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#### WORKING TOGETHER FOR A CLEANER, GREENER ROCKLAND

Keep Rockland Beautiful  
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#### [Greeting]:

Hello Community Volunteers!

#### [Introduction]:

Thank you for registering to participate in the \_\_\_\_\_ (EVENT) \_\_\_\_\_ this \_\_\_\_\_ (DATE) \_\_\_\_\_ !

#### [Body]:

Please arrive for check-in at \_\_\_\_\_ (TIME) \_\_\_\_\_. You will receive cleanup supplies & a brief orientation before heading to your cleanup site. If you do not have a cleanup site in mind, we will have suggestions when you arrive.

Be sure to review our Tips for a Safe & Successful Cleanup before cleaning up; bring a reusable water bottle, a pair of work gloves and, if you are a returning volunteer, your Keep Rockland Beautiful t-shirt! We suggest you dress in layers & wear closed-toe shoes. Apply sunscreen & bug repellent in the morning.

Please let me know if you will need a community service letter after the cleanup.

It's going to be a beautiful day, but in case of inclement weather please check [www.keepprocklandbeautiful.org](http://www.keepprocklandbeautiful.org) for cancellations. If the weather does not cooperate, I will contact you by \_\_\_\_\_ (TIME) \_\_\_\_\_ on \_\_\_\_\_ (DATE OF CLEANUP) \_\_\_\_\_.

#### [Conclusion]:

Looking forward to seeing you on \_\_\_\_\_ (DATE) \_\_\_\_\_ at \_\_\_\_\_ (LOCATION) \_\_\_\_\_. Thank you for helping your community & pitching in to help Keep Rockland Beautiful!

Sincerely,

Keep Rockland Beautiful Community Cleanup Leader