



Orange Coast, North Sector  
Bolsa Chica / Huntington State Beaches  
21601 Pacific Coast Highway  
Huntington Beach, CA 92646  
(714)377-5691

## **BEACH CLEANUP GUIDELINES**

Thank you for your interest in participating in a beach clean-up! We are excited to host our volunteers.

Every year, we have thousands of dedicated volunteers who help keep our beaches clean. A beach clean-up can mean a variety of things from picking up trash to sweeping sand off the multi-use trail.

Would like to join a beach clean-up? Here are the steps you will need to take to begin reserving a volunteer date for your group.

### **I. PRIVATE SPONSORED CLEANUP RESERVATION PROCESS**

Defined as a group/individual/school group that would like to have a clean-up exclusive to their group on their desired date and time or host a public clean-up under their organization's name.

1. Fill out the appropriate request form in its entirety as it lets our staff members know the details of your clean-up.
  - [PRIVATE SPONSORED BEACH CLEAN-UP RESERVATION REQUEST](#).
2. See **DONATIONS/FEES** to determine costs.
3. At least 15 days in advance, either mail, fax, or scan a copy of the [PRIVATE SPONSORED BEACH CLEAN-UP RESERVATION REQUEST](#) to:

**Mail:**

ATTN: Elizabeth Bailey  
Huntington State Beach  
21601 Pacific Coast Hwy  
Huntington Beach, CA, 92646

**Email/Fax/Scan:**

Elizabeth Bailey  
[Elizabeth.Bailey@parks.ca.gov](mailto:Elizabeth.Bailey@parks.ca.gov)  
(714)377-8681

4. Your group will also need to fill out one of our waiver forms that are appropriate for you. All participants in any volunteer activity (before engaging in any activity) must have the appropriate waiver of liability signed and completed.
  - A. If you are a group **WITH** liability insurance coverage for ALL your participants, fill out the [VOLUNTEER GROUP SERVICES AGREEMENT](#). This acts as a blanket waiver form that covers all your participants. You will need to provide a proof of accident insurance for each of its participants, provide a roster of all participants, and the group agrees to assume all responsibilities for juveniles. See **INSURANCE** in guidelines for more information.
  - B. If you are a group **WITHOUT** liability insurance coverage for ALL your participants, all of your volunteers OVER 18 need to sign the [SPECIAL PROJECT SIGN IN](#) sheet and all volunteers UNDER 18 need their parent/guardian to fill out the [PARENTAL/GUARDIAN PERMISSION](#) form.
5. You must receive a confirmation email from our staff APPROVING your group. After we have received your beach clean-up request, we will approve it and email it back to you as soon as possible. Due to our small volunteer staff, approval time can be long. We encourage giving yourself more than the minimum 15 days advance notice. If you do not turn in a request or do not receive an approved request back from us, this means that we are not able to provide you and your group with free parking or supplies. If you have not heard back from us regarding a request, please call: 714-377-5691.

## II. GENERAL INFORMATION AND GUIDELINES REGARDING PRIVATE SPONSORED BEACH CLEAN-UPS

The purpose of these guidelines is to outline terms and conditions of all volunteer interpretive activities at Bolsa Chica and Huntington State Beach.

- Cleanups are based on staff availability.
- Park staff will be present at your beach clean-up.
- If you or any of your participants are sick or develop any flu like symptoms, they are asked to stay home.

### A. SUPPLIES

- We will provide supplies such as re-usable bags, gloves, shovels, etc. to your group which you will need to return.
- We are phasing out plastic supplies to help us reduce the waste our clean-up efforts are generating.

- Participants bringing their own supplies need to make them as zero waste as possible (bring re-usable bags and gloves from home such as buckets, garden gloves, plastic grocery bags, old fabric tote bags, cardboard boxes, etc.)
- Groups may bring their own supplies with group logo. If a group wishes to donate these supplies to the park to be used by future clean-ups, we will provide you with a donation form.
- As to what else to bring for your group, for the most comfortable clean-up we encourage: sunscreen, water, hat, tent/EZ-Up, and snacks.

## **B. SERVICE HOURS/JUVENILES**

- Juveniles must be accompanied by an adult. We do not allow unsupervised minors to participate in a beach clean-up alone.
- We can provide anyone who needs service hours with a signed service letter thanking the participant for their volunteer work.

## **C. CLEAN-UP TIME FRAME**

- We allow clean-ups any day of the week if staffing allows throughout the year except as follows: holidays, special events, and summer weekends (Memorial Day to Labor Day).
- Groups must volunteer at least 2 hours of clean-up time in order to receive free parking.\*(\*exceptions include: approved K-12 school groups.)
- Clean-ups can schedule their clean-up start time anytime between sunrise (provided it's after 6 am when park gates open) and 2 hours before sunset.
- Park hours are from 6 a.m. to 10 p.m. year round. Entrance gate hours are 6 a.m. to 9 p.m.

## **D. PARKING**

- We allow clean-ups any day of the week if staffing allows throughout the year except as follows: holidays, special events, and summer weekends (Memorial Day to Labor Day).
- Groups must volunteer at least 2 hours of clean-up time in order to receive free parking.\*(\*exceptions include: approved K-12 school groups.)
- Clean-ups can schedule their clean-up start time anytime between sunrise (provided it's after 6 am when park gates open) and 2 hours before sunset.
- Park hours are from 6 a.m. to 10 p.m. year round. Entrance gate hours are 6 a.m. to 9 p.m.

- Participants must volunteer at least 2 hours of clean-up time in order to receive free parking (exceptions include: approved K-12 school groups).
- Participants must arrive within 30 minutes of stated start time to be guaranteed free parking.
- Normal parking fees are \$15 per car.

## **E. SCHOOL GROUP**

- For school groups, we ask that there be 1 adult per 20 students.
- Schools groups do NOT need to provide 2 hours of clean-up time for free parking.
- School groups do not incur any mandatory fees.
- In addition to RESERVATION REQUEST School Groups will also fill out the [VOLUNTEER GROUP SERVICES AGREEMENT](#).

## **F. ADDITIONAL ACTIVITIES**

- Any celebratory events such as BBQs and bonfires are allowed but must occur AFTER the clean-up.
- If a group would like to have outside food vendors such as a food truck show up or reserve space at a Ramada/picnic area, this will require a Special Event permit. Contact our Special Events office either by phone at: 714-377-9422 or contact Megan Gierhart at [Megan.Gierhart@parks.ca.gov](mailto:Megan.Gierhart@parks.ca.gov).
- Amplified sound (speakers, megaphones, DJ equipment, etc.) is allowed from 8 am until 10 pm.

## **G. SAFETY TALK**

- All clean-ups are required to participate in the Safety Talk.
- Talk will be at the beginning of your clean-up after which you will begin volunteering.
- If you need this talk given in Spanish, please indicate on your forms.

## **H. VOLUNTEER GROUP SIZE/CAPACITY**

- We allow clean-ups of all sizes to participate in a beach clean-up.
- Capacities for all beach cleanups will have a maximum capacity of 250 participants while incurring no extra fees.
- Beach clean-ups with a capacity larger than 250 will be approved on a case by case basis by the interpretive/special events coordinators. See fee structure for extra fees.

- Open, public clean-ups through permitted organizations must adhere to the capacity unless a monitor is present. See monitor fees in the fee structure below.

## I. CANCELLATIONS

- Groups must inform the state beach if they will not be able to attend the volunteer program at least 2 hours before the program begins.
- ALL FEES/DONATIONS ARE NON-REFUNDABLE.
- Date changes will be considered if date is in the same calendar year.
- Cancellations due to natural disasters, fires, floods, earthquakes where reserved area is affected MAY be refunded with Park Superintendent approval ONLY. Normal rain or wind does not qualify as natural disaster.

## II. FEES/DONATIONS

- A \$5/person donation is asked.
  - i. This \$5/person donation helps offset reusable supply costs and PPE measures. This donation is tax deductible.
  - ii. Your \$5/person donation can be paid with check and made payable to “Amigos de Bolsa Chica” in cash, or online at [Donate - Amigos De Bolsa Chica](#). (under additional comments please note that this payment is for the “State Beach Fund.”)
  - iii. The donations will go to the Amigos de Bolsa Chica’s “Huntington and Bolsa Chica State Beach Fund” and all money will go back into volunteer projects.
  - iv. The Amigos de Bolsa Chica is a 501(c)(3) organization dedicated to the preservation, restoration, and maintenance of the Bolsa Chica wetlands and frequent collaborator with Bolsa Chica State Beach. They provide volunteer staffing to the educational programs at Bolsa Chica State Beach.
  - v. K-12 official school group outings will not be charged.
  - vi. ALL FEES/DONATIONS ARE NONREFUNDABLE.
- Monitor fee: \$29/hr. / 4 hour minimum\* (\*only groups over 250 participants). This fee will go to California State Parks Special Events and a [CREDIT CARD AUTHORIZATION FORM](#) is required.
- If you are an outside organization hired to plan a beach cleanup for a group and receive financial compensation and/or donation fee, you will be required to pay a \$200 flat fee for contracted services. This fee will go to California State Parks Special Events and a [CREDIT CARD AUTHORIZATION FORM](#) is required.

## K. INSURANCE

- Certificate of Insurance with required enforcements as proof of liability insurance
- **VIII. INSURANCE Certification Requirements**
  - i. For events having greater potential hazard of liability to the State that is incurred through typical daily park activities, permittee will be required to provide the State Park with a Certificate of Insurance with required enforcements as proof of liability insurance coverage. This policy will cover the period of the permit that will be in an amount no less than the following as determined by the District Superintendent:
    - 1. Public Liability \$300,000 each person, \$500,000 each occurrence.  
Property Damage Liability and Products Damage Liability \$200,000; OR
    - 2. Combined single limit (CSL) \$500,000 per occurrence; OR
    - 3. Combined single limit (CSL) \$1,000,000 per occurrence.
  - ii. **Insurance policies shall be underwritten to the satisfaction of the State and shall contain the following special endorsement:** *State of California, it's officers, employees and servants are included as additional insured by only insofar as operations under this contract or permit are concerned. The insurer will not cancel or reduce the insured's coverage during the period that this permit is in effect or without 30 days' prior written notice, whichever is shorter, to the State. This cancellation provision shall not be construed in derogation of the duty of the permittee to furnish insurance during entire term of the permit.*
  - iii. **Additional insured should read:** *State of California, Department of Parks & Recreation, 21601 Pacific Coast Hwy, Huntington Beach, CA 92646.*
  - iv. **General information providers may be obtained by visiting**  
**[www.insurance.ca.gov](http://www.insurance.ca.gov)**

## L. RESERVATIONS

- To begin the reservation process, you will need to turn in the [PRIVATE SPONSORED BEACH CLEAN-UP RESERVATION REQUEST](#). Without the request no date will be held.
- Contact Elizabeth Bailey for any questions at [Elizabeth.Bailey@parks.ca.gov](mailto:Elizabeth.Bailey@parks.ca.gov).

## III. PUBLIC BEACH CLEANUP GUIDELINES

Defined as a group or individual that does not want a private group clean-up, and would like to join a free, public clean-up.

## A. PUBLIC BEACH CLEANUP RESERVATION PROCESS

- Visit the Orange Coast District Volunteer Portal here: [MyImpactPage -California State Parks - Orange Coast District](#)

Important Links:

[Bolsa Chica State Beach](#)

- [Beach Cleanup Portal](#)

[Huntington State Beach](#)

- [Beach Cleanup Portal](#)

Find us online!

@CAStateParksOC



Thank you and we look forward to seeing you at the beach!

*Updated: January 2025 by E.Bailey and J. Buss*