



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

Dear Beach Volunteer,

Thank you for your interest in participating in a beach clean-up!

Every year, thousands of people volunteer at Bolsa Chica and Huntington State Beaches to do their part in helping our beaches and oceans. A beach clean-up can mean a variety of things from picking up debris to building a new dune restoration fence.

So you would like to participate in a beach clean-up? Here are the steps you will need to take in order to begin reserving a volunteer date for your group.

PRIVATE SPONSORED CLEAN-UP RESERVATION PROCESS

*defined as a group/individual (excluding K-12 official school outings) 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. Fill out the [CREDIT CARD AUTHORIZATION FORM](#). See **DONATIONS/FEES** for more information.
3. Fill out and sign the [DONATION LETTER](#) if sending a donation.
4. At least 15 days in advance, either mail, fax, or scan a copy of the PRIVATE SPONSORED BEACH CLEAN-UP RESERVATION REQUEST, CREDIT CARD AUTHORIZATION FORM, and DONATION LETTER to:

Mail

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

Email/Fax

Elizabeth Bailey
Elizabeth.Bailey@parks.ca.gov
714-377-8681

5. Your group will also need to fill out one of our waiver forms that are appropriate for you. All participants in any volunteer activity and, 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 fill out the **SPECIAL PROJECT SIGN IN** sheet and all volunteers UNDER 18 need their parent/guardian to fill out the **PARENTAL/GUARDIAN PERMISSION** form.
6. 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.

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.

- We allow only 1 clean-up to happen per day, per beach and a maximum of 2 clean-ups are scheduled per week due to staffing. Subject to change based on staff availability.
- Park staff will be present at your beach clean-up.

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.
- We encourage participants to 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, **HERE IS THE DONATION FORM.**
- As to what to bring for your group, for the most comfortable clean-up we encourage: sunscreen, water, hat, tent/EZ-Up, and snacks.

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.

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.

PARKING

- Participants must volunteer at least 2 hours of clean-up time in order to receive free parking.
- Participants must arrive within 30 minutes of stated start time to be guaranteed free parking.

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.
- School Groups will fill out the [SCHOOL GROUP RESERVATION REQUEST](#).

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.
- Amplified sound (speakers, megaphones, DJ equipment, etc.) is allowed from 8 am until 10 pm.

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.
- Staff will make sure you are acquainted with all procedures before volunteering.

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.

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-REFUNDALBE.
- Date changes will be considered as long as 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.

FEES/DONATIONS

- Monitor fee: \$25 hr. / 4 hour minimum* (*all groups over 250 participants)
- Private sponsored beach clean-up fee: \$200
- This fee helps with staff time, supplies and other elements to make your volunteer event a meaningful experience.
- K-12 official school group outings will not be charged. They will fall under [SCHOOL GROUP RESERVATION REQUEST](#).
- Your group may make a donation to Huntington State Beach/Bolsa Chica State Beach volunteer and education fund if you desire. This donation is tax deductible.
- ALL FEES/DONATIONS ARE NONREFUNDABLE ONCE PAID TO THE STATE OF CALIFORNIA
- Payment of fees may be made in cash, Visa, MasterCard, and Discover. Personal checks are no longer accepted as form of payment.

INSURANCE:

Certificate of Insurance with required enforcements as proof of liability insurance

VIII. INSURANCE Certification Requirements

➤ 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:

- Public Liability \$300,000 each person, \$500,000 each occurrence. Property Damage Liability and Products Damage Liability \$200,000; OR
- Combined single limit (CSL) \$500,000 per occurrence; OR
- Combined single limit (CSL) \$1,000,000 per occurrence.

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.*

Additional insured should read: *State of California, Department of Parks & Recreation, 21601 Pacific Coast Hwy, Huntington Beach, CA 92646. General information providers may be obtained by visiting www.insurance.ca.gov*

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.

To view our beach and any of our guidelines/events, please go to our website www.parks.ca.gov and select "Visit A Park"; choose your park alphabetically or by typing it in the "Select A Specific Park". Once on Bolsa Chica State Beach or Huntington State Beach web pages, see the BEACH CLEAN-UP information on the right.

Advertisement opportunities are available. For more information and details you may email Michelle.Figueroa@parks.ca.gov. Check us out on Facebook, Instagram, & Twitter at [www.Facebook.com/CASStateParksOrangeCoast](https://www.facebook.com/CASStateParksOrangeCoast), [www.Instagram.com/castateparksoc](https://www.instagram.com/castateparksoc) & [https://Twitter.com/CASStateParksOC](https://twitter.com/CASStateParksOC).

PUBLIC BEACH CLEAN-UP RESERVATION PROCESS

*defined as a group or individual that does not want a private group clean-up or does not want to donate to our volunteer program and would like to join a free, public clean-up.

1. Go to either Bolsa Chica and Huntington State Beach's parks page (go to our website www.parks.ca.gov and select "Visit A Park"; choose your park alphabetically or by typing it in the "Select A Specific Park".)
2. Once on Bolsa Chica State Beach or Huntington State Beach parks page, select the BEACH CLEAN-UP information tab on the right side of the main parks page.
3. Under MONTHLY BEACH CLEAN-UPS, there is a list of groups that host free, public clean-ups at our beach that you may join, including those provided by California State Parks. You can find clean-up dates and registration information for other groups by clicking on any of the organizations.
4. If you decide to choose to volunteer with California State Parks, fill out either the SPECIAL PROJECT SIGN IN SHEET if you are over 18 or the PARENTAL GUARDIAN PERMISSION if you are under 18. Bring it with you to the event or scan and email the form to Elizabeth.Bailey@parks.ca.gov.

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