ONSITE BRIEFING GUIDE

The following points should be considered when planning an onsite briefing for your team prior to your cleanup event.

- Introduce yourself and welcome participants, thank them for coming.
- Ask Team Captains to identify themselves and let them know they are responsible for the their team's participation and materials. Make sure everyone knows what team they are on.
- If you are using a paper Data Card, identify Data Captains and let them know they are responsible for their team's data collection, with the help of their teammates. If you are using the online data collection platform, you can collect data individually or as a group, simply load it on your mobile phone so you're ready to go!
- Recap objectives of the cleanup, aka: not just to clean the beach/country park/urban area, but to promote awareness/education in a fun and engaging way; team building/community support; and data collection, to get a snapshot of the issue and find solutions.
- Outline the correct method of data recording, and the IMPORTANCE of data collecting. *See below for data recording guidelines. Encourage active, accurate data collection.
- Describe the program for the day, including EXACT times and locations, e.g. when/where to gather after cleanup, when ferries depart (if applicable), etc.
- Go through the safety guidelines. Let participants know what first-aid materials/facilities you have on hand, and who they can go to for help, snacks, water, etc.
- Clearly indicate or describe the designated trash collection point for filled bags. If there isn't one on the beach, they should be taken to the nearest government trash receptacle.
- Remind your group of the Challenge competitions: most trash collected, weirdest find, best team spirit
- Answer questions and re-iterate: BE SAFE, HAVE FUN!

NEW PAPERLESS DATA COLLECTION PLATFORM

One of the newest features of our website is a mobile data entry platform. It's paperless and easy to use, simply following these steps:

- Login to your group's page on www.hkcleanup.org in order to access the data entry platform.
- Visit <link to data entry part of website> to load the platform on your mobile phone.
- Enter data on your mobile phone as you clean. Just scroll to the item you have found and click to record the number of that item you collected.
- Note: If your cleanup location is remote and you are unlikely to have mobile phone reception, you can preload the data platform, complete it, and submit the data once you have reception.

DATA RECORDING GUIDELINES

Accurate data collection is vital to the success of Hong Kong Cleanup and long-term environmental improvement. The following guidelines will help you collect a valuable dataset.

Organizer: Co-organizer: 1

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If you're using a **paper data card**:

- Each team should have a Data Captain responsible for recording data on the Data Card. Team members should work together and share their "finds" out loud for this person to record.
- When collecting data, use slashes to count individual finds, then tally in the box.
- Participants should be encouraged to monitor their findings as they go, shouting them out or keeping running totals mentally if their Data Captain is not immediately nearby.
- Please tally all participant data card contents into one final datacard for the team.
- Please submit your data results as soon as possible after your cleanup on HKCleanup.org

If you're using the **mobile data entry platform**:
- Using your mobile phone, you can collect data individually or as a group.
- Data can be submitted immediately following the cleanup event, or as soon as you are back in wifi

General guidelines for data collection:

- Fill out as much as possible; in particular on the front indicate the **team name, # of participants, location name, contact person, total # of bags collected, distance cleaned, total estimated weight of trash collected, weirdest item found etc.**
- Do not use words like "lots" or "some". Accuracy is key. Use numbers please.
- During the cleanup, organizers and Team Captains should be actively motivating teams to share what they're picking up (for data collection) and also how they are finding the experience. Take photos!

Organizer: Co-organizer: 2

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