



## Vallejo Community Organizations Recycling Inc.

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### GROUP INSTRUCTIONS FOR COMMUNITY CRV EVENTS

1. Supplies should be picked up a day prior to the event and will include the following:
  - pickers, tote- bins, gloves, handi-wipes, an event information sheet, a sign in sheet, blank liability waivers and any other information pertinent to the event.
  - Your group may be required to help set up and break down an event.
2. During the event, Groups are expected to monitor the trash and recycling bins to insure that trash and recyclables are properly separated.
3. Collected recycling and supplies should be returned to VALCORE during normal operational hours. Recycling should be sorted and weighed prior to you group member leaving VALCORE.
4. If the event is two days, the Group at the end of the first day shall leave the pickers and supplies locked inside a blue toter for the Group the next day. Each Group is responsible for their own collected recyclables. Once again Groups will be required to help with the set-up and take-down of the event.
5. Wednesday Night Celebrations:
  - Groups are required to take the blue toters and recycle station flag posts to the site, set them up , take them down and store them overnight.
  - Bungee cord 2 garbage toters and 2 blue toters together with the completed flag posts situated between them.
  - Feed the two dowels thru the flag post, and place the "Garbage Here" & "Recycle Here" flags on opposite sides of the post, securing them with corks. Secure the flag post onto the wooden base with a bolt and wing nut.

If you have any questions or problems during the event, please call VALCORE's events coordinator at 707-645-8258 or VALCORE's Manager at 707-853-1906;

Thank You