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# *Contents*

- A Organizing Your River Group*
- A1 Why Organize a River Group?*
- A2 What Make Meetings Work?*
- A3 How Do We Recruit Volunteers?*
- A4 Should We Incorporate and Apply for Tax Exempt Status?*

- B Tools for Action*
- B1 Develop and Share Your Stream's Story*
- B2 Assess Your Watershed*
- B3 Organize a River Clean-up*
- B4 Hold a BioBlitz*
- B5 Learn To Use the Clean Water Act*
- B6 Report Water Pollution*
- B7 Monitor Pollution from Construction SP*









## *A2 What Meetings Work?*

Ask yourself these questions:

1. Did you join a river conservation group so that you can go to meetings?
2. Are there other demands that are competing for your volunteer time?

Can you see where this is going? Holding non-productive meetings is a momentum killer. You can lose a lot of good volunteers if you hold a series of poorly run meetings.

### **Look for ways to build momentum**

Your organization always should be building momentum. In the early life of the group, or for a specific campaign, this is an especially critical commodity. In the words of organizing sage Saul Alinsky, “Organizations need action as an individual needs oxygen.”

Leaders need to do their homework prior to a meeting to make sure they don’t suck the oxygen out of the organization!

You should have an agenda prepared before the meeting, so that the group can see the progression of the meeting, and help keep the meeting on task and germane to the topic being discussed.

As part of the preparation, think about your objectives for the meeting: what do you want to accomplish and how long will it take to meet these objectives. Note the amount of time allotted to each topic and appoint someone to be keep time and gently, but firmly, remind the leader to move things along. If your meetings are large affairs involving a number of people, you may want to follow Robert’s



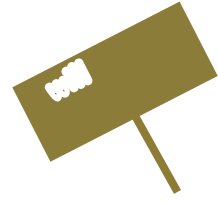
Rules of Order to keep agenda items moving along. Be sure that everyone involved in the meeting is aware of the ground rules and has access to information relevant before your meetings.

Remember what your volunteer members are giving up to be at the meeting. Try to accomplish meaningful tasks so members will feel fulfilled and want to continue to be involved in work of the organization. It is helpful to have concrete actions for members to take, such as signing postcards or writing letters to the editor as the last item of a meeting's agenda.

### **Having Fun**

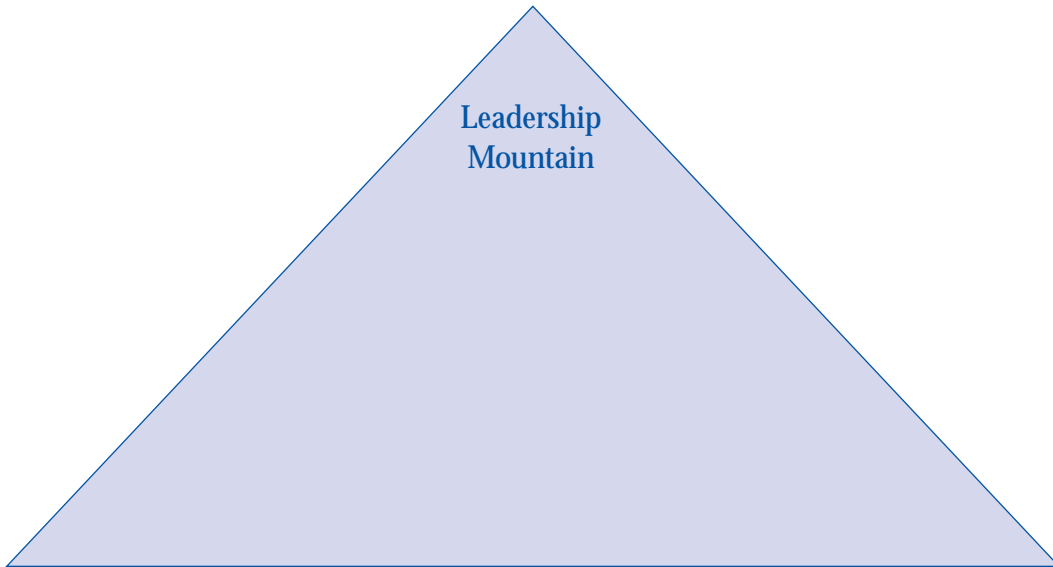
From what we have mentioned so far, it may seem like fun is out of the question at meetings. Not so! Protecting your river should be fun. To have fun at meetings, be





ditions. Understanding your volunteers' needs will help develop a long term relationship that will benefit everyone and help further the goal of river conservation.

To develop a long-term relationship with your volunteers, you will need to help them grow into their job with your organization. The Institute for Conservation Leadership has developed a "Leadership Mountain" model for volunteer recruitment. Starting at the bottom, members and public are asked merely to get involved. Then they are asked to increase their participation, their responsibility, their commitment. Each step up the mountain provides opportunity for their personal growth and new service and leadership within the organization.



For more advanced volunteers, you should design activities that involve longer-term commitments and are program related. These will require some basic training, supervision, and feedback from leadership or staff. Activities should be interesting, rewarding, and utilize the skills and interests of the volunteers. As you match advanced volunteers to jobs, you should also continue to assess entry-level volunteers and encourage their growth so that they will continue to come back. Your ultimate goal is to encourage the development of group leaders and/or board members that take on much more responsibility and have a commitment to the organization's goals.



### **Some Other Things To Think About**

How do we inform volunteers about potential involvement in our organization?

Prairie Rivers Network has developed a volunteer task form that includes the following information to help volunteers do their assigned tasks:

Task title

Deadline

Leader requesting work/person who can help with questions

Background or big picture as to why the task is important to the organization

Explain record-keeping requirements for telephone calls, postage usage, etc.

Provide directions, usually in a step by step manner, clearly written.

Provide an example if applicable to the task.

### **Asking People for Help**

Asking for new volunteers or members should be a measurable goal in everything your organization does.

If you are not consciously thinking of how to expand your volunteer base, you are missing an important opportunity to grow your organization.

The outreach element in an organization's plan or a separate campaign should create activities that capture the new or potential volunteers' attention, their contact information, and introduce them to fulfilling volunteer work for rivers and streams.

Credibility and personal relationships are important as you ask for help: it's best to have someone you know and trust ask you for help—but even if people don't have much of a personal relationship with you, they will appreciate being asked for help. With a cold ask you will need to work on building that relationship and credibility, and you may find a new star performer for the group.

### **the Asking Cycle: Ask, Inform, Involve, Thank, and Ask Again**

How do we turn by-standers into river advocates? You use a cycle of repetition.

Of course, the goal is to complete the work at hand, however, creating river conservation leaders for tomorrow and building effective, sustainable organizations should be an ever-present part of your goal, as mentioned above in the section on developing a long term relationship. Leaders must be created—forged by re—by stepping them up from their first “ask.”

A simple formula will help design your asking message:

Personal introduction

Problem introduction

Stating the solution

the request for help

You should prepare before the ask by writing down and perhaps practicing what you will say. The problem introduction should be addressed in an engaging way that will encompass the potential volunteer's self interest. How you define the problem is sometimes referred to as “cutting the issue.” The solution too, will need to be well thought out.

Finally, get a firm commitment from the potential volunteer,

## **Keeping Track of Volunteers**

The key to building good volunteer programs is to keep records on each potential volunteer, their interests and contact information, what you have asked them to do, what they have delivered on, and so on. Develop a database for your volunteer program, track volunteers' involvement and development, and use this information to develop your volunteers into conservation leaders. There are many ways to track volunteers, but pick one and stick to it. The payoff will be scores of people working together in your organization, furthering the mission of river conservation.

## **Things To Avoid**

Here are some of the don'ts to volunteer management:

Don't give open ended assignments—define the beginning and end of the task or responsibility.

Don't skimp on information—volunteers need to know how their donation of time and effort will help.

Don't forget to define the task well—if there is a misunderstanding you may lose the volunteer if they didn't feel their time was spent on something valuable.

In the beginning, don't overwhelm the volunteer or take them outside their comfort zone. They will grow from repeated asks.

Don't rush the relationship building and throw them immediately into the task—Some volunteers are looking for social interaction. Listen to the

### Where Do You Find them?

You can find volunteers in many places, and you should try many, if not all of these:

Have a booth at fairs or other public events;

E-mail requests for help, listserv calls to action, and forum message boards (sometimes from other affiliated organizations);

Public service announcements or media interviews (what's going on in the community segments);

Newsletters, brochures, leaflets, church bulletins, and other printed materials;

Organizations such as volunteer centers, schools, community service programs, civic and service organizations, college departments,

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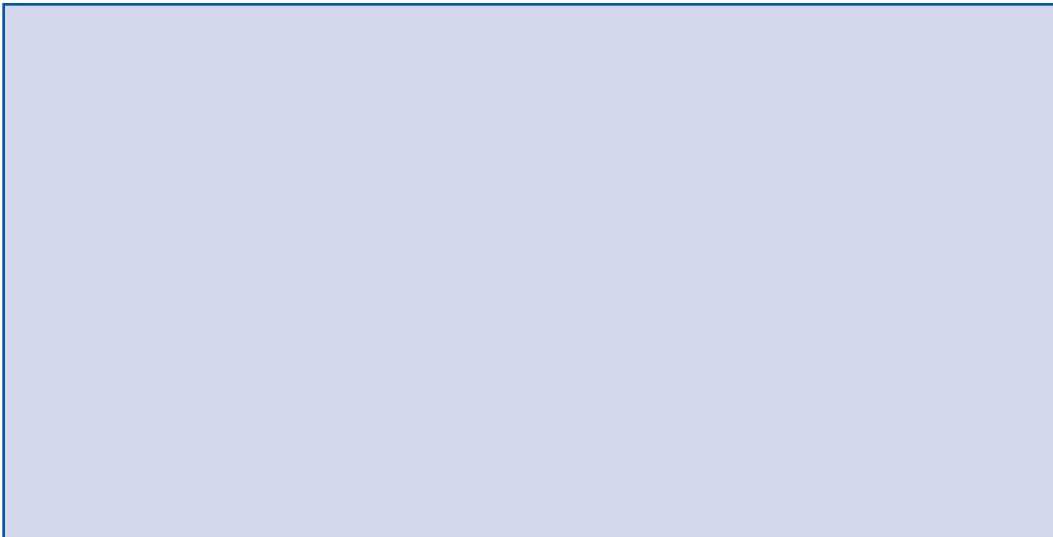






## *Develop and Share Your Stream's Story*

Congratulations! You have organized a group interested in protecting your local





connections between people, wildlife, and river health will go a long way. Ask your friends, photographers, and volunteers to spend time throughout the seasons of the year snapping photos of your watershed, stream, and wildlife.

The story you have developed in Step 1 can be enhanced and brought alive with the use of visual images in a slide show.

An upbeat, positive messages about the values of your stream can excite your audience and encourage them to want to know more. A discussion of threats should always be accompanied by specific steps individuals can take to address those threats, thereby providing a positive opportunity for further involvement.

Once you have an outline, you can create a script that accompanies the slides. If you have a number of volunteers who might be giving the presentation, it helps to have a consistent script.

Try to be an energetic educator and an entertainer, and practice, practice, practice! With practice you will be able to project expertise, professionalism, credibility, and warmth.



## *A Your Watershed*

One of the most critical steps in protecting your stream is finding out what is happening in the watershed. Conducting a watershed assessment will help you identify existing problems in your stream, anticipate future threats, and create opportunities to promote the value of your local stream. It also can be a fun and rewarding activity for the members of your organization. Exhaustive research may not be necessary or feasible for your organization, so do not be overwhelmed by the numerous possibilities identified here. Start collecting information now and consider watershed assessment an ongoing process that grows with your organization.

### **Set Goals for Your Assessment**

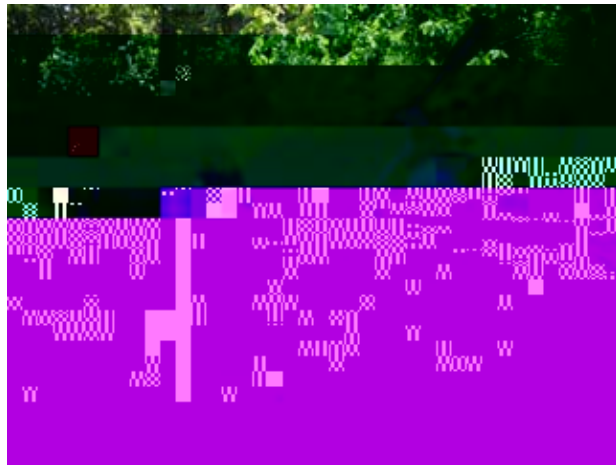
As with most activities, it is useful to spend time thinking about why you want to do it before starting. A little planning will ensure that you focus on collecting the information you need and that your participants are satisfied that the efforts are serving a purpose. Each organization will likely choose some different goals for its watershed assessment, and you are encouraged to be creative and develop your own. A few examples are provided here to get you started.

#### **Possible Goals for a Watershed Assessment**

1. To understand and document the ecological state of streams and other natural resources of the watershed. (In other words, which areas of the watershed are healthy? Which are polluted? Which areas should be priorities for additional protection?)
2. To identify potential causes of pollution, including very localized impacts.
3. To prepare for effective participation in Clean Water Act programs and other programs designed to protect and restore the watershed.
4. To identify priority areas for a river clean up.
- 5.

## Get Started! Gather Available Information

Just as goals will vary among watershed groups, each organization will include different information in its assessment, based on different interests of the participants. This section offers ideas that you may choose from and add to as you study your watershed. Because there is a lot of information out there and you'll want to involve several members in this activity, you may want to divide these tasks among several teams.



**Topographic Maps.** A topographic map (DeLorme) is a great starting place for locating the boundaries of your watershed, and it is likely that at least one of your members has a copy in her car. If you'd like more detail, you can buy USGS maps at various scales. These can be found in good map stores, or can be ordered from the USGS online store (<http://rockys25.cr.usgs.gov/>).

**Elevation Contours.** By connecting all of the highest elevations around the streams of your watershed, you can identify all of the land area and potential pollution sources that drain into the streams in your watershed.

**Local Conservationists.** Several Illinois Dept. of Natural Resources documents, such as Critical Trends Assessment Program (CTAP) reports (<http://www.dnr.state.il.us/orep/ctap2/toc1.htm>), are useful in identifying healthy waters and lands. You can also search the Illinois Natural History Survey collections and databases to find plants and animals that have been collected in your watershed, dating back to the 1800s (<http://www.inhs.uiuc.edu/cbd/collections/index.html>). Fish, crustacean, insect, and mussel collection databases will allow search queries by stream, and these are extremely useful tools. Talk to local conservationists to learn about other areas of local ecological interest.

**Water Quality Data.** USEPA's STORET system (online at <http://www.epa.gov/storet/>) is a repository for water quality data. Additional volunteer monitoring data may have been collected through Illinois RiverWatch program. Check the RiverWatch website ([http://www.ngrrrec.org/river\\_watch.htm](http://www.ngrrrec.org/river_watch.htm)) to find out if volunteer data is available in your watershed.









## *Organize a River Clean-up*

Planning and hosting a local river clean-up is easy when it's done in an organized, timely fashion. Remember that any clean-up is a successful clean-up: if your organization is small, start with a small stretch of the river or a tributary. It may also be easier to start by focusing on a stretch of the river that is in public land, such as a forest preserve or park district. This eliminates the need to get permission from private landowners and allows for possible co-ordination with the public entity. As the clean-up is publicized year after year, the resources and volunteers will grow, allowing you to expand the area.

### **Getting Started and Planning**

The key to getting started is to plan as far in advance as possible.

Advanced planning allows for the coordination of services, especially if facilities need to be rented.

(other river groups, civic organization, park district, etc.) if applicable. Delegate responsibilities or establish committees using the categories below.

to access the property from the appropriate landowners.

PSAs) about the event that can be submitted to radio and television stations. Note: Many of these need to be submitted up to 3 months in advance, so prepare announcements early (especially in the Chicagoland area). Each station may have a different policy for submitting a PSA, so be sure to check on each station's requirements. Many are available on the station website, which saves numerous phone calls.

Canvass neighborhood businesses asking to post the flyer in windows or on community bulletin boards.

Reach out to local scout troops, church youth groups, local paddling clubs, wildlife organizations, etc., to ask them to participate in the clean-up.

Post flyers in newspapers and on TV and radio stations. Many of these are also found on the respective websites.

Work with a representative sponsor of the event. Ask if this is possible when initially contacting them.

Send flyers and fax to all local newspapers. Include the day, time, location, sponsors, and perhaps some general information on the river segment selected. Be sure to include your contact information.

## Sites and Logistics

Once you have picked a site or a stretch of the river, take steps to ensure that things go smoothly on cleanup day. A committee or group of people delegated to this task will be critical to your success.

### Land sites along the river

Be sure you have permission from landowners for any private land sites you wish to access with volunteers. Will there be parking at the site for volunteers, or will you need to transport them to and from the site?

Be sure to have signs marking the location of land sites for people who are travelling to the site in their own cars. Directional signs from the check-in point to the various land sites are particularly helpful. (Each volunteer should also be given a map with directions to their site when they check in.)

You will need to arrange for a dumpster on-site or for pick up of trash at the site.

Each land site should have a group leader who is a member of the host group or committee.

### River sites on the water

If you are planning to have people in boats collecting trash, you will need to space them along the river at appropriate spots. You will also need to ensure they have access points to put their in and take out their boats. Transportation from these points will need to be coordinated.

Be sure to have directions to put in and take out sites.

In many cases, boaters will simply carry the trash they collect in their boat. Some may wish to tow a john boat or skiff behind their canoe to barge bigger items down the river.

Each river site should also have a group leader who is a member of the host group. Each group leader should have a way to contact the organizer and first aid in case of an emergency.

### Necessary Gear

All volunteers should be advised to wear sturdy shoes and clothes that can get muddy. Other crucial equipment can in many cases be donated or borrowed from local businesses/organizations. **A committee should be in charge with soliciting donations no less than 30 days in advance.**

Work gloves are a must! Besides trash, shards of glass and other dangerous objects may be encountered, and gloves help



## Safety

that releases all organizing parties from liability for accidents that may occur. On the day of the clean-up, have each participant print their name and address, and sign and date the form. A parent/legal guardian or supervisor must sign for those under the age of 18. An example of a draft liability waiver can be found in the appendices of this tool kit.

from a park district or similar body, make sure the participants adhere to all rules and regulations of the rental organization.

, make sure they are properly registered to be on Illinois waters.

! In most instances, it is advisable not to allow children in canoes. Young volunteers can participate in the bank clean-up and trails along the river.

! Illinois Paddling Council has an extensive safety list for canoes <http://www.illinoispaddling.org//safety.html>.

as it is not always stable. A person falling through a log jams is in risk of entrapment and drowning.

## On Clean Up Day

### Coordinating Volunteers

Point out your first aid station and review safety precautions.

along the stream that you have identified and mapped out in advance. Estimate the number of people needed at each site.

, so plan accordingly. Leaders may also be in charge of running garbage back and forth to the dumpster site, if necessary.

, a specific time the groups should meet back at headquarters.

that was provided by the host groups.

! Reward volunteers with donated prizes, souvenirs, and refreshments.

## Follow Up

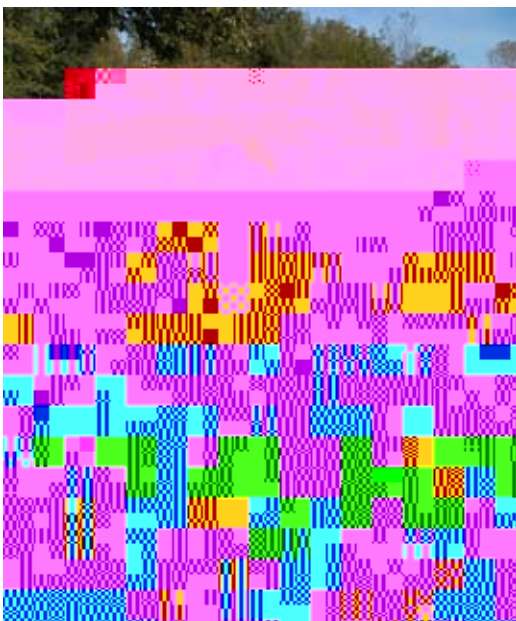
ough the event is over, a few more tasks should be completed to keep good relations with donors and volunteers for next year's clean-up. ese follow-up tasks also will help keep the phe eAVINA! (Sē āwa)CÀnc'vAñjñYčv: La-Ñ ē nfNÀSŪhBv/ZQŪdāgŪ

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booklet and video fe e3(o)12(m A)3(m)4(er)-6(ic)-3(a)]TJET

information on organizing cleanups. Visit <http://clean-water.uwex.edu/wav> or call (608) 264-8948.

..... will advertise your cleanup on our volunteer opportunities calendar. Send your information to [info@pheairierivers.org](mailto:info@pheairierivers.org) or call (217) 344-2371.



## *Hold a BioBlitz*




### **What is a BioBlitz?**

A BioBlitz is a 24-hour rapid assessment of a selected area. It is a race against time; a snapshot of the organisms inhabiting an area. The public is invited to observe and assist scientists in collecting and categorizing specimens.

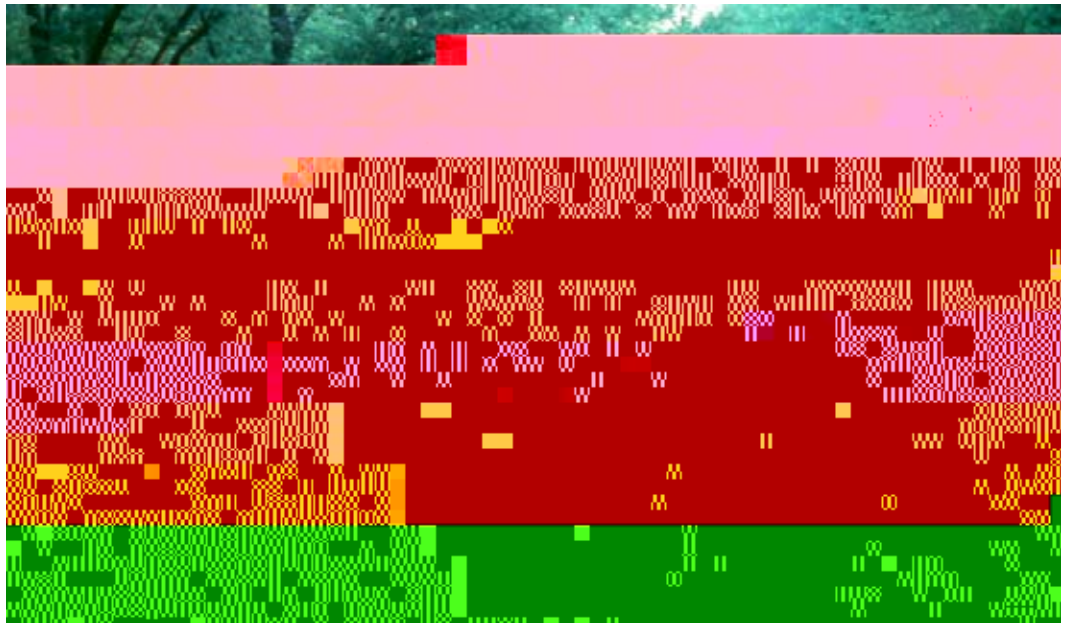
### **Why hold a BioBlitz?**

Do you want to obtain a better idea of what types of organisms inhabit your local park? Do you want to introduce the public to a new natural area or promote an established one? Holding a BioBlitz is a great way to get a glimpse of the flora and

invertebrates! You will want as many pros as possible to assist volunteers in the identification.

-  Take a walk in the woods with foresters or ecologists. Identify and record the different species of trees, measure their diameter at breast height (DBH) and note their ecological significance to the area.
-  is a great way to help people understand these often-daunting aspects of the quality of the water in their local stream. You could also use the professionals to demonstrate and promote methods of water quality monitoring that volunteers can do on their own in their favorite stream.
-  Learn about these vital species. A great nighttime event for kids of all ages. Bats are cool!





#### Team Leaders

Team leaders should be one or two scientists for each taxon (e.g. botanists for plants, entomologists for insects, etc). Each team leader works with the BioBlitz organizer as well as oversees those taxa, and decides who goes where to collect, schedules shifts and decides the method used for recording data.

#### Base Camp

Choose where you want to set up your base camp. The base camp is a place for scientist to sign in, get food, and obtain information about where they can sleep. It is also a place for visitors and other volunteers to go for information about events, obtain maps and schedules, observe or participate in specimen counts and purchase T-shirts or souvenirs.

#### Education

The bulk of the education typically comes from enthusiasm and passion of the team leaders and other scientists working with the volunteers and other participants in the Blitz. However, it is always a good idea to solicit the assistance of other local organizations and passionate individuals (local birders, naturalists and nature enthusiasts) to assist in the Blitz activities.

#### Cost

These events can be fairly inexpensive. With a little bit of effort you may find that most things can be borrowed or donated for the event.

Here is a list of things you will need and may be a potential cost:

- 💧 Food
- 💧 Beverages

- 💧 T-shirts
  - 💧 Tents (sleeping quarters, home base, first aid, etc.)
  - 💧 Tables and chairs
  - 💧 Porta Potties or other facilities
  - 💧 Permits (collection permits, etc.)
  - 💧 Liability Insurance
  - 💧 Signs
  - 💧 Maps
- 👉
- 💧 First Aid: It's always a good idea to have first aid kits and access to medical treatment should it be needed
  - 💧 Garbage disposal and recycling: Volunteers and participants will need several places to toss empty containers and other waste
  - 💧 Flyers, site and activity markers, nametags
  - 💧 Data sheets
  - 💧 Events brochure

👉

Be sure to send out a press release to your local print, television and radio media outlets. BioBlitzes are great ways to draw attention to the wealth of biodiversity that is right in your backyard.

👉

Be sure to send a note of thanks to all people and organizations that contributed to the effort! A little recognition goes a long way.

### **Additional Resources**

<http://www.nrel.colostate.edu/projects/iboy/biomonth/holdevent.html>  
 This site has many resources that can be used to plan an event. You can also register your event on this website and get some advertising materials.

<http://web.uconn.edu/mnh/bioblitz/>  
 This site has a BioBlitz guide and other valuable resources to get started.

## *Learn To Use the Clean Water Act*

The Federal Clean Water Act (CWA) is perhaps the strongest, most effective federal law available to ensure that streams, wetlands, and lakes are protected and restored. One of the important recurring themes throughout the CWA is the importance of meaningful participation on the part of people who know and value local waters. However, the CWA and the regulations adopted to implement it constitute a complicated body of law that can be daunting to most people.

There are many publications that will make the CWA and its programs more accessible to you. Two of them are *Using the Clean Water Act* and *Using the Clean Water Act*.

### **Using the Clean Water Act: An Owner's Manual**

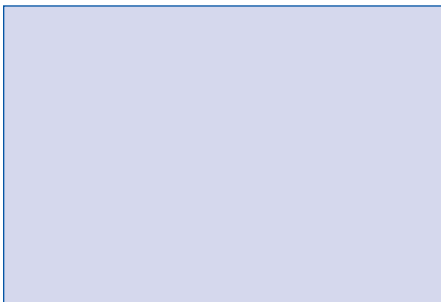
This manual, produced by River Network, presents an excellent overview of the CWA and several of its key programs. It can quickly provide you the background information (and vocabulary) to:

participate in the water pollution control permits, or "NPDES," program to minimize pollution from industries, sewage treatment plants, mining activities, stormwater, etc.;

understand the water quality standards, which set limits on how much pollution a river, lake, or stream can take;


use the watershed restoration planning or "TMDL" program to restore polluted waters in your watershed to fishable and swimmable goals;

use the dredge and fill permits, or "404 permit," program to ensure



## *Report Water Pollution*

If you happen to be out walking, driving, canoeing, or fishing and you see what may be a case of illegal dumping or an unlawful discharge of water pollution, you should immediately report the incident.

 Fish kills, discoloration in the water or an oily sheen on the water, illegal dumping in our waterways, unusually high water temperatures, sediment carried off a construction site without controls, or

When reporting the incident, try to do the following:

- 1) Identify the source of pollution.
- 2) Get a picture of the source as well as a picture of any impact you notice in the stream such as a fish kill or water condition. Even if you cannot identify the source, it is still important to photograph any impacts you see in the stream.
- 3) Note the date, time, and location. If you observe the incident more than once, note all dates and times.
- 4) Get names and numbers of anyone else who observed the incident.

#### Who To Contact:

- 💧 Illinois Environmental Protection Agency Emergency Response at 1-800-782-7860 or 217-782-3637, or you can fill out a Citizen Complaint Report at <http://www.epa.state.il.us/pollution-complaint/form-online.html>.
- 💧 Department of Natural Resources Office of Law Enforcement (for conservation offenses such as a fish kill) at the toll-free telephone number, 1-877-2DNRLAW (1-877-236-7529).
- 💧 Prairie Rivers Network at 217-344-2371 (for further information and assistance).
- 💧 Local reporters or news outlets.

if you spot problems talk to the developer. If problems persist contact:

### Illinois EPA Field Offices

Report pollution violations to the office nearest you or online at their website at [www.epa.state.il.us/pollution-complaint/form-online.html](http://www.epa.state.il.us/pollution-complaint/form-online.html)

#### Field Offices

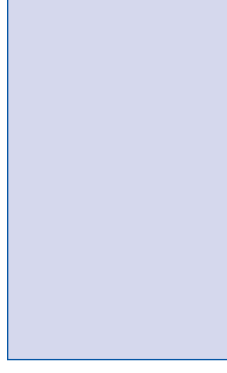
Champaign	217-278-5800
Collinsville	618-346-5120
Des Plaines	847-294-4000
Marion	618-993-7200
Peoria	309-693-5463
Rockford	815-987-7760
Springfield	217-786-6892

For emergencies or when offices are closed, call 800-782-7860.

For questions or assistance contact  
Prairie Rivers Network at 217-344-2371



*Monitor Pollution  
from Construction Sites*



#### **Prairie Rivers Network**

809 S. Fifth Street  
Champaign, IL 61801





## *Monitor the Quality Local Streams*

Monitoring the quality of your stream using simple tests can be a great way to learn more about it, engage your members in a rewarding activity, and provide information about your stream to decision-makers.

Although a few state and federal agencies collect water quality data around Illinois, limited funding does not allow them to monitor each of the state's 87,000 river miles. There are many streams for which no or very little information is available. Volunteer monitoring helps fill those gaps, providing information that is useful in the conservation of local rivers.

Volunteer monitoring also provides an opportunity for you and your watershed group to become involved in an activity that will increase your own awareness about threats to your stream. Your members who become involved in this manner may be more likely to take action with respect to these threats if they build a connection to their stream through the monitoring program.

### **the Illinois Stream Team Program**

Illinois Stream Team is a volunteer monitoring program developed by Prairie Rivers Network that allows trained participants to investigate a few of the chemical and physical aspects of water quality. Through this program, you can design your own goals for monitoring, design and implement a monitoring plan that would best achieve those goals, and share the information you collect with others around the state.



## *Protect Your Streams and Wetlands from Dredging and Filling*

Filling wetlands or streams to convert them to housing developments or a few extra acres of agricultural land causes an obvious loss of important habitat for





# *Storm Drain Stenciling*

## **What Is It?**

Storm Drain Stenciling is an event where community groups, scouts, neighborhood organizations, and watershed groups stencil the message “DUMP NO WASTE—DRAINS TO RIVERS” on the storm drains in their neighborhood. Other team members deliver door hangers or flyers that inform neighborhood residents of the stenciling project and pick up trash and debris that could eventually find its way down the storm drain to the river. Stenciling is a fun and easy way to educate people about the fate of stormwater runoff, a major source of water pollution.

Stormwater runoff collects many contaminants as it travels across streets, driveways, yards, or parking lots before entering a drain. In most communities, storm drains lead directly to local rivers and streams, not to treatment facilities, carrying the untreated and polluted storm water. Consequently, the cumulative effects of polluted stormwater runoff can be devastating to the health and vitality of Illinois’ rivers, lakes, and streams.

## **Why Stencil Our Storm Drains?**

4. [2019, 2020](#). Studies have validated the effectiveness of storm drain stenciling. People around stenciled neighborhoods were more aware of the fate of storm water than those without the stenciled storm drains. Recent studies in Wisconsin and Washington show that over 75% of people who had seen the stenciled drains knew where their water went, compared to about a third of those who had not seen a stenciled drain.

# *Storm Drain Stencil Adventure Kit*

*Prairie Rivers Network*

## **Instructions**

The stencil that you are going to spray-paint on your neighborhood's storm drains will caution people who are just about to pour or sweep something down the drain that their action could be harmful to your local rivers. This project will help your neighbors realize that cleaning up after their dog, minimizing the fertilizers they put on their yard, and proper disposal of their yard waste can help protect their rivers. This kit includes instructions for painting and information for your neighbors explaining why you are doing this, and supplies for cleaning up the streets around the storm drains you will stencil. These instructions will tell you how to safely accomplish each goal of this project.

**Safety—Everyone on your team must read the enclosed safety instructions**



Distribute door hangers to all the houses in the neighborhoods where you stencil. They will explain all about the many, simple choices people can make at their home that will help protect your local rivers and point out their newly stenciled storm drains.

Please keep track of the [house numbers on both sides of the street on blocks where you stencil a storm drain](#). There is a tally sheet on the clipboard in your kit where you can record all the house numbers and the number of door hangers distributed.

**STENCILING...** nally, the painting!

**Supplies in the kit:**

**wire brush**

**whisk broom**

**safety goggles**

**stencil**

**spray paint**

**vinyl gloves**

**orange traffic cone**

The paint you are using will not wash off your clothes and it is also painful and harmful to breathe its fumes. Wear old clothes, therefore, and try not to breathe the paint fumes. You can also wear a vinyl glove on the hand you use to hold the paint can to keep your hands clean.

To paint the storm drains; first you have to find them. In some cases, the kits will have maps with all the storm drain locations marked. Otherwise, look for drains in the middle of long blocks, or at street corners. Set up a traffic cone in the street wherever you stop to work. Use the broom and wire brush to clean off a flat, dry spot without cracks on the drain casting itself or the adjacent curb. This is where the stencil will go. Lay the stencil down with the letters so that you can read them. Put on the safety goggles before you start painting, and shake up the can of paint. Spray just one coat evenly over the stencil holding the can about one foot away from the stencil. Be careful when you lift the stencil off the pavement for it will still be wet with paint.

Please keep track of where and how many drains you stencil. This information can go on the same clipboard used to record the house numbers where you stenciled.

Be  and

# *Sample Safety Guidelines*

[Your Organization Name]

## Storm Drain Stenciling Safety Guidelines

1. Always wear your safety vest.
2. Always wear gloves, mask and safety goggles when spraying a stencil.
3. Stick with your stenciling team and be sure that the team does not move onto the next stencil before gathering the entire group back together. Leave no participant behind!!!!
4. Be aware of your surroundings. Stenciling is performed in open-busy streets where traffic can be heavy at times so designate two team members as traffic watchers. ALWAYS be on the lookout for oncoming traffic!!!!
5. Never walk outside of the safety cones, into the street during the stenciling activity unless you have carefully checked for oncoming traffic.
6. Be aware of neighborhood pets when delivering door hangers and flyers to homes. Never enter a yard when there is a loose animal on the property.
- 7.

# Sample Waiver

[Your Organization Name]  
Storm Drain Stenciling Liability Waiver

I, the undersigned, being the volunteer involved in the storm drain stenciling project (hereinafter referred to as the "Project") or being the parent or legal guardian of such a volunteer in the Project, in consideration of my or another's participation in the Project, I hereby, for myself and any volunteer for whom I am a parent or legal guardian release, discharge, hold harmless, and forever acquit, **[your organization name]**, or other local sponsors, and their officers, agents, representatives and employees from any and all actions, causes of action, claims or any liabilities whatsoever, known or unknown now existing or which may arise in the future, on account of or in any way related to or arising out of participation in the Project.

Further, by signing this waiver, I state that I have read and agree to follow the safety guidelines on the back of this sheet.

Further, I assume all liability of any non-participants who accompany me.

Participants name (please print):

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Participant's signature:

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Participant's age: \_\_\_\_\_

Signature of participant's parent or legal guardian:

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Date: \_\_\_\_\_

**YOU MUST SIGN THE LIABILITY WAIVER TO PARTICIPATE!!!!**



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**Comments on your stenciling adventure...**

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**Was stenciling a fun and appropriate activity for your group?**

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**How could the kits or instructions be improved?**

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**Thanks again!**

**Prairie Rivers Network  
809 South Fifth Street  
Champaign, IL 61820  
(217) 344-2371**





## Decision Makers Who Impact Our Rivers

Who are the decision makers that affect river health? This is a common question facing watershed groups looking for resources, technical expertise, groups willing to partner with them, or ways to meet river conservation goals. As Illinois' statewide river conservation organization, Prairie Rivers Network can provide expertise and resources, but your organization should be familiar with federal, state, and local entities whose decision affect your river.

The following list provides information on agencies, responsibilities, and opportunities for citizens to participate in decision making.

### Federal Agencies Most Commonly Having Jurisdiction Over Illinois Rivers

**U.S. Environmental Protection Agency (USEPA)** is responsible for the Clean Water Act, Safe Drinking Water Act, and other environmental laws, but in most cases, has delegated authority to states for implementation and enforcement. U. S. EPA has oversight of these programs and ensures that federal laws are met by the states. Illinois is within USEPA Region V, which is based in Chicago. [www.epa.gov/region5/](http://www.epa.gov/region5/)

**Natural Resources Conservation Service (NRCS)** is a sub-agency of the U.S. Department of Agriculture, with a state office in Champaign and many regional offices with experts on agricultural conservation. There is one NRCS employee in each county, reporting to two different entities – the state NRCS office and the local county Soil and Water Conservation District Board. NRCS is responsible for implementing agricultural conservation programs authorized under federal law. Its state office determines how millions of federal dollars in funding will be spent in Illinois and the programmatic priorities for the funding. The state NRCS has a Technical Advisory Committee (TAC) that advises the NRCS administrator on these matters.



tion, development, and utilization of natural resources, and to improve economic opportunity. They are typically organized by large watersheds or other geographic areas that span several counties. [www.nrcs.usda.gov/programs/rcd/](http://www.nrcs.usda.gov/programs/rcd/)

Illinois RC&Ds are governed by councils – primarily members of County Boards and Soil and Water Conservation District Boards that created them. For a directory: [www.il.nrcs.usda.gov/contact/directory/rcdcntys.html](http://www.il.nrcs.usda.gov/contact/directory/rcdcntys.html)

▲  ( ) is a bureau within the Department of

review records from 145 years of sampling rivers. Other publications and programs are useful in developing conservation messages: the Critical Trends Assessment Project (CTAP), Illinois Natural Areas Inventory, Ecowatch and Riverwatch programs. There is also a quarterly forum for public comments. The Natural Resources Advisory Board meets every three months and offers a comment period during which constituents can bring forward their concerns. [www.dnr.state.il.us/](http://www.dnr.state.il.us/)

▶ [www.illinois.gov/agriculture](http://www.illinois.gov/agriculture) focuses on the agricultural industry, including protecting the health and welfare of livestock animals; horse racing, state and county fairs; regulating seed, feed and fertilizer products; oversight of grain dealers and financial stability of warehouses; and promoting Illinois food and agricultural products. It also includes programs and services to conserve the state's land and water resources. [www.agr.state.il.us/](http://www.agr.state.il.us/)

[www.extension.uiuc.edu](http://www.extension.uiuc.edu) provides educational programs and research-based information to citizens. Extension serves many different constituencies, but its core concern is delivering the latest University of Illinois research to agricultural and rural communities. It is structured in four broad areas: 4-H Youth Development; Agriculture & Natural Resources; Community & Economic Development; and Nutrition, Family & Consumer Sciences. There are 79 unit offices located throughout Illinois. [www.extension.uiuc.edu/](http://www.extension.uiuc.edu/)

### Other State Forums

▶ [www.state.il.us/ltgov/ircc](http://www.state.il.us/ltgov/ircc) chaired by the current Lieutenant Governor, is a diverse group of citizens, grassroots and not-for-profit organizations, state and federal agencies, and river enthusiasts. IRCC coordinates all private and public funding for river restoration in the Illinois River Watershed. The public comment portion of IRCC quarterly meetings offers opportunity to bring concerns before members. [www.state.il.us/ltgov/ircc/cleanwater.htm](http://www.state.il.us/ltgov/ircc/cleanwater.htm)

▶ [www.illinois.gov/transportation](http://www.illinois.gov/transportation) ( )

political forces intervened and the districts were formed on a county level. Today, SWCDs are public bodies that administer Federal Farm Bill conservation programs and prioritize natural resource concerns. It is important to have a working relationship with SWCDs, as a great deal of program funding goes through their

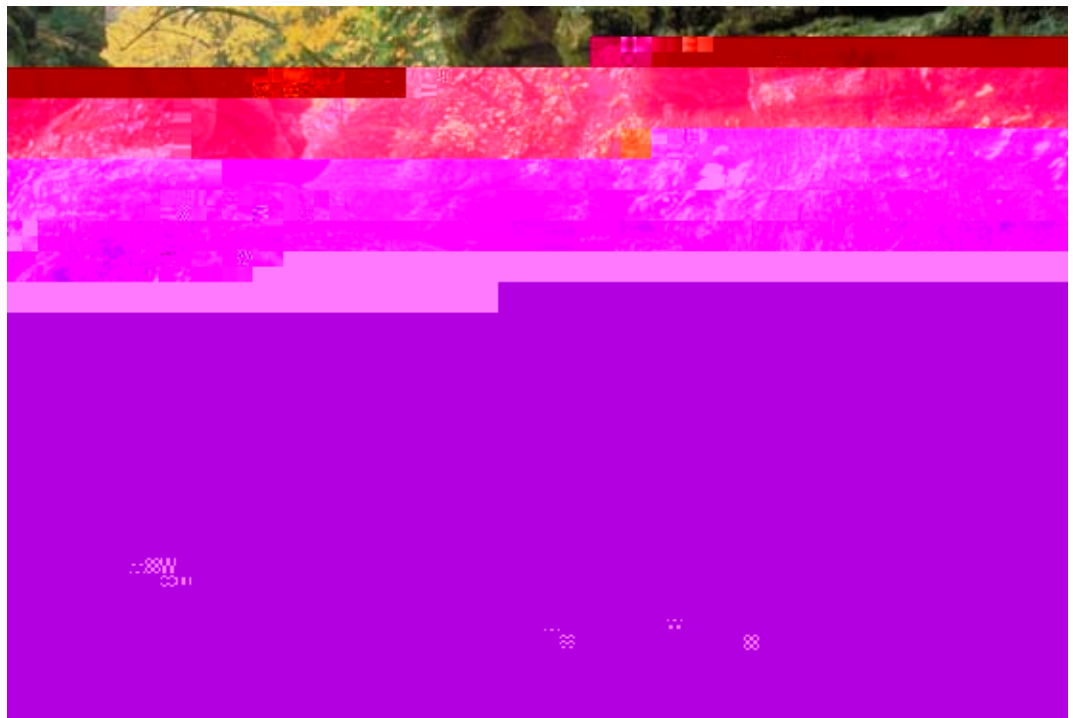




## *Additional Websites      Value to Watershed Groups*

Below is a list of helpful websites. They can help provide answers to questions you may have, such as:

- Are there organizations that can act as models for our organization or that can provide assistance?
- Are there books that can help me?
- Are there training modules or other educational resources?
- Where can I find funds to help our organization?
- Where can I get facts, maps, research papers, or other information?



### **Watershed Conservation Organizations**

Are there organizations that can act as models for our organization or that can provide assistance?

<http://www.rivernetnetwork.org/>

River Network is a national non-profit organization offering information about rivers as well as support and training for local river and watershed groups. It has good resources for watershed organizations

<http://www.americanrivers.org/>

Since 1973, American Rivers has been dedicated to protecting and restoring

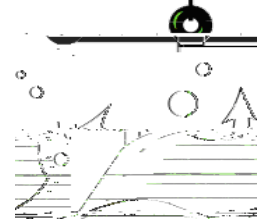


<http://www.cwp.org/index.html>

The Center for Watershed Protection provides local governments, activists, and watershed organizations with technical tools for protecting streams, lakes, and rivers nationwide. It lists multi-disciplinary strategies for watershed planning, restoration, management, and research.

<http://www.epa.gov/watertrain/#introductory>

Created by the Environmental Protection Agency, this site provides online training in watershed management where citizens and employees can learn the basics of watersheds, their benefits to both people and the environment, tools for addressing natural and anthropological changes, and the rules and regulations regarding watersheds.



### **Financial Resources for Watershed Groups**

Where can I find funds to support our work?

<http://www.watershed.uiuc.edu/>

The Illinois Watershed Management Clearinghouse lists ways to fund projects in addition to giving tips on grant writing.

<http://yosemite.epa.gov/water/surfah.nsf/?Financial!OpenView&Start=1&Count=30&Collapse=2#2>

A list of Catalogs of Financial Assistance

<http://12.46.245.173/cfda/cfda.html>

The online Catalog of Federal Domestic Assistance lists Federal programs that State and local governments can apply to for assistance, along with information about different grants and how to apply for them.

<http://cfpub.epa.gov/fedfund/>

Provided by the United States Environmental Protection Agency, the Catalog of Federal Funding Sources For Watershed Protection is a searchable database of financial assistance sources such as grants, loans, and cost-sharing that are available for a variety of watershed protection projects.

<http://www.nrcs.usda.gov/programs/#Financial%20Assistance%20Programs>

Lists a few options from the financial assistance program provided by the Natural Resources Conservation Service which is part of the United States Department of Agriculture.

<http://www.csc.noaa.gov/pub/www/ACICall.pdf>

This document provides information on 21 major sources of monetary and on-site technical assistance offered by the U.S. Department of Agriculture (USDA) to support local-level watershed management efforts. This catalog describes only those programs that promote environmental improvement and/or protection.

[http://www.epa.gov/owow/wetlands/initiative/# financial](http://www.epa.gov/owow/wetlands/initiative/#financial)

Since 1990, this Federal grants program has supported State, Tribal, and local efforts to protect wetlands by providing funds to enhance existing programs or develop new programs.

## **Science & Technical Support**

Where can I get facts, maps, research papers, or other information?

<http://www.usgs.gov/>

The US Geological Survey (USGS) is an independent fact-finding agency that collects, monitors, analyzes, and provides scientific information about natural resource conditions, issues, and problems.

<http://water.usgs.gov/wsc/>

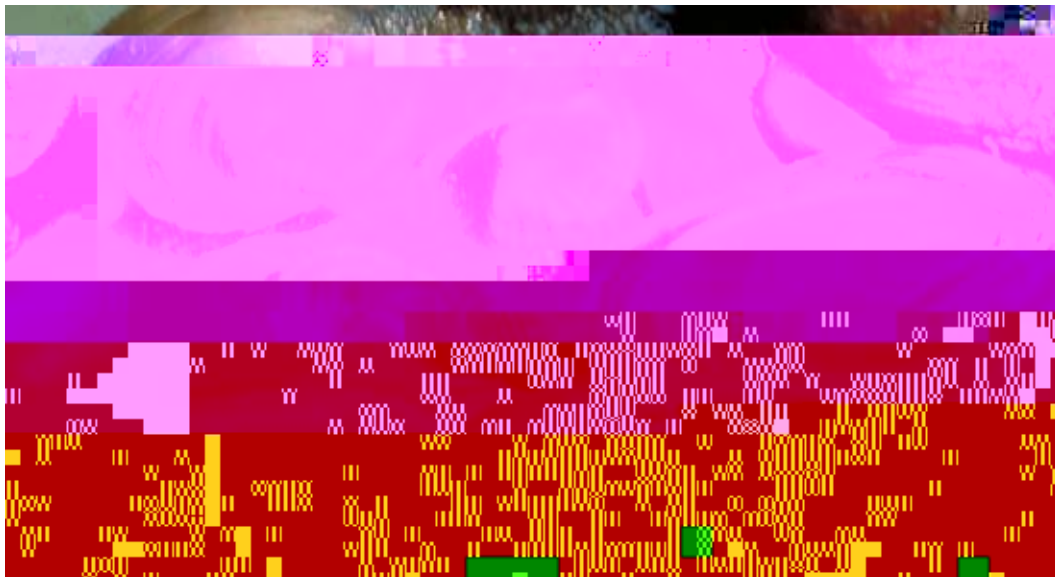
This site contains specific information on watersheds. This information, along with observations and measurements made by watershed groups, provides a database to analyze and maintain the status and health of a watershed.

<http://www.terraserver.com/>

The TerraServer-USA website is one of the world's largest online databases, providing free public access to a vast database of maps and aerial and satellite photographs of the United States. It can be a valuable resource for researchers who want to study geography or environmental issues.

<http://www.epa.gov/bioindicators/>

This site provides information on the importance of observing and using plants and animals living in bodies of water as biological indicators. By assessing the condition and health of the community, problems can be addressed and proper restoration and protection goals can be made.









As fishermen in Illinois enjoy a summer of fishing, many are increasingly concerned about mercury contamination and the threat it poses to our fishing opportunities, our fishing experiences, and indeed, our fishing tradition and heritage.

Luckily, fishermen hooked the big one when Governor Blagojevich and the Illinois EPA took a national leadership role in addressing mercury pollution, proposing new rules that require mercury emissions from Illinois's coal-fired power plants to be reduced by 90% by 2009.

Illinois' 33,000 miles of rivers and streams and 309,000 acres of lakes are all contaminated with mercury pollution and so are many of the fish species that live in them. all cont the are 3 1204jEMC 046J/Spn/AActualTextFEFF00203 cont nBDC (3149TjJEMC 6)4046J/Spn/AActualTextFEFF002EMC 0707(56)0146J/Spn/AActualTextFEFF002chn/SpnEM2d50BD>4xt -46B5TjEMC 6)4046J/Spn/AActualTextFEFF0026)EFF0020BDC 37redareare contem em. so-21BxtFEFF0020BDC TjEMC 076)96)011 live contryare contrivers07(56)0146J/Spn/AActualTextFEFF002oEM6TfDC TjEMC 6)46)70J/Spn/AActualTextFE03EEMC Tjtn/AActualTe 0BD live22(-433EeJ/Spn-37TC TjEMC 6)4046J/Spn/AActualTextFEFF002b027405d0-Es01Tjareis Tjare3 are--49 contmkj(2as011T 38jE5ETj4EEpan-37Y7EJ/SpnE12007(56)0146J/Spn/AActualTextFEFF002oEM6TfDC TjEMC 6)46)70J/Spn/AActualTextFE0BDC 6)areare jareare ivers in532jarearejareare inivers gDare

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Briefly describe the problem. Please provide as much detail as possible regarding the description of the event and its location. Please indicate any evidence or documentation (i.e., photos, logs, etc.) of pollution that you will be able to provide. If you remember the specific times when the problem occurred, please list the time of day and date.

Please use additional sheets of paper as necessary.

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Has the problem affected your health?    No            Yes

Citizen Pollution Complaint  
Illinois EPA  
Office of Community Relations #5  
P.O. Box 19276  
Springfield, Illinois 62794-9276  
Fax: 217-785-7725









## ARTICLES OF INCORPORATION

you must complete and submit two (2) identical copies of the Articles of Incorporation, Form NP-102.10, with at least one copy being the original.

## TAX-EXEMPT STATUS

NOT ALL NOT-FOR-PROFIT CORPORATIONS ARE TAX EXEMPT.

## ARTICLES OF INCORPORATION REQUIREMENTS

Corporate Name  
Restrictions

**Name Check**





## **Other Provisions**

### **Tax-Exempt Status**

### **Restrictions and Qualifications**

### **Other Regulations**



**REPORTING REQUIREMENTS**

**Annual Reports to the Secretary of State**

**Failure to file an annual report may result in involuntary dissolution of the corporation.**

**Annual Reports to Other Government Agencies**

**Other Reports to the Secretary of State**

**ADDRESSES AND PHONE NUMBERS**

**SECRETARY OF STATE**

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**DEPARTMENT OF REVENUE**

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**ATTORNEY GENERAL**

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**INTERNAL REVENUE SERVICE (Form pick-up only)**

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## Boneyard Creek Community Day 2006 – Liability Waiver

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Waiver: In consideration of being permitted to participate in any way in the Boneyard Creek Community Day project (hereinafter referred to as the “Project”), I, for myself, my heirs, personal representatives or assigns, **do hereby release, waive, discharge, and covenant not to sue** the Board of Trustees of

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