

Dear 2008 Zone Captains:

Please let me know as soon as possible if you will be the zone captain for this year's Clean the Bay Day (June 6). Since I have limited clerical help, I need your help in identify your zone -- the zone you had last year (please fill in the information on the second page of attachment).

I hope you will be able to volunteer for the upcoming cleanup.

Ruby Arredondo, CVA

Clean Community Coordinator, 385-4104

April 10, 2009

Dear Zone Captain:

The 2009 Annual Clean the Bay Day is fast approaching. This year's event will be held on Saturday, June 6th, from 9 a.m. to noon.

We would like to take this opportunity to thank you for your past participation as a Clean the Bay Day Zone Captain. Our Zone Captains provide a vital function on the day of the event and are essential to the overall success of Clean the Bay Day activities.

Your proposed Zone Area Information form for this year is attached for you to complete. Please let us know if **you will** or **will not** able to be a Zone Captain for this year's cleanup by returning the attached form via email as quickly as possible. Your timely response will help us to better plan and organize our volunteers for this year's event.

If you are unable to be a Zone Captain this year, but know of someone that can take your place, please provide their contact information to us as soon as possible.

We have scheduled the Zone Captain Briefing and **mandatory** Zone material distribution on Monday, May 18th at the Landscape Management building which is located at 4141 Dam Neck Road (across from New Castle Elem School). There will be signs posted to direct you to the briefing and material pickup location.

The schedule is:

6:00 – 6:30pm – Zone Captain Briefing – This briefing is **mandatory for all new Zone Captains** or for any Zone Captain needing refresher information. Materials will be distributed after this briefing.

6:00 – 7:45pm - Material Distribution for returning Zone Captains. (You may come any time during this time period to pick up your materials.)

If, for some reason, you will be unable to attend this Zone Captain Briefing / Material Distribution, **please call or email** our office to make alternative arrangements.

Once again, thank you for your participation and contribution to making Virginia Beach a better place to live. We hope to see you during Clean the Bay Day 2009 – working together, we can make a difference!

Sincerely,

Ruby Arredondo, CVA

Clean Community Coordinator

757.385.4104 / rarredon@vbgov.com

**CLEAN THE BAY DAY 2009
ZONE CAPTAIN & ZONE INFORMATION**

☐ Yes, I will be a CTBD 2009 Zone Captain (see my zone info below) and I will attend the Zone Captain Briefing / Material Distribution on May 19th (6:00-7:45pm) at the Landscape Management Building – 4141 Dam Neck Road
(If yes, please review the information below, make any necessary corrections, and return to our office as soon as possible.)

☐ No, I will be unable to participate in CTBD 2009; however,

☐ The following person is interested in being the Zone Captain for the location listed below
Please print name, address, phone number(s), and email address.

Zone Captain Information:

Name:

Address:

Email:

Phone #s: Home: Work: Cell:

T-Shirt Size Requested*: XXL XL L M S
(because of budget constraints, we will only be able to provide one Zone Captain shirt)

Co-Zone Captain Name:

Zone Information:

Zone Name:

of Volunteers Needed: Type of volunteers requested:

Will you be recruiting your own volunteers? If yes, indicate # _____

Volunteer Check-In Location:

Special Volunteer Instructions:

of trash drop offs:

Location of trash drop offs:

Special trash pick-up instructions:

Notes: