRASH BASH.

CON 15 LOCALIDADES DIFERENTES HAY UNA MUY CERCA A USTED.

VENGA Y PARTICIPE EN LA LIMPIEZA DE NUESTRO MEDIO AMBIENTE.

LOS VOLUNTARIOS RECIBIRÁN COMIDA, CAMISETAS Y MUCHO ENTRETENIMIENTO COMPLETAMENTE GRATIS.

VISITE TRASHBASH.ORG

Access on YouTube: https://www.youtube.com/watch?v=llm_2TYyLw
Wrap-up Video
Posted to website, Facebook, YouTube
https://www.youtube.com/watch?v=3LxQ-cCmgeQ
The Greensheet
Provided two free advertisements and ran press release in print and online versions of the paper in the region.
You won't believe the junk Houston's rivers are clogged with (but you can still help)

By Carol Christian  Published 2:22 pm, Monday, February 1, 2016
PHOTOS: See the various trash, debris and other weird junk found in Houston-Galveston area waterways

Every year for 23 years, thousands of volunteers gather along Houston-Galveston area waterways to do their part in cleaning up the environment by participating in the largest single day waterway cleanup in the state of Texas. Since 1994, more than 98,000 volunteers have collected nearly 2,100 tons of trash and more than 9,600 tires. In 2015, 4,384 volunteers, half under the age of 18, cleaned 162 miles of shoreline, collected 37.4 tons of trash and recycled 1.3 tons of collected materials at 15 cleanup sites. Learn more or sign up to volunteer at www.TrashBash.org.

If it exists, it's probably been pulled out of a Houston-area waterway by a volunteer with River, Lakes, Bays 'N Bayous Trash Bash®.

The 23rd annual Trash Bash takes place Saturday, April 2, rain or shine at 15 sites. It's a half-day event, typically starting at 8 a.m., although scheduled may vary by location.

Tons of junk have been removed during previous Trash Bash events, including an alligator carcass, slab of concrete, roof of a house, toilet, bedframe, sofa, stacks of tires, fishing line and a submerged boat.

For more information about volunteering, visit the website.
KPRC-NBC 2 Houston - Saturday Morning Show 2-21-16
http://app.criticalmention.com/app/#clip/view/22132284?token=253bfc8b-aba7-4ced-a77e-1990c9503f1e
HOPPER MS STUDENTS SWEEP TRASH BASH T-SHIRT ART CONTEST

Students from Hopper Middle School competed for the top spot in the 2016 Trash Bash, a program for middle and high school students. The contest was sponsored by the Houston-Galveston Area Council (TGAC) and the Texas Commission on Environmental Quality (TCEQ).

The contest, held for the past three years, allows students to design T-shirts that showcase their ideas for protecting the environment. The T-shirts were designed by students and then submitted to the contest. The winning designs were chosen based on their creativity, originality, and environmental message.

The following are the winners of the contest:

1. Clean it like you mean it!
   - Hopper eighth-grade student Alessandra Garcia used colored pencils to create her design, which is about recycling.

2. Trash Bash 2016
   - Hopper eighth-grade student Zachary Rosenberg used colored pencils to create his design, which is about recycling.

3. Trash Bash 2016
   - Hopper eighth-grade student Zachary Rosenberg used colored pencils to create his design, which is about recycling.

Cy-Fair Lifestyles & Homes
http://cy-fairlifestyleandhomes.com/cy-fair-schools-sports-students-may-2016/
Trash Bash - “Clean It Like You Mean It!” on April 2nd

It’s Almost Time to "Clean It Like You Mean It!" On Saturday, April 2, 8 a.m. - 1 p.m the 23rd annual River, Lakes, Bays 'N Bayous Trash Bash® will take place at 15 sites around the region. There’s a location near you - find it HERE.

Join thousands of volunteers throughout the Galveston Bay watershed in cleaning up trash, tires and other debris from area waterways. This half-day event is the largest single-day waterway cleanup in Texas.

Help pick up trash and promote a healthy Galveston Bay watershed by volunteering along with 4,500 of your friends, neighbors, and coworkers. Get a t-shirt and lunch, win prizes, and learn more about water quality.

Check out the Trash Bash® video on YouTube or visit TrashBash.org to learn more.
Results Are In for Trash Bash®

The 23rd annual River, Lakes, Bays ‘N Bayous Trash Bash®, held on Saturday, March 28, was a great success.

More than 4,500 volunteers came out to clean up trash and debris and learn how to protect their local waterways throughout the year. Trash Bash® participants collected 54 tons of trash along 177 miles of shoreline at 15 different cleanup sites. Volunteers also collected 518 tires and recycled more than 2,800 pounds of material. Educational displays and activities were provided at each site and continue to be an important part of the event each year.

Trash Bash® would like to acknowledge the volunteers and sponsors who make the event possible. The next Trash Bash® will be Saturday, March 25, 2017.
Trash Bash 2016

Looking for something to do on Saturday, April 2? Come out to Trash Bash and help clean up Seabrook!

This annual event is the largest single day waterway clean-up event in the State of Texas.

Seabrook volunteers need to arrive prior to 8 a.m. at Bay Elementary to register. Be sure to wear appropriate clothing because you will get dirty!

Activities will wrap up around 1:30 p.m. and a hot dog lunch will be provided. Visit trashbash.org for more information.

Clean it Like you Mean it!
Results are in for Annual Trash Bash®

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Live Streaming on Facebook from the event

www.Facebook.com/TrashBash
Statistics from Facebook for two weeks prior and two weeks after Trash Bash

**People**
March 15 - April 11

**Women 25-34**
Largest Audience (24%)

**Mobile Devices**
Most Common Device (68%)

**Page Views**
March 15 - April 11

374
Total Page Views ▲373%

**Reach**
March 15 - April 11

5,743
People Reached ▲194%

3,494
Post Engagement ▲255%

**Page Likes**
March 15 - April 11

48
Page Likes ▲129%

**Actions on Page**
March 15 - April 11

5
Total Actions on Page ▲400%

**Videos**
March 15 - April 11

1,151
Total Video Views ▲746%
Exhibit at the Hobby Center at performance of *StormFront* – a production of 2015 sponsor NobleMotionDance – August 2015
Awards Announced on Facebook

Trash Bash
Published by Becki Boal Bagley - March 12 at 10:26am
We are proud to announce today that the River, Lakes, Bays 'N Bayous Trash Bash is the First Place Winner of the 2016 Keep Texas Beautiful Civic Organization Award for Regional Project. The award recognizes contributions by civic organizations supporting the KTB mission.

Thank you to the steering committee, site coordinators and volunteers who make Trash Bash successful each year. #2016TrashBash

Congratulations to Julie Masters with Keep Dickinson Beautiful who took sec... See More

Keep Texas Beautiful

362 people reached

Trash Bash
Published by Kathy Franklin Janhsen - October 26 at 12:20pm
Congratulations to everyone who makes #TrashBash happen, starting with award recipient, Lori Travis and others!#MayorProudPartners

355 people reached

Trash Bash
Published by Kathy Franklin Janhsen - June 30
It's already time for the next round of TEEA submissions. Time sure does fly! Trash Bash was a 2015 Finalist in the CivicCommunity category.

Texas Environmental Excellence Awards
Finalists from 2011-2015 listed by category and year.

142 people reached
T-shirt Art Contest on Facebook

Trash Bash needs your designs for the 2016 T-shirt! Students in grades 1-8 are eligible to participate. Get all the details and download entry forms for your students online at http://www.trashbash.org/2016-t-shirt-design-contest.html

Calling all artists in Grades 1-8:
We need you to help us design the 2016 Trash Bash T-Shirt!
Ask your teacher about the contest.
Visit www.TrashBash.org to learn about Trash Bash.

The River, Lakes, Bays 'N Bayous Trash Bash is the largest shoreline clean-up event in Texas. Our mission is to clean up and promote a healthyDownloadBayou watershed.

Volunteers at the event Trash Bash on April 11, 2016.

2014 & 2015 Trash Bash Design Winners

Congratulations to the winners of the T-shirt Student Art Contest for the 2016 Trash Bash!
The top three placers were students at Hopper Middle School in Cypress-Fairbanks ISD. A Pearland Junior High East student was awarded honorable mention. (An interesting side note: the drawings represented a river, lake, bay and bayou this year!) Come out to "clean it like you mean it" on April 2nd and get a free t-shirt as a reward! #TrashBash2016

Clean it Like You Mean it

Trash Bash 2016

51 people reached

Like Comment Share

Trash Bash and Chad Harrell like this.
Facebook 2016 Event Announcement

**Trash Bash** added an event.

15 hrs ·

02 APR

River, Lakes, Bays 'N Bayous Trash Bash
Sat 8 AM - 15 locations in the Galveston Bay Watershed
Hosted by Trash Bash

23 people reached

Like · Comment · Share

Lori Krichel Traweek, Chad Harrell and Ana Isabel Ramirez like this.

Write a comment...
Preliminary results for Trash Bash® are in!

The nearly 4,600 volunteers who participated gathered about 64 tons of trash, 1.4 tons of recyclable materials, and 518 old tires while cleaning 177 miles of shoreline. Thank you to all of you who volunteered!!

Learn more about Trash Bash at www.trashbash.org.
Sample of about 100 Facebook posts
The mission of the River, Lakes, Bays 'N Bayous Trash Bash® is to promote environmental stewardship of the Galveston Bay Watershed by removing litter and debris, utilizing hands-on educational tools, and developing partnerships between environmental, governmental, and private organizations.

To achieve that mission, it is vital that communication, using all the tools for promotion and publicity afforded to us, be ongoing with the diverse groups involved with planning, promotion, and participation.

Having a coordinated plan of communications will facilitate the success of the event on April 2, 2016, through the achievement of the following GOALS:

1. Increase sponsorships for both the general event and at individual sites.
2. Increase volunteer participation.
3. Increase shoreline miles cleaned and debris tonnage collected.
4. Increase education opportunities at each site.

COMMUNICATIONS TOOLS:

1. Print materials, including posters (11x17 standard size), flyers (no bigger than 8.5x11), and postcards for mailing.
2. Create a 3-up rack card with educational information about Trash Bash and its purpose for year-round use.
3. Electronic email blasts through Constant Contact distribution lists.
4. Creation of a Trash Bash Newsletter and/or inclusion of items in other newsletters.
5. Social media tools, including Facebook, Twitter, Instagram. Posting and sharing of these items to partner pages and personal pages helps exponentially spread the word on social media.
6. Website.
7. Video and audio public service announcements.
8. Promotion by partner organizations.
10. Television, newspaper, magazine, and radio interviews.
11. Billboards, signage, and other publicly viewed items.
12. Word of mouth through presentations at churches, civic organizations, etc.

FUNDING SOURCES:

1. GBEP Contract #482-15-50886: For printing, laminating, and/or procuring educational posters related to water quality and biodegradation for Trash Bash sites. Must provide a detailed description of all printed materials (including posters) to TCEQ and the TB Steering Committee prior to printing. Must provide invoices for all materials printed and/or procured. BALANCE (6/30/2015)=$5948.53
2. General sponsorship monies.
3. SEP funding if available.
4. Alternative sources of funding for advertising??

OTHER:

1. Please let us know when you get publicity; i.e. newspaper articles, blog posts, social media mentions, etc.
2. Anyone interested in helping with the communications push, please let us know.
3. We have a volunteer with extensive experience working with the media who will help us with our targeted media outreach in March.
<table>
<thead>
<tr>
<th>MONTH</th>
<th>PLANNED and EXECUTED COMMUNICATIONS</th>
</tr>
</thead>
</table>
| June 2015 | 1. Save the Date Email blast to volunteers and sponsors (~25,000).  
2. Save the Date post to Facebook.  
3. TEEA Award post.  
4. Initial contact with potential new sites or satellites. |
| July    | 1. T-shirt Contest Email blast to 200+ educators in 25 school districts.  
2. Save the Date and a Countdown post to Facebook.  
3. Dickinson Bayou KTB award post to Facebook.  
4. Article in H-GAC C&E Newsletter (1600 subscribers). |
| August  | 1. Mention in NobleMotion Dance email blast for Storm Front. Distributed brochure (100).  
2. T-shirt Contest Email blast to 200+ educators in 25 school districts.  
3. 2015 Wrap-up video posted to Facebook, YouTube and website.  
4. Save the Date post to Facebook.  
5. Article in H-GAC C&E Newsletter.  
6. Article in Texas Stream Team Newsletter (400 subscribers).  
7. Sponsor packet materials sent to Site Coordinators.  
8. T-shirt contest post to Facebook. |
| Sept.   | 1. Article in H-GAC C&E Newsletter.  
2. Personal contact with each school district for T-shirt contest with help of Steering Committee members.  
3. Save the Date posts to social media.  
4. T-shirt Contest in Artist Boat Newsletter.  
5. Sponsor packet materials sent to sponsor lists. |
| Oct.    | 1. Save the Date posts to social media.  
2. T-shirt contest e-blast to 200+ educators and 550 TB subscribers.  
3. Article in H-GAC C&E Newsletter.  
5. Bayou Preservation Association Symposium – Lori to present and Wrap-up Video to be played. Distributed brochures at H-GAC Water Resources booth. |
| Nov.  | 1. Save the Date posts to social media.  
2. Finalize design and print postcards.  
3. Article in H-GAC C&E Newsletter.  
4. Article in Texas Stream Team Newsletter.  
5. Postcards printed for distribution to Site Coordinators on 11/11.  
7. Event added to Texas Master Naturalist calendar [http://txmn.org/]  
8. Facebook post retweeted by HGACCOG Twitter Account  
9. Contacted Greensheet about advertising.  
10. Contacted Examiner.com about advertising.  
11. Contact list and initial emails to cycling/running clubs. Posted to site coordinator page so that they can divide up for follow up contacts if desired. |
| Dec.   | 1. Save the Date posts to social media.  
2. Article in H-GAC C&E Newsletter. |
### Jan.
1. Poster designed/ready for print upon receipt of final sponsor list on Jan. 29.
2. Contact Radio and TV stations (community and government cable stations) for PSA play beginning in mid-February.
3. Save the Date posts to social media.
4. Article in H-GAC C&E Newsletter.
5. Cut off Sponsors on printed materials is Jan. 29.

### Feb.
1. Posters distributed to Site Coordinators and Sponsors at Feb. 10 meeting.
2. Save the Date posts to social media.
3. Article in H-GAC C&E Newsletter.
4. Article in Texas Stream Team Newsletter.
7. Plug in Johnson Space Center newsletter on Feb. 2 in conjunction with World Wetlands Day.
8. If budget allows – several well-placed PSA billboards along Interstate Highways (Gulf Freeway, Eastex Freeway, I-610, US 290, SH 225?)

### March
1. Posters distributed in neighborhoods, schools, etc by Site Teams by March 1.
2. Press Release was sent on 3/8. Targeted emails were sent for sites in Montgomery/Walker, Brazoria, Galveston counties. It will be posted on the H-GAC website and sent out via social media. Posted by City of Seabrook, Radio One.
4. Lori Traweek will be on Comcast Newsmaker on Friday, 3/11.
5. Targeted media alerts and contacts for TV, Radio, and Print Media for news and feature stories, interviews, and/or briefs will be sent out for distribution days to try to get some air time prior to the event. Lori will be available from 11 a.m.-noon on 3/31 at Arrington to do interviews.
6. Daily posts to social media, including #TBT posts each Thursday.
7. Early in the month, reach out to all our partner organizations for social media sharing, liking, posting.
8. Article in H-GAC C&E Newsletter.

### April
1. Lead story in H-GAC Community & Environmental Newsletter on April 1.
2. Event is on Saturday, April 2.
3. Results posted on website, Facebook, H-GAC Regional Focus Newsletter.
4. Results of The Greensheet Youth Scoop contest in all editions. Example: https://issuu.com/the_greensheet/docs/houston_northwest/32 (p.36)

May 2016
1. Results in H-GAC Community & Environmental Newsletter and Texas Stream Team Newsletter.
2. Post 2016 wrap-up video to Website, Facebook, YouTube for Appreciation Luncheon.
3. Certificates of Appreciation to sponsors, committee.
4. Results Press Release to targeted media.

Media Values = $283,592.54  
(Does not include The Greensheet)

KPRC-NBC 2 Houston
Saturday Morning Show 2-21-16
Link: http://app.criticalmention.com/app/#clip/view/22132284?token=253bfc8b-aba7-4ced-a77e-1990c9503f1e
Value: $632

KPRC-AM 950 Houston
3-30-16 (1 of 3 hits on the subject/the longest)
Link: http://app.criticalmention.com/app/#clip/view/22132281?token=253bfc8b-aba7-4ced-a77e-1990c9503f1e
Value: $1,362.84

You won't believe the junk Houston's rivers are clogged with (but you can still help)
Beaumont Enterprise
Value: $686.39

You won't believe the junk Houston's rivers are clogged with (but you can still help)
Chron.com
Value: $135,709.97

You won't believe the junk Houston's rivers are clogged with (but you can still help)
San Antonio Express-News
Value: $6,810.09

You Won't Believe the Junk Houston's Rivers Are Clogged With (but You Can Still Help)
Wopopular
Value: $273.93

Friendswood summer camp registration to open April 11
Chron.com
Value: $135,709.97

Comcast Newsmakers: Lori Traweek
Comcast Newsmakers
Value: $1,813.04

Hopper Middle School Students Sweep Trash Bash T-shirt Art Contest
Cy-Fair Magazine
Value: $89.76

Free Weekend Fun in Houston April 1-3
Houston on The Cheap
Value: $39.60
Celebrate 50 Years of Bayou Preservation This Thursday
   Houstonia Magazine
   Value: $278.67
Community Reports - week of March 21
   The Tribune
   Value: $39.60
Trash Bash set for April 2
   The Tribune
   Value: $39.60
River, Lakes, Bays ‘N Bayous Trash Bash® receives Keep Texas Beautiful award
   West University Examiner
   Value: $183.19
Bayou Preservation Association to host hard work at Collins Park
   The Potpourri/Tomball Edition
   Value: $183.19
Bayou Preservation Association to Host Hard Work and Fun at Collins Park Site
   Cypress Creek Mirror
   Value: $183.19
Hopper MS students sweep Trash Bash T-shirt Art Contest
   Cypress Creek Mirror
   Value: $183.19
Texas’s largest single-day waterway cleanup, the River, Lakes, Bays ‘N Bayous Trash Bash®, is set for Saturday, April 2, 2016.

**Become a Sponsor.** Trash Bash® is made possible through generous contributions and support by sponsors. Check out Sponsorship Levels and Benefits to see how your organization can benefit as a Trash Bash® partner while making a significant positive impact on local waterways.

**Volunteers Needed.** Since its inception, more than 98,000 volunteers have collected nearly 2,100 tons of trash, 1.3 tons of recyclable materials, and 9,600 tires. Learn how to volunteer to help clean up and promote a healthy Galveston Bay watershed.

Texas’s largest single-day waterway cleanup, the River, Lakes, Bays ‘N Bayous Trash Bash®, is set for Saturday, April 2, 2016.

**Become a Sponsor.** Trash Bash® is made possible through generous contributions and support by sponsors. Check out the various sponsorship levels and benefits that make it possible for your organization to become a Trash Bash® partner and make a positive impact on local waterways. The deadline to be included on printed materials is Friday, January 29, 2016.

**Volunteers Needed.** Since its inception, more than 98,000 volunteers have collected more than 2,100 tons of trash, 1.3 tons of recyclable materials, and 9,600 tires. Find out how to volunteer and promote a healthy Galveston Bay watershed at one of our 15 clean up locations.

**Electronic Postcards (sponsor and volunteer):**

**Print Postcards:**
Sponsor Poster:

Trash Bash
Saturday, April 2, 2016
8:00 AM - 1:30 PM

Free Lunch • Entertainment • T-Shirts • Door Prizes

Volunteer at one of our 15 sites

www.trashbash.org

Thank you to our sponsors

Platinum

Gold

Silver

AECOM • Alfon Chemical Company Houston Plant • Air Liquide Large Industries US LP • Air Products • American Acryl L.P. • BASF • Bayou Preservation Association • Boeing Company • Celanese • Chevron Phillips Chemical Co. • City of Pasadena • Crowley • Dime Chemical • Eastman Chemical Texas City, Inc. • HOFFICE, Inc. • KM Liquids Terminals, LLC • Kooray America, Inc. • Lubrizol • NALCO Champion—an Ecotek Company • Occidental Chemical Corporation • OxyVinyls • RPS Koltz Associates • San Jacinto River Authority • South Coast Terminals L.P. • Styrolution • Goodyear Tire & Rubber Co. • TPC Group • RECOR® Chemical Inc.

Event funded in part through the Texas Conservation Environmental Quality Supplemental Environmental Relief program's credit for the expenditure of federal tax dollars.

LAKES
S TRASH BASH

Trash Bash 2016

Draft 090115
RIVER, LAKES
BAYS ‘N BAYOUS TRASH BASH®

APPENDIX G

Sample Site Allocation Form
### 2016 - Armand Bayou (Bay Area Park)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>700</td>
<td>748</td>
<td>850</td>
<td>615</td>
<td>832</td>
</tr>
<tr>
<td>800</td>
<td>800</td>
<td>868</td>
<td>800</td>
<td>800</td>
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</table>

#### Promotion

<table>
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<tr>
<th>Promotion</th>
<th>Amount you had last year</th>
<th>#Needed</th>
<th>Comment</th>
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</thead>
<tbody>
<tr>
<td>Blank Postcards English</td>
<td>300</td>
<td>300</td>
<td></td>
</tr>
<tr>
<td>Blank Postcards Spanish</td>
<td>200</td>
<td>200</td>
<td></td>
</tr>
<tr>
<td>Posters</td>
<td>10</td>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>

#### Registration, Scouting, Tents

<table>
<thead>
<tr>
<th>Registration Forms English</th>
<th>Amount you had last year</th>
<th>#Needed</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>800</td>
<td>800</td>
<td></td>
</tr>
<tr>
<td>Registration Forms Spanish</td>
<td>400</td>
<td>400</td>
<td></td>
</tr>
<tr>
<td>Wristbands</td>
<td>1000</td>
<td>1000</td>
<td></td>
</tr>
<tr>
<td>Patches</td>
<td>350</td>
<td>200</td>
<td>* We have not had many troops grab these the past couple of years</td>
</tr>
<tr>
<td>-------------------------</td>
<td>-----</td>
<td>-----</td>
<td>------------------------------------------------------------------</td>
</tr>
<tr>
<td>Tents (10 x 10)</td>
<td>3</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Transportation</strong></th>
<th><strong>Amount you had last year</strong></th>
<th><strong>#Needed</strong></th>
<th><strong>Comment</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Buses</td>
<td>6</td>
<td>*6</td>
<td>*may be some site changes, to be determined based on Nov. field visit (would NOT result in a need for MORE buses, if anything it would be less or the same amount)</td>
</tr>
<tr>
<td>Shuttles</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Vans</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Food and Drinks</strong></th>
<th><strong>Amount you had last year</strong></th>
<th><strong>#Needed</strong></th>
<th><strong>Comment</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Hot Dogs (1.5 per person; we will match with the buns)</td>
<td>1,200</td>
<td>1,200</td>
<td></td>
</tr>
<tr>
<td>Hot Dog Paper Boats (500 per pack)</td>
<td>1,200</td>
<td>1,200</td>
<td></td>
</tr>
<tr>
<td>Buns (1.5 per person, we will match with the hot dogs)</td>
<td>1,200</td>
<td>1,200</td>
<td></td>
</tr>
<tr>
<td>Chips (one bag per person)</td>
<td>800</td>
<td>800</td>
<td></td>
</tr>
<tr>
<td>Cookies (one pack has 2 cookies, 1 pack per person)</td>
<td>800</td>
<td>800</td>
<td></td>
</tr>
<tr>
<td>Water (2.5 bottles of water per person)</td>
<td>2,000</td>
<td>2,000</td>
<td></td>
</tr>
<tr>
<td>Soda (1.5 cans per person)</td>
<td>NA</td>
<td>NA</td>
<td>Purchase with HEB Cards if needed</td>
</tr>
<tr>
<td>Bags of Ice (a bag is 40 pounds)</td>
<td>NA</td>
<td>NA</td>
<td>Purchase with HEB Cards if needed</td>
</tr>
<tr>
<td>Cooler Boxes</td>
<td>0</td>
<td>0</td>
<td>have our own</td>
</tr>
<tr>
<td>Paper Rolls</td>
<td>30</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>Napkin Cartridges (875 napkins per cartridge)</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Waste, Garbage and Port-A-Lets</td>
<td>Amount you had last year</td>
<td>#Needed</td>
<td>Comment</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-------------------------</td>
<td>--------</td>
<td>---------</td>
</tr>
<tr>
<td>Recycling Unit Green</td>
<td>1</td>
<td>0</td>
<td>have our own individual units</td>
</tr>
<tr>
<td>Recycling Unit Blue</td>
<td>1</td>
<td>0</td>
<td>have our own individual units</td>
</tr>
<tr>
<td>Clear Garbage Bags for Recycling Unit (individual bags)</td>
<td>40</td>
<td>40</td>
<td>will need bags even though we have our own units</td>
</tr>
<tr>
<td>Black Garbage bags (individual bag count)</td>
<td>2,500</td>
<td>2,500</td>
<td></td>
</tr>
<tr>
<td>Blue Recycling bags (individual bag count)</td>
<td>1,000</td>
<td>1,000</td>
<td></td>
</tr>
<tr>
<td>Garbage Pickers</td>
<td>50</td>
<td>200?</td>
<td>&lt;-- what is the max you can give us?</td>
</tr>
<tr>
<td>Event Boxes</td>
<td>10</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Natural Event Box Liners (individual bag count)</td>
<td>20</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Dumpsters (what size, 40 yard/30 yard, how many?)</td>
<td>1</td>
<td>1</td>
<td>WM (thru Pasadena) 40-yd, HCFCD tires</td>
</tr>
<tr>
<td>Roll-Off Bins (what size, how many?)</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Port-a-lets</td>
<td>4</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Port-a-lets, handicapped</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Handwashing Units</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Kubotas to haul trash</td>
<td>NA</td>
<td>0</td>
<td>Handled by Site Coordinators</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>T-Shirts and Gloves</th>
<th>Amount you had last year</th>
<th>#Needed</th>
<th>Comment</th>
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<tbody>
<tr>
<td>T-Shirts Youth Medium</td>
<td>200</td>
<td>200</td>
<td></td>
</tr>
<tr>
<td>T-Shirts small</td>
<td>175</td>
<td>175</td>
<td></td>
</tr>
<tr>
<td>T-Shirts medium</td>
<td>175</td>
<td>175</td>
<td></td>
</tr>
<tr>
<td>T-Shirts large</td>
<td>175</td>
<td>175</td>
<td></td>
</tr>
<tr>
<td>T-Shirts XL</td>
<td>75</td>
<td>75</td>
<td></td>
</tr>
<tr>
<td>Item</td>
<td>Amount you had last year</td>
<td>#Needed</td>
<td>Comment</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>--------------------------</td>
<td>---------</td>
<td>----------------------------------------------</td>
</tr>
<tr>
<td>T-Shirts XXL</td>
<td>23</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>T-Shirts XXXL</td>
<td>2</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Staff T-Shirts small</td>
<td>NA</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>Staff T-Shirts medium</td>
<td>NA</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>Staff T-Shirts large</td>
<td>NA</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>Staff T-Shirts XL</td>
<td>NA</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>Staff T-Shirts XXL</td>
<td>NA</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>Staff T-Shirts XXXL</td>
<td>NA</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>Pairs of Gloves, small</td>
<td>252</td>
<td>250</td>
<td>have some left from last year</td>
</tr>
<tr>
<td>Pairs of Gloves, medium</td>
<td>252</td>
<td>200</td>
<td>have some left from last year</td>
</tr>
<tr>
<td>Pairs of Gloves, large</td>
<td>252</td>
<td>200</td>
<td>have some left from last year</td>
</tr>
<tr>
<td>Pairs of Gloves, x-large</td>
<td>180</td>
<td>100</td>
<td>have some left from last year</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount you had last year</th>
<th>#Needed</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>F.O.G. Game</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Environmental Magic Kit</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Sandwich Board (PtP)</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Trash Cans (PtP)</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Play-Doh (PtP)</td>
<td>3</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Pitch the Poop Poster</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Trifold Display (includes the 3 posters)</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount you had last year</th>
<th>#Needed</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Aid Kit</td>
<td>2</td>
<td>0</td>
<td>have our own</td>
</tr>
<tr>
<td>First Aid Sign</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Megaphones</td>
<td>3</td>
<td>0</td>
<td>have our own</td>
</tr>
<tr>
<td>Safety Vests</td>
<td>250</td>
<td>250</td>
<td></td>
</tr>
<tr>
<td>Signage</td>
<td>Amount you had last year</td>
<td>#Needed</td>
<td>Comment</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>--------------------------</td>
<td>---------</td>
<td>-----------------------------------------------------------</td>
</tr>
<tr>
<td>&quot;Safety is First&quot; Poster</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Warning from Snakes &amp; Poison Ivy Poster</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Trash Bash Stickers</td>
<td>0</td>
<td>200-300</td>
<td>to give to kids day-of event</td>
</tr>
<tr>
<td>Arrows</td>
<td>4</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Date Stickers (you will need 2 per large sign)</td>
<td>2</td>
<td>4</td>
<td>getting 2 signs, one for us and one for Luz</td>
</tr>
<tr>
<td>Bandit Signs &quot;Trash Bash&quot;</td>
<td>4</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Bandit Signs &quot;No Parking&quot;</td>
<td>3</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Bandit Signs &quot;No Parking, Buses Only&quot;</td>
<td>0</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Bandit Signs &quot;Drop Trash Here&quot;</td>
<td>3</td>
<td>21</td>
<td>gave them all back to you last year so we didn't hoard them again!</td>
</tr>
<tr>
<td>Bandit Signs &quot;Bus Stop&quot;</td>
<td>6</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Wirestakes for Trash Bash Signs</td>
<td>16</td>
<td>0</td>
<td>We have tons of these!</td>
</tr>
<tr>
<td>Banner &quot;Welcome to Trash Bash&quot;</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>&quot;Thank You&quot; Sponsors Banner</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>4 x 8 Yellow Trash Bash sign</td>
<td>1</td>
<td>2</td>
<td>one for us, one for Luz</td>
</tr>
<tr>
<td>4 x 8 Metal frame (comes with 2 legs)</td>
<td>1</td>
<td>2</td>
<td>one for us, one for Luz</td>
</tr>
</tbody>
</table>

Emily Ford
11/4/2015

Printed Name of Site Representative
Signature
Date
APPENDIX H

Sample Maps: Dumpster and Port-a-Lets
2016 River, Lakes, Bays, ‘N Bayous Trash Bash
Armand Bayou (Bay Area Park) – April 2, 2016

Bay Area Park
7500 Bay Area Boulevard
Pasadena, TX 77586

Emily Ford (281) 332-3381 x207

<table>
<thead>
<tr>
<th>Service</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tire Drop</td>
<td>tire drop</td>
</tr>
<tr>
<td>Trash &amp; Recycling Drop</td>
<td>trash and recycling drop</td>
</tr>
<tr>
<td>1 – 40 yard dumpster</td>
<td>1 - 40 yard dumpster (donated by Waste Mgmt)</td>
</tr>
</tbody>
</table>
2016 River, Lakes, Bays, ‘N Bayous Trash Bash
Armand Bayou (Bay Area Park) – April 2, 2016

---

**Bay Area Park**
7500 Bay Area Boulevard
Pasadena, TX 77586

Emily Ford (281) 332-3381 x207

<table>
<thead>
<tr>
<th>Facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Standard Port-o-Lets</td>
</tr>
<tr>
<td>2 Handicapped Port-o-Lets</td>
</tr>
<tr>
<td>2 Hand-washing Station</td>
</tr>
</tbody>
</table>

---

![Google Earth Map of Bay Area Park](image_url)
APPENDIX I

Trash Bash Website and Coordinator Page
Clean It Like You Mean It!

Every year, thousands of volunteers gather along Texas waterways to do their part in cleaning up the environment by participating in the largest single day waterway cleanup in the state of Texas, the River, Lakes, Bays 'N Bayous Trash Bash®.

Want to help? Click the link below to learn more about Trash Bash® 2017.

[Trash Bash® 2017]

Thank you to all the Trash Bash 2016 sponsors!
Join us on **March 25, 2017** to clean up our waterways!

**Haga clic aquí para acceder a esta información en español.**

Website: [http://www.trashbash.org/site-coordinator.html](http://www.trashbash.org/site-coordinator.html)
Site Coordinator Links & Tools

**PROMOTIONAL MATERIALS**
- Save the Date Electronic Art (General)
- Save the Date Electronic Art (Sponsor)
- Postcard (English) PDF
- Postcard (Spanish) PDF
- Postcard Front JPG - English
- Postcard Back JPG - English
- Postcard Front JPG - Spanish
- Postcard Back JPG - Spanish
- Sponsor Poster PDF
- Sponsor Poster JPG

**EDUCATIONAL GAMES**

**DAY OF EVENT ITEMS**
- PDF File of all FTP Photo Upload Links for Sites
- Day of Event Phone List (Includes vendors)

**WASTE MANAGEMENT PROGRAM**
- WM Landfill Poster

**2016 ALLOCATION & RETURNS**
- Storage Unit Appointments
- Supply Distribution Lists
- Supply Return Checklist
- Armand Bayou (Bay Area Park) updated
- Bastrop Bayou (Marlin Marina) updated
- Brays Bayou (Mason Park) updated
- Buffalo Bayou (Terry Hershey Park) updated
- Cypress Creek (Collins Park) updated
- Dickinson Bayou (Highway 3 Bridge) updated
- Galveston Bay (Seabrook - Bay Elementary) updated
- Galveston Bay (Virgina Point Peninsula Preserve) updated
- Lake Conroe (Cagle Recreation Area) updated
- Lake Houston (Lake Houston Marina) updated
- Little White Oak Bayou (Moody Park) updated
- Sims Bayou (Glenbrook/Revell/Sims Woods Parks) updated
- White Oak Bayou (Little Thicket Park) updated
- White Oak Bayou North (Ermel Elementary School) updated
- White Oak Bayou Upper (Jersey Village) updated
WASTE MANAGEMENT PROGRAM
WM Landfill Poster
WM Compost Poster
WM Recycle Poster

ART CONTEST 2016
T-shirt Design Contest Poster
T-shirt Design Contest Poster (jpg)
T-shirt Design Contest Entry Form
T-shirt Design Art Entries (PDF of all entries)

REGISTRATION FORMS
Trash Bash Registration Waiver - English
Trash Bash Registration Waiver - Spanish
US Department of Agriculture Forest Service Volunteer Form

PERMITS
Park Permits
Brays Bayou (Mason, Gragg, Brays Greenway Parks)
Little White Oak Bayou (Moody Park)
White Oak Bayou (Little Thicket Park)
Sims Bayou (Glenbrook, Reveille, Sims Woods Parks)

Sound Permits
Brays Bayou (Mason, Gragg, Brays Greenway Parks)
Little White Oak Bayou (Moody Park)
White Oak Bayou (Little Thicket Park)
Sims Bayou (Glenbrook, Reveille, Sims Woods Parks)

Centerpoint Easement Agreement

MEETING INFORMATION

White Oak Bayou (Little Thicket Park) updated
White Oak Bayou North (Ermel Elementary School) updated
White Oak Bayou Upper (Jersey Village) updated

FUNDRAISING
Sponsorship Letter
Door Prize Letter
Sponsorship Benefits
Sponsorship Form
Tax Exempt Form - TCF
2016 Fundraising Synopsis (through 2/08/16)

RESULTS
2015 Survey Results
2015 Trash Bash Results
Cumulative Results
Cumulative Results Poster 2015 (pdf)
Cumulative Results Poster 2015 (jpg)

MANUAL, TIMELINES, TIPS
Site Coordinators Manual

PUBLICITY/MEDIA INFORMATION
Approved Press Release Language
2017 Communications Plan
Running/Cycling Contact List
Contacts for calendars and newsletters

2016 INSURANCE CERTIFICATES
Armand Bayou (Bay Area Park)
Bastrop Bayou (Marlin Marina)
Brays Bayou (Mason Park)
Buffalo Bayou (Terry Hershey Park)
Cypress Creek (Collins Park)
AGENDAS
March 30, 2016
March 2016
February 2016
January 2016
December 2015
November 2015
October 2015
September 2015

PORT A LET LAYOUT
2016 Layout
Portalet Order
Armand Bayou (Bay Area Park) Updated
Bastrop Bayou (Marlin Marina) Updated
Brays Bayou (Mason Park) Updated
Buffalo Bayou (Terry Hershey Park) Updated
Cypress Creek (Collins Park) Updated
Dickinson Bayou (Highway 3 Bridge) Updated
Galveston Bay (Seabrook) Updated
Galveston Bay (Virginia Point Peninsula) Updated
Lake Conroe Updated
Lake Houston (Lake Houston Marina) Updated
Little White Oak Bayou (Moody Park) Updated
Sims Bayou Updated
White Oak Bayou (Little Thicket Park) Updated
White Oak Bayou North (Ermel Elementary School) Updated
White Oak Bayou - Upper (Jersey Village) Updated

TRASH & TIRE LAYOUT
2016 Layout
Dumpster/Trash/Tire Order (Has multiple tabs)
Buffalo Bayou (Terry Hershey) - no map
2016 Waste Connections Dumpster & Tire Locations
Bastrop Bayou (Marlin Marina) (updated)
2016 Republic Dumpster & Tire Locations

BUS/SHUTTLE/VAN ROUTES
Bus and Shuttle Allocation (3 tabs)
Alamo Manifest
Alamo Insurance Certificate
Merio Manifest
Merio Insurance Certificate

2016 Routes
Armand Bayou (Bay Area Park) Updated
Bastrop Bayou - no transportation required
Brays Bayou (Mason Park) Updated
Buffalo Bayou (Terry Hershey Park) - no route maps available
Cypress Creek (Collins Park) Updated
Dickinson Bayou - no transportation required
Galveston Bay (Seabrook) Updated
Galveston Bay (Virginia Point Peninsula)
Lake Conroe - no transportation required
Lake Houston (Lake Houston Marina) Updated
Little White Oak Bayou (Moody Park) Updated
Sims Bayou Updated
White Oak Bayou (Little Thicket Park) Updated
White Oak Bayou North (Ermel Elementary School) Updated
White Oak Bayou - Upper (Jersey Village) Updated

COMMUNITY SERVICE CERTIFICATES
Record Sheet
Certificates

POST-EVENT FORMS
Site Report Form
Site Survey Form
Site Expense Form (TCF)

SAFETY
Caution Poster (11x17 pdf)
Lake Houston (Lake Houston Marina) Updated
Little White Oak Bayou (Moody Park) Updated
Sims Bayou Updated
White Oak Bayou (Little Thicket Park) Updated
White Oak Bayou North (Ermel Elementary School) Updated
White Oak Bayou - Upper (Jersey Village) Updated

**TRASH & TIRE LAYOUT**

**2016 Layout**
Dumpster/Trash/Tire Order (Has multiple tabs)
Buffalo Bayou (Terry Hershey) - no map

**2016 Waste Connections Dumpster & Tire Locations**
Bastrop Bayou (Marlin Marina) (updated)

**2016 Republic Dumpster & Tire Locations**
Dickinson Bayou (Highway 3 Bridge) (updated)
Galveston Bay (Seabrook) (updated)
Galveston Bay (Virginia Point Peninsula) (updated)
Lake Conroe - no map
Lake Houston (Lake Houston Marina) (updated)

**2016 Budget Dumpster & Tire Locations**
Cypress Creek (Collins Park) (updated)

**2016 HCFCD Pickup Locations**
Armand Bayou (Bay Area Park) - tires only (updated)
Brays Bayou (Mason Park) - both (updated)
Lake Houston (Lake Houston Marina) - tires only (updated)
Little White Oak Bayou (Moody Park) - both (updated)
Sims Bayou (Glenbrook/Reveille/Sims Woods Parks) - both (updated)
White Oak Bayou (Little Thicket Park) - both (updated)
White Oak Bayou North (Ermel Elementary School) - both (updated)
White Oak Bayou - Upper (Jersey Village) - both (updated)

White Oak Bayou - Upper (Jersey Village) Updated

**COMMUNITY SERVICE CERTIFICATES**
Record Sheet
Certificates

**POST-EVENT FORMS**
Site Report Form
Site Survey Form
Site Expense Form (TCF)

**SAFETY**
Caution Poster (11x17 pdf)
First Aid Sign (11x17 pdf)
Safety Reminders Poster (11x17 pdf)
Registration Waiver Form (English)
Registration Waiver Form (Spanish)
Trash Bash Safety Video (YouTube - revised for 2016)
Volunteer Safety Information (Rev. 2016)
Site Coordinator Information (Rev. 2016)
Keep Texas Beautiful Tips
Regional Coordination - Timeline

Task

May
- Add new date to hotline
- Notify Boy Scouts and Girl Scouts of new date
- Add next event to website and Facebook, consider Spanish translation of website
- Print Registration Form E/Sp
- Review Sponsorship Form for changes or updates
- Contact "Potential New Sites"
- Establish Rules for T-Shirt Design Contest - send to ISDs via Constant Contact
- Update Trash Bash Sharepoint and server filing systems for next event
- Reserve Conference Rooms (Sept-Dec meetings at H-GAC)

June
- Inventory Supplies at Arrington's Self Storage
- Inventory Supplies at BullsEye Storage
- Repairs to Equipment as necessary
- Finalize "Save the Date" contacts list
- Send out Electronic Save the Date to email distribution lists (volunteers/sponsors)
- Send out Electronic Save the Date to site coordinators (volunteers/sponsors)
- Ask Lori Traweek about Budget Status to stock up on supplies

July
- Final grant report to grant sponsors TCEQ 319 (July 30)
- Final grant report to grant sponsor GBEP (July 30)
- KHB MPP award application due (July 27)

August
- New Coordinator Training (as needed)
- Draft Door Prize and Local Sponsorship letter and send to site coordinators
- Send letter to site coordinators electronically for their fundraising efforts
- Send email-version of the sponsor letter that can be sent as a follow up to a phone call
- Follow up with ISDs for T-shirt Design Contest
- Post T-shirt Design Contest to website
- STAR award application due (August 28)
- Finalize 2015 Site Coordinator Meeting Schedule (Sept - Dec meetings)

September
- Review Interactive Map of all Sites | Confirm/Update Maps and descriptions on website with Site Coordinators
- Contact Waste Haulers to see if they can sponsor dumpsters: Republic Waste, Waste Management, Waste Connections, etc.
- Confirm Tire Disposal and add organizations providing this in-kind service to list of sponsors
- Verify tire pickup for the event:
- Contact HCFCD about trash and tire pickup within Harris County
- Request Suggestions for Patch Design from Site Coordinators
- Request Suggestions for Postcard Design from Site Coordinators (English/Spanish)
- Send out reminder to Site Coordinators that any educational projects need to be approved by the Steering Committee
- TEEA Award application due (September 25)
October
Finalize 2016 Site Coordinator Meeting Schedule (Jan-Mar meetings)
Send out Supplies Allocation List to Site Coordinators
Request water from Nestlé, save as PDF, send to Delphine Fairley/Rick Heasley to follow up
Quotes for Port-a-Lets: Bid out to multiple vendors for 2016
Finalize signage numbers and order if necessary
Build 319 Grant Educational game and print collateral materials
Finalize postcard design
Quote/Order postcard

November
Order recycling bags for ClearStream Containers if necessary
Order gloves if necessary
Order garbage bags if needed
Order trash pickers in needed
Order megaphones and safety vests if needed
Finalize top portion of poster design
Finalize T-Shirt Design (site coordinator vote) and finalize numbers
Create PSA for Trash Bash
Last Opportunity for a New Site to be added due to printing deadlines
Distribute blank postcards to site coordinators

December
Send PSA to contacts - also reach out to network English and Spanish TV/radio stations for public service possibilities
Apply for HEB Grant (gift cards), Cyndy Garza-Roberts
Order wristbands
Purchase Nets if requested
Finalize Patch Design
Quote/Order Patch
Provide postcard as PDF and PUB to site coordinators; create e-mail with the postcard design and send to site coordinators
Renew Agreement with "The Greensheet"
Apply for permits with City of Houston

January
Finalize H-E-B Commitment
Renew Storage Agreement with Arrington's Self Storage
Order Event Boxes and Event Box Liners from Republic Waste if necessary
Quote and order buses from Merlo Charter
Quote and order buses from Alamo Bus Service
Any other promotional activities start now
Remind Lori to request insurance certificates from Pugh Insurance: needed for permits and the event (28 days out)
Prepare for Safety Training in February - set up First Aid/CPR training - redo video?
Continue Calling Sponsors who have not responded to the sponsor letter and continue to the end of January
Finalize sponsor commitments by January 31 - upload to website as confirmed
Finalize Port-A-Lets list and Maps with Site Coordinators
Finalize Waste Hauling List and Maps with Site Coordinators
Finalize Bus Route Maps and Descriptions (routes, schedules, size and number of buses)

**February**
- Send "Local Sponsor Form" to Site Coordinators to collect their list of sponsors
- Finalize design and order Posters
- Review Site Budgets with Lori, prepare final site budget list for meeting and provide site coordinators with their numbers
- Poster printing, delivery and handout to site coordinators
- Poster distribution to sponsors
- Get invoices from Flowers Bakery for prepayment
- Send Ad to "The Greensheet"
- Track coverage and airing of media
- Send PSA to Radio Stations
- Send out Press Release to news media
- Post PSA, Press Release and all other promotional pieces to Trash Bash website
- Order paper products if needed: napkins, paper towels, paper boats
- Quote/Order T-Shirts
- Quote/Order for Buns
- Quote/Order for Hot Dogs, Chips and Cookies
- Order/Replenish First Aid Kits
- Finalize Local Sponsors List for "Thank You" and order "Thank You" Banners
- Get sponsor t-shirt numbers from TCF
- Review Locations and Maps with Port-a-let Provider
- Review Locations and Maps with Waste Haulers
- Determine Delivery of Water with Nestlé
- Pick up Park and Sound permits
- Thank you Banner Printing and Delivery
- Receive Water Donation from Nestlé Waters
- Send out Port-a-let details to site coordinators (contacts, delivery time)
- Send out Waste Hauling details to site coordinators (contacts, delivery time)
- Set date/location for Appreciation Luncheon (late April)
- Send site report form to coordinators
- Send out details for pickup of water and T-shirts to Site Coordinators
- Send out details for pickup of food items to Site Coordinators
- Safety Training Meeting

**March**
- Send details on buns pickup to coordinators (Flowers Bakery location, times, quantities, payment details)
- Follow up with Port-a-let Provider to see if everything is set for the event
- Follow up with Waste Haulers to see if everything is set for the event
- Receive and hand out HEB gift cards
- Send Ad to "The Greensheet"
- Send Press Release to "The Greensheet"
- Hand out park and sound permits
- Print and distribute "Site Coordinators Phone List"
- Distribute insurance certificates to site coordinators
T-Shirts delivered to storage for handout
T-Shirts and Posters to Sponsors
Site Coordinators pick up supplies from storage units
Balance supplies among the two storage units based on allocations
Trash needs to be hauled away within days after the event
Renew storage agreement with BullsEye Storage

April 2016

Receive/Sign Off on Supplies returned to storage units
Site Reports from Site Coordinators due to H-GAC within 15 days
Site Surveys from Site Coordinators due to H-GAC within 15 days
Photos from Sites due to H-GAC within 15 days
Remind Site Coordinators to turn in Registration Forms to TCF
Remind Site Coordinators to turn in Expense Reports to TCF
Remind Site Coordinators to turn in leftover HEB gift cards to TCF
Submit results to Trash Bash President for her SEP report
Design and print certificates for sponsors, coordinators and staff
Post results to Trash Bash website
Send e-mail invitation for Appreciation Luncheon to Coordinators (each site can be presented with 2 people)
Send Invitation Letter for Appreciation Luncheon to Sponsors (can bring one guest)
Request results from Trash Haulers
Add photos from sites to presentation for Appreciation Luncheon
Add results to presentation for Appreciation Luncheon
Appreciation Luncheon - DATE TBD
Post event photos, audio files and movies to Trash Bash website and Facebook
Prepare/Conduct Post Mortem Meeting
Trash Bash Mission: To promote environmental stewardship of our watershed through public education by utilizing hands-on educational tools and by developing partnerships between environmental, governmental, and private organizations.

Site Coordinator Responsibilities

Expectations and Requirements of a Site Coordinator (SC) are as follows:

- Establish a site committee comprised of volunteers that will assist in planning and will work at the site the day of the event to help ensure the event runs smoothly. See Site Committee section.
- Responsible for directing the site committee and managing all Trash Bash activities and deliveries at the site.
- Attend all Trash Bash monthly meetings. If a conflict arises, please send another site representative from the site committee.
- Solicit sponsors, both regional and local. If a Site Coordinator secures a donation from a new sponsor who does not already donate to Trash Bash, the first $250 will be dedicated to that site to enhance their site budget. The balance will go into the Trash Bash account to help fund regional expenses for the event.
- Provide site shipping address and contact information to Regional Coordinator (RC) for each item requiring shipment or delivery.
- Arrange to have photos taken at your site during the event and share them with the RC with final site report. Digital photos are the easiest to use and share.
- Poster distribution is the responsibility of the SC and site committee to gain local visibility for their site. The RC is responsible for sending posters to the regional sponsors.
- Publicity – SCs and their committees are expected to seek publicity for the event at the local level. Always try to recognize the Trash Bash web site, total number of sites and logo level sponsors in interviews about the event realizing the media has final editing power.
- Permits may be required for the use of parks, signs, food and loud speakers. While the Regional Coordinator may coordinate these permits, it is the responsibility of the Site Coordinator to ensure their site has the correct permits.
- Insurance – an event-wide insurance policy is secured each year which covers liability (damage) to the sites themselves. Please contact the Regional Coordinator for copy of policy certificate for your site. This is **not** liability coverage for volunteers. **This is why it is imperative that all volunteers sign a Liability Waiver at Registration so they understand this. We must maintain the signed document as a record so all forms should be turned in to the RC after the event is over in an envelope labeled with site and event year.** If volunteer is a minor, the form **must** be signed by legal guardian. Watercraft owners are responsible for their own liability insurance/safety.
- Site coordinators should be continually monitoring the status of safety supplies (water, gloves, and vests if applicable) during registration so if supply amounts begin to significantly decline, efforts can be made to get additional supplies from other sites, storage units or purchase from a store before the supplies are depleted. Volunteers are not allowed to participate in clean up without safety supplies.
- Buses and vans are provided based on necessity and available funding for some of the clean-up sites. This service must first be requested by the site and approved by RC. Buses should run back and forth to the drop off site continually during event. Bus driver instructions and route maps must be submitted to Regional Coordinator prior to event. SCs must arrange to have a knowledgeable person ride the bus route with the driver at least once at the start of the day and be stationed at
the bus to instruct all volunteers about where they are going, where and when they will be picked up and also to confirm that all volunteers have gloves, water and trash bags before allowed on bus.

- Site coordinators are not authorized to in any way to bind the board members of the Texas Conservation Fund (TCF) or TCF itself.

**Use of Trash Bash name and Logo**

- Site coordinators agree to safeguard the “River, Lakes, Bays ‘N Bayous Trash Bash” and “Trash Bash” logo since both are trademarks of the event. If you learn of other groups using either name, please contact the RC with information.
- Use of logo should always be accompanied by the River, Lakes, Bays ‘N Bayous Trash Bash® name as well as the registered trademark symbol.
- Any printed materials, either hard copy or mass emails, released in association with the Trash Bash® event must be approved by the regional coordinator and/or the Texas Conservation Fund board of directors before being printed and distributed.

**Site Committee**

Site Committees are formed by each Site Coordinator. Each Site Committee is responsible for the following:

- Mailing labels for “Save the Date” cards
- Scouts – solicit and confirm participation in advance
- Door prizes – purchase and/or solicit door prizes
- Short Term refrigeration for hot dogs, up to one week long storage for buns, chips
- Crowd Control at the site during the event
- Traffic and Parking considerations and signage
- Identify signage needs and placement
- Educational projects/displays/activities
- Assemble and inventory all supplies needed for the event in advance so if items are missing, you have time to get replacements.
- General information table at event
- Registration table where registration and liability forms are collected and wrist bands are handed out
- Table for gloves, trash bags, water and safety vests and/or trash grabbers (if applicable) directly following registration
- First Aid area with kit marked by sign that is visible and accessible to volunteers
- Placement of recycling bins during event
- Roll Off Bins – Give map with locations to RC and trash hauler.
- Harris County sites only – Harris County provides trash pickup of trash bags without dumpsters for Harris County sites but need to determine location for staging trash for pick up. Give map of location to RC.
- Port-a-lets – how many and where to locate? Give needs and map to RC.
- Hand washing stations – give needs and map for location to RC.
- Cardboard trash boxes with plastic liners for lunch trash – how many do you need for your site? Give needs to RC.
- Decide how and where to cook hot dogs (& chili?)
- Who will cook & serve the food?
✓ Where will food be located once prepared including buns, hotdogs, ketchup, mustard, relish, cheese, chili, etc.
✓ Who’s purchasing condiments, drinks, etc. and from where?
✓ Food pickup and storage during the week before the event – who, when and where?
  Delivery &/or pick-up will be a couple of days before the event.
✓ If there is leftover food, where to donate. Identify missions and shelters and their needs prior to event so food can be delivered same day. We strongly support donating to those in need.
✓ Identify who will be responsible for recycling items collected such as cans that can be recycled.

Safety
Safety is our **number one** priority for volunteers.

- **Registration** – gloves and water must be given to all volunteers before they are allowed to clean up. If volunteers are going to be cleaning alongside a road, that volunteer must also be issued an orange safety vest. If the site runs out of any of these supplies, volunteer must wait until more supplies are available before allowed to clean up trash.
- **NO** adults or minors will be allowed to participate in the clean up unless liability and registration form is filled out and signed by adult or legal guardian for minors.
- Volunteers younger than age 10 will not be allowed to clean along a road side or on the banks of a flowing waterway.
- **First Aid** – at a minimum each site is required to have a first aid station manned by individual(s) familiar with or knowledgeable about first aid including techniques for treating/dealing with cuts, abrasions, bites, stings, allergic reactions, heat stress, etc. and having ability (cell phone) to call for ambulance, if needed. The location of this station must be identified by a sign so easily visible to volunteers.
- **In case of injury requiring medical attention, that is the responsibility of the person injured if an adult and of the guardian if injured person is a minor.** Site Coordinator should assist in calling 911 if requested to by the adult or in an emergency situation.
- **EMS** is not required but recommended if available on volunteer or in-kind basis. Many industries have this service on site and may volunteer the service for the event.
- **In the case of a lost child, this child should be taken to Site Coordinator or Registration table and held until picked up by adult who accompanied child to event. Check ID and document if any question.**
- **Criterion for Canceling TB – Trash Bash is held rain or shine unless conditions deteriorate and become unsafe.** Criteria for cancelling event and sending volunteers home are:
  - Lightning – if lightning is observed during event, event must be cancelled
  - Hail – if observed, send volunteers to immediate cover, i.e. pavilion, tents, buses, cars, etc. and monitor after passed for other unsafe conditions
  - Drenching rainfall – cancel event as makes slopes slick and footing uncertain
  - Rising water – cancel event if rising quickly and/or more rain is forecast
  - Other concerns that make conditions unsafe. If unsure, call RC.

Funding for Event
RC and the Texas Conservation Fund along with Site Coordinators raise money each year for the event. We have many longtime sponsors but also get new sponsors each year. The money raised covers the following budgets/expenses each year:

- **Site Budget** – The Trash Bash organization provides each Trash Bash site a site budget to reimburse the site for entertainment and supplies that will enhance the event. The site budget can be used to pay for entertainment, door prizes, tables, chairs, tents OR for any other item/activity that has been pre-approved upon request from SC by the Regional Coordinator with approval from board. The site coordinator must maintain all receipts for items/entertainment spent and submit a signed reimbursement request form with receipts and explanation to TCF president for reimbursement.

- **Event-wide Site Allocations** – Outside of site budget. Some of these items are donated, some are paid for in advance by RC, others will be paid for with purchasing cards, and some should be paid for and reimbursed to site coordinator or committee member. The funding of these items can change year to year. These items include:
  
  **Safety:**
  - Water (donated in-kind)
  - Gloves (purchased by RC)
  - Safety Vests if cleaning along roads (purchased by RC)
  - Trash Grabbers for those who request them (purchased by RC)

  **Food and Drink Budget:**
  - Hot dogs (purchased by RC)
  - Buns (purchased by RC)
  - Chips & Cookies (provided by RC)
  - Condiments (purchased by gift card, or SC and reimbursed)
  - Sodas (purchased by gift card, or SC and reimbursed)
  - Ice (some provided by RC or purchased by SC and reimbursed)
  - Serving supplies (some provided by RC or purchased by SC and reimbursed)

  **Misc. Supplies Budget (purchased by Regional Coordinator):**
  - Trash Bags
  - T-Shirts
  - Patches
  - Wristbands
  - Signage

  **Education Budget:**
  - Site specific projects must be approved by Steering Committee depending on merit and available funding
  - Steering Committee can vote to provide educational project/items to all sites.

  **Trash Hauling and Disposal (purchased by RC)**

  **Tire Disposal (purchased by RC)**

**Waste Issues**

- What should not be collected by volunteers but should be marked and reported to Site Coordinator. Site Coordinator should report the location of these items to the County Health Department for collection. These items include the following:
  - Drums
  - Containers leaking unknown contents
– Sharps
– Freon
– Creosote
– Weapons
– Suspicious looking items

The location of those items should be documented or marked and reported to the Site Coordinator. The Site Coordinator should contact the County Health Department for appropriate collection.

• Normal trash and debris can be placed in trash bags and roll off boxes.
• Tires must be staged separately and will be picked up by a tire recycler at one location per site after the clean up. Tires must not be placed on the roll off boxes.
• Materials collected separately at event for recycling like drink cans, plastic bottles, etc. should be recycled by a member of the Site Committee after the event. The available recycling locations should be identified by the Site Committee in advance of the event.

Activities after the Event
✓ Thank you notes/letters to Site Sponsors and Site Committee.
✓ Regional Coordinator will send thank yous to regional sponsors.
✓ Identify additional preparations and lessons learned for NEXT year’s event and record.

Event Site Report
A site report should be compiled immediately after the event and submitted to the RC. The report should include:
✓ Attendance (number of volunteers)
✓ Amount of trash and tires collected – contact your waste hauler for info
✓ Review left-over supplies and revise numbers accordingly next year
✓ Amounts of left-over food & ice – where was it donated?
✓ Did you have any first aid incidents? Explain what happened and how it was handled.
✓ What worked really well at your site?
✓ What needs to be changed at your site?

Site Inventory and Return to Storage:
✓ Inventory all equipment/items/supplies on loan from Trash Bash organization and note any damage
✓ Identify amounts of supplies left over from this year’s event that can be used next year (Gloves, trash bags, t-shirts, patches, wristbands, signage etc.)
✓ Provide inventory list to RC and identify which storage unit you are using or approved alternative storage location. If an item was damaged, report to RC as well.
✓ Return items to storage (as inventoried) clean and in good condition.
RIVER, LAKES
BAYS ‘N BAYOUS TRASH BASH.

APPENDIX K

Trash Bash Site Map
Trash Bash Site Map
Trash Bash Site Location Webpage: [http://www.trashbash.org/sites.html](http://www.trashbash.org/sites.html)

Click on site links and information page comes up. See next page of this attachment for a sample site information form.

Map is interactive. Click on pin and address comes up. Map is scrollable and zoomable.
Armand Bayou (Bay Area Park)

Location
Cleanup at Bay Area Park
7500 Bay Area Boulevard
Pasadena, TX 77586
Google Online Map

Coordinator Names and Contact Information
Emily Ford
Galveston Bay Foundation
(281) 332-3381 x207
eford@galvbay.org

Directions from I-45 to Bay Area Park
Exit at Bay Area Boulevard and go East approximately 6 miles, crossing major intersections: Highway 3, El Camino Real, and Space Center Boulevard. Upon crossing the Armand Bayou Bridge, look for the yellow blinking light. This marks Bay Area Park on the right. Meet at the boat launch.

Directions from Highway 146 to Bay Area Park
Go South from La Porte or North from Seabrook. Turn West on any one of three streets: Choate Road, Port Drive, or Red Bluff Road. Each will take you to Bay Area Boulevard where you turn left (West). Continue on Bay Area Boulevard to Bay Area Park. Turn left at the blinking yellow light and go into the park. Meet at the boat launch.

Parking
Parking is available, but limited, at Bay Area Park. Please carpool if possible.

Registration Area
Registration and lunch will be held at the Southeast corner of the park - after the dog park and children’s playground. All volunteers must sign a liability release. Minors must have a form signed by their parent or guardian.

Area to be Cleaned
Banks and tributaries of Armand Bayou. Volunteers are encouraged to bring their own paddlecraft, however, “from the bank cleaning” is offered to those on foot.

Schedule for the Day
8:30 am - 9:30 am  Registration at Bay Area Park
9:00 am - 12:00 pm  Cleanup in the local area
12:00 pm - 1:00 pm  Lunch and door prizes at Bay Area Park
APPENDIX M

Year 3 Educational Display
Year 3 – Educational Display

Focus on Stormwater Runoff
Low Impact Development

Equal measures of water are used in each section to compare how much runoff occurs from impervious surfaces, lawns, and low impact techniques. Examples of common pollutants and types of LID are illustrated in the artwork. A general information poster about stormwater runoff accompanies the demonstration.
Pledge sheets are used to reinforce the educational message through the accountability of a signature.
APPENDIX N
Contract Expenditures & Receipts
MARINE DEBRIS BIODEGRADATION TIME LINE

- **Paper Products**: 2-6 weeks
- **Waxed Milk Carton**: 3 months
- **Plastic Bag**: 10-20 years
- **Leather**: 50 years
- **Rubber Boot Sole**: 50-80 years
- **Foam Plastic Cups**: 50 years
- **Glass Bottles and Jars**: 80-200 years
- **Monofilament Fishing Line**: 600 years
- **Cotton Rope**: 3-14 months
- **Agricultural Products**: 2-6 weeks
- **Plastic Film Canister**: 20-30 years
- **Foam Plastic Busys**: 80 years
- **Disposable Diapers**: 30-40 years
- **Insulation**: 450 years
- **Nylon Fabric**: 30-40 years
- **Tim Cans**: 50 years
- **Cigarette Butts**: 1-5 years
- **Plastic Beverage Bottles**: 450 years
- **Aluminum Cans**: 50 years
- **Plywood**: 1-3 years


Due to the uncertainty of each item's individual composition and environmental exposure, the time lines quoted here are estimates.
**Invoice: 22827**

**ADPOWER**

- **Address:** 6600 South Loop East Suite 110, Houston, TX 77033
- **Phone:** 713-645-7693

**Customer:** HOUSTON-GALVESTON AREA COUNCIL

**Contact:** BECKI BEGLEY

**PO Box:** 22777

**Terms:** Net 30

**Ship To:** HOUSTON-GALVESTON AREA COUNCIL

**Ship To:** BECKI BEGLEY

**Address:** 3555 Timmons, Suite 120

**City:** Houston, TX 77027

**PO Number:** 544

**Salesperson:** Terry Crane

**Ship Method:** ADPOWER Delivery

**Design ID** | **Design Title** | **Type**
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728 | Trash Bash Cumulative | LFD

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**Sales Tax:** 0.00

**Shipping:** 0.00

**Total:** 206.00

**Payment:** 206.30

**Card Type:** MASTERCARD

**Card No:** X3146

**Purchase #:** 22827

**Note:**

2% per month will be added to all past due invoices. ADPOWER is not responsible for customer supplied goods. All artwork, films, & screen are the property of ADPOWER except those furnished by the customer. Under no circumstances shall ADPOWER be liable for any dollar amount exceeding the total amount payable for the production of the job not including artwork, set-up, shipping and taxes. All orders are subject to 5% over/under. All prices reflect a 3% cash discount. Any credit card payments will lose this discount. All transactions are governed by Texas law. Customer is liable for any and all costs of any disputes including, but not limited to, attorneys fees and costs of collection. Venue shall be Harris County, Texas.

Art on next page
98,010 Volunteers
4,166,300 Pounds of Trash
15 Cleanup Sites
1,120 Miles of Shoreline
Results 1994-2015
26,920 Pounds Recycled
9,617 Tires Collected

Pitch the Poop

How to Play:
(1) Stand at the tape marker 10 feet from the trash can.
(2) Attempt to throw the bag of "poop" in the trash can without crossing the tape marker.
(3) Two bags of "poop" in the trash can wins.

Why Does Poop Matter?

There are 900,000
collected per day.

Always Pick Up Your Dog's Poop!

WWW.TRASHBASH.ORG

WWW.FACEBOOK.COM/TRASHBASH

 Proudly made by the Texas Commission on Environmental Quality and the Galveston Bay Foundation
### WHEN IT RAINS, YOUR YARD DRAINS

**Prevent Stormwater Pollution Where It Starts**

- **Runoff**
- **Body of Water**
- **Storm Drain**
- **Outlet**

### TEST YOUR KNOWLEDGE

- **T or F** Runoff is rain that is not absorbed and ends up in the storm drain or nearest waterway.
- **T or F** Stormwater runoff is not treated to remove pollutants.
- **T or F** Residential properties are potential sources of many pollutants.

---

### INVOICE

**Sold To:**
Houston-Galveston Area Council  
Becki Begley  
PO Box 2777  
Houston, TX  77277-2777

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**Job Name:** STORMWATER POSTER

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**Notes**

- **Sub Total:** $180.00
- **Freight:** $0.00
- **Tax:** $0.00

**Total:** $180.00  
**TERMS:** DUE UPON RECEIPT  
**Page:** 1
CAUTION!

Watch for snakes, alligators or harmful insects

Avoid contact with any wild animals

Do not touch harmful plants such as poison ivy or poison oak

Remember vines or plants with thorns can also cause injuries

Report any hazards to your group leader or Trash Bash organizers
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<td>Both posters are 400 on photo gloss paper, gloss laminate 3 mil both sides with 1/4&quot; edge seal all around</td>
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**Invoice:** 20162200-91
**Invoice Date:** 3/30/2016
**Job:** 20162200
**Contact:** Thing Jolly
**Purchase Order:** 16-64274
**Footer Number:**

**Terms:** 2% 10 Days/Net 30 Days

(Discoun applicable to check/cash payments only)

You may deduct $3.64 if paid by 4/3/2016
Cost of Lamination for 16 of these 75 poster is itemized on AdPower Purchase Order (next page)
### PURCHASE ORDER

**16-EN-586**

**Vendor Information**

**ADPOWER INC**

8060 SOUTH LOOP EAST SUITE 110

HOUSTON, TX 77033

**Phone:**

(713) 627-2300

**Fax:**

(713) 627-2300

**Division:**

Display

**Shipping Information**

**3553 Timmons Lane, Ste 100**

Houston, TX 77027

**Accounts Payable**

**Date** | **Required Date** | **Prepared By** | **Workflow** | **Status** | **Description**
--- | --- | --- | --- | --- | ---
07/14/2016 | 07/24/2016 | VIRGIE L. HALL | KE - WATER RESOURCES | ACCOUNTING Documents | P-HAC Trash Bash | R. BEGLEY

**Price per email quote dated June 30, 2016**

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**Approved Information**

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<td>TARA REYNOLDS</td>
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<td>R. BEGLEY</td>
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This Purchase Order is an offer to purchase the goods and/or services specified above. Placement of the Order with Contractor is expressly conditioned upon Contractor’s acceptance of all of the terms and conditions located at:

[http://www.hr-gac.com/purchasing/default.aspx](http://www.hr-gac.com/purchasing/default.aspx)

All goods are to be shipped prepaid, F.O.B. Destination, unless otherwise agreed.

All invoices, packages, shipping notices, or other written documents affecting this Order shall contain the applicable purchase order number. Invoices must be mailed to the address listed above.

The Houston-Galveston Area Council is a government agency and is exempt from payment of Sales Tax.

Display of Items begins on next page
Tri-fold Display Posters

What Watershed Do You Live In?

The Journey of Trash
- Plastic bags, cups, straws and cigarette butts wash into storm drains and end up in our rivers, lakes and baysides. They eventually find their way into the food chain.

What Can You Do?
- Only Rain Down the Storm Drain
  - Prevent pollution and flooding, never put anything down the storm drain.

- Properly Dispose of Fats, Oils & Grease
  - Pour the wastewater in your home and community kitchens into the storm drain, not the kitchen sink, and never flush down the drain.

- Pick Up Pet Waste
  - With this team to prevent bacteria from washing into our waterbodies.

- Put Trash in Its Place
  - Never throw, burn or dump on whichever possible.

- Don’t Over-Fertilize Your Lawn
  - Use it more. Follow label directions exactly and consider using organic fertilizer.

Get Involved
- Volunteer for events like Trash Day® (www.h-gac.org). Educate your friends and family on how you can help protect water quality association to restore our waterways.

Learn more about regional water quality programs at www.h-gac.com/water.
Educational Display Pledges

- Pitch the Poop (PTP)
- Fats, Oils, Grease (FOG)
- Low Impact Development (LID)

I Pledge...

To throw pup’s poop away, not leave it for another day.
I will not leave it in the rain, and will not flush it down the drain.
Each and every time my pup poops, I hereby pledge to stoop and scoop.
Then straight to the can I will dash, and put my pup’s poop in the trash.

I Pledge...

To keep the storm drain clear, protecting it from pollutants far and near.
Whether yard chemicals in abundance or litter uncollected, the presence of pollutants will leave our water affected.
So here and now I pledge to use LID to prevent, stormwater pollution to a major extent.
To ensure safe and clean water for our nation, protecting our water for future generations.
Posters

Pitch the Poop
Fats, Oils, Grease
Low Impact Development (Stormwater)

THE TROUBLE WITH DOG POOP
and how we can protect our waterways, one bag at a time.

This means that...

What can you do?

LEARN MORE about the effects of pet waste and what you can do to make a difference by visiting our website. www.p Wolverine.us

DON'T FEED THE GREASE MONSTER
Bacteria is a common source of pollution in Texas waters. Improper disposal of fats, oils and grease (FOG) contributes to the problem.

Where does FOG come from?

Why does FOG matter?

What can YOU do?

GREASE, A MONSTER OF A PROBLEM
When it rains, your yard drains
Prevent Stormwater Pollution Where It Starts

TEST YOUR KNOWLEDGE
T or F Runoff is rain that is not absorbed and ends up in the storm drain or nearest waterway.
T or F Stormwater runoff is not treated to remove pollutants.
T or F Residential properties are potential sources of many pollutants.
Trash Bash Informational Rack Card

Trash Bash® uses hands-on education and partners to promote environmental stewards for the Galveston Bay Watershed.

VOLUNTEER
Scouts, clubs, schools, groups, and families can find a location close to work, school, or home.

SPONSOR
Tax-deductible donation options are available for businesses, organisations, and individuals.

LEARN
Games, exhibits, and displays explain the importance of protecting water quality.

Learn more at [www.TrashBash.org](http://www.TrashBash.org)
Like us at [Facebook.com/TrashBash](http://Facebook.com/TrashBash)

Funding through the Texas Commission on Environmental Quality and the Galveston Bay Estuary Program.
What is Stormwater?

Stormwater is the runoff that occurs during rain, flood water, or snowmelt. It flows down into gutters and storm drains without treatment. Stormwater pollution is a major threat to Texas waterways and the environment.

Protecting Our Water

Start with you.

Learn more:
In.gov/Indiana
WaterUseSource@G.GAC.com
www.Plagie.com/G.GAC/Water

What Can You Do?

At Home
Maintain and repair your on-site sewage system.
Keep fats, oils, and grease out of sinks.

Use a home composting or aerobic septic system.

Repair auto fluid leaks and recycle motor oil.

Safety store leftover paint and chemicals for recycling.

Empty cleaning water into sinks, not outside.

In the Yard
Use lawn and garden chemicals sparingly and always follow label directions.

Check your septic system for signs of a clog.

Use permeable pavement, rain gardens, compost, or rain barrows to slow the flow and filter stormwater.

Get Involved

Learn about your watershed by joining a watershed association or organization.

Become a H.GAC Texas Streams team volunteer water monitor.

www.h-gac.com/txstreams

Report water quality concerns.

www.Galbea.org/Galbea


Common Pollutants

Detergents & Fertilizers
Cigarettes & Butts
Paint & Chemicals

Groundwater isn't just for drinking.

Water Quality Info Pamphlet
Cumulative Results Poster

Your Work Counts
Trash Bash Results 1994 - 2016

- 23 years
- 102,500 volunteers
- 2,137.05 tons of trash
- 10,135 tires
- 14.87 tons of recyclables
- 1,296.53 miles of shoreline

For more information, visit www.trashbash.org
Stormwater Quiz Cards
(Sample of 4 cards)

How is Galveston Bay important to Houston?

What caused this water pollution?

Why is this single water drop important?

What caused this algae bloom?