

An Overview of Member Groups Responsibilities at Events and at VALCORE

There are various types of events and responsibilities that VALCORE Member Groups may become involved with. To help the Member Groups attain a better understanding of their job description and their responsibilities for working at community events and at VALCORE, this outline describes the various types of events VALCORE participates in and the work required by them.

I. Working at VALCORE

- As part of each Group's obligation, Groups take turns working on a Saturday morning at VALCORE recycling. The weekend schedule is prepared for the entire year. The Group leader should coordinate volunteers from their Group to work on their scheduled Saturday from 9 A.M. to noon.

- The Group volunteers must sign a liability waiver form and watch VALCORE's training video annually to do any work for VALCORE.

A. The routine tasks

- The main purpose of having volunteer assistance on Saturdays at VALCORE is to help in the morning to greet customers with donations and help those customers unload their materials. Part of this task is to ensure materials are put in the proper place and that materials that we do not accept for recycling, such as styro-foam, are not mixed in. Various paper types we do recycle often come in mixed up, and therefore must be sorted before it is dumped into its respective shipping bin. From Monday to Friday, Solano Diversified Services and the Crest Adult Center help to perform all these tasks for VALCORE. Solano Diversified Services opens the yard up to help exclusively with donations and they wash VALCORE's barrels that are used for C.R.V. buy-back. This is an invaluable service that takes pressure off of the buy-back crew so they can concentrate on assisting buy-back customers.

Groups may be asked to help maintain cleanliness and order in the Reuse Barn. VALCORE receives donations of books and office materials that are put in the Reuse Barn, from which they may be taken for free by VALCORE customers.

B. Sometimes we have special activities

1. Adopt-a-Street

-Four times a year VALCORE cleans up Curtolas Parkway from Sonoma Blvd. down to Lemon St. We have safety vests, pickers, trash & recycling bags, and gloves that are given to Member Group participants to perform this task. Also, we often use shopping carts or one of our large push carts to make this task easier. There is a list of rules read to participants before embarking on this trash collecting adventure. There is a waiver that must be filled out that is unique unto Adopt-a-Street that must be filled out prior to the clean up. VALCORE asks that trash be picked up separately from recyclable materials during the pick up. And, upon returning to VALCORE, a weighmaster weighs all these materials separately and a record is kept. This record includes unusual items picked up, trash, CRV and non CRV glass bottles, CRV and non CRV plastic bottles, aluminum drink cans, newspaper office, paper, cardboard, and scrap metals.

2. Compost Workshops

-We have compost classes at VALCORE several times a year. There is a compost teacher and a VALCORE employee who help conduct the class. Member Groups may be asked to help with the set up or the breaking down of the class. They may be asked to help compost class students to sign in or help distribute compost flyers.

3. Compost and yard maintenance

-Groups should be informed a week prior to doing special maintenance that might get them a little dirty so they can wear appropriate attire. These tasks may include turning over our compost bins, picking weeds around the yard, or painting parts of the yard. There may be other tasks like these that VALCORE may need help with.

4. Decorating or craft projects

-We decorate for some holidays, and Groups may be asked to assist with this. Sometimes there are projects such as making signs for events that Groups may be asked to assist VALCORE in finishing. Touching up Member Group signs hung on our fence is another possible project.

II. Working for VALCORE away from the yard

A. CRV Community Events & Earth Day

1. Waterfront events and similar events elsewhere

The City of Vallejo often hires VALCORE to maintain recycling stations at local Community Events such as the Flyway Festival, Fourth of July Concert, the Pirate's Festival, The Jazz Festival, Pista Sa Nayon, the Pow Wow, and the Waterfront Festival.

-Groups involved will be notified of the time and date of the event. They will need to pick up supplies prior to the event. Supplies include pickers, tote-bin keys, an event information cover sheet, possible specific information pertinent to that event, a sign in sheet, and liability waivers. Cloth gloves may be provided upon request. During the event Groups are expected to monitor the trash and recycling bins to try to keep trash in the trash and recyclables out of the trash. Collected recycling from the events, along with all other materials are taken back to VALCORE at the next convenient time during VALCORE's normal operational hours.

-VALCORE employees typically set up the tote bins and recycling stations. Groups may be asked to help set up at the beginning of the day and break down everything at the end of the event.

2. Wednesday Night Celebration

-At other times, like the downtown Wednesday Night Celebration, Groups are asked to take the tote-bins, insert bags and recycle station flags & flag posts with them to set up, and then take them down at the end of the event. The tasks are the same as the waterfront events. Collected recycling from the events, along with all other materials are taken back to VALCORE at the next convenient time during VALCORE's normal operational hours.

3. Earth Day

-Earth Day is a special holiday for VALCORE. We have the privilege of organizing local groups in Vallejo interested in promoting a healthy environment and recognizing and celebrating our beautiful planet. We have in recent years been able to hold this event as part of the Farmer's Market in downtown Vallejo. Member Groups have helped with craft projects, face painting, hat making, running our raffle, and helping with setting up and breaking down tables, chairs and canopies.

B. Recycling Information Table Events

1. Vallejo Farmer's Market

-On the second Saturday of every month VALCORE schedules a Member Group to work at the Vallejo Farmer's Market from 9 A.M. to 1 P.M. as part of their Group obligation instead of working at the VALCORE yard. Volunteers working at the Farmer's Market set up and host an information table with local recycling information. All the information is there for you to peruse and become acquainted

with, and we encourage participants to engage interested market-goers in conversation about recycling and offer them our literature, offer them our free give-aways (if available), or ask if they will fill out one of our surveys if available. You will need to check-in with the Market Manager on the corner of Marin & Georgia Street no later than 9 AM. She will assign you a place to setup your table. The Market is over at 1 PM. You may start taking down your display at 12:30 PM. A Group representative must pick up the box of recycling information, give-aways, 1 table, 2 chairs, an umbrella, an umbrella stand, surveys (if available), liability waivers, the Member Group sign in sheet, and an event information worksheet from VALCORE's cargo bin on a day prior to the Market. A VALCORE employee will assist you to retrieve these materials. All workers must have a current waiver form filled out annually to work for VALCORE.

2. Benicia Farmer's Market

-On the second and fourth Thursday evening of each month from May through October Member Group's have the opportunity to sign up to host a recycling information table at Benicia's Farmer's Market. All the information is there for you to peruse and become acquainted with, and we encourage participants to engage interested market-goers in conversation about recycling and offer them our literature and Benicia's free give-aways (if available). You will need to check-in with the Market Manager near the intersection of 1st Street & D Street no later than 4PM. They will assign you a place to setup your table. The Market is over at 8 PM. You may start taking down your display at 7:30 PM. A Group representative must pick up the box of recycling information, give-aways, 1 table, 2 chairs, a canopy, liability waivers, the Member Group sign in sheet, and an event information worksheet from VALCORE's cargo bin at a time prior to the Market. A VALCORE employee will assist you to retrieve these materials. All materials will need to be returned to VALCORE during our normal operating hours.

3. Used Oil Recycling for City of Vallejo

-For the Used Oil Recycling Event a VALCORE Member Group hosts a table with oil recycling information at a local auto part's retail store. Training must be given to at least one individual in the Group working the event, prior to the event, so that they know how to conduct the event. It will be predetermined whether the information table should be set up inside or outside. The table should be set up in a neat presentable manner and the recycling banner can be hung from the front of the table. Part of the event is to have willing customers in the store complete an oil recycling survey. Oil recycling premiums are offered to individuals who complete the survey until the supplies are all given away. The premiums in the past have included a cloth bag, funnel, oil spout, tire gauge, oil rag, oil filter bag, magnet, pen, and oil & household hazardous waste brochures. After all premiums are given away, the Group working this event should continue having willing customers fill out surveys. A Group representative must pick up the box of recycling information and the premium give-aways, recycling banner, one table, two chairs, a canopy (optional), liability waivers, the Member Group sign in sheet, and an event information worksheet from VALCORE's cargo bin at a time prior to the event.

4. Storm Water Information for Solano County

-For the Storm Water Information event Member Group's set up an information booth about storm water to a selected community event in Solano County. Participants should peruse the available literature and engage interested people in the ways to keep our county's storm water from negatively impacting the environment. Group representative must pick up a table, a canopy, two chairs, a box of information about storm water run off, liability waivers, the Member Group

sign in sheet, and an event information worksheet from VALCORE's cargo bin at a time prior to the event.

C. Other

1. Gardening native plants in front of Amador GVRD center

-Maintenance of the native plant garden in front of the GVRD center on 401 Amador Street in Vallejo may be a work assignment Member Groups are scheduled for in place of working at VALCORE on Saturday.