



## Information on Residential Practices Socials

### Residential Social Team, Host and Co-Host Responsibilities and Duties

**Timing**

**Action**

- |                   |   |
|-------------------|---|
| Preplanning       | <ol style="list-style-type: none"> <li>1. Identify five areas for information meetings with 40 to 50 potential invitees (to get 12+ to attend) – Residential Team</li> <li>2. Construct a consolidated invitation list starting with property tax maps and assessment data base owner information, and confirming mailing address, actual residents and phone numbers using whitepages.com – Residential Team</li> <li>3. Identify residential host, meeting location, date and a Team member co-host for the five areas – Residential Team</li> <li>4. Identify and firmly schedule lead speaker.</li> </ol> |
| 5 wks before      | <ol style="list-style-type: none"> <li>1. Team member Co-host receives a neighborhood and list of potential invitees.</li> <li>2. Team member Co-host confirms with residential host the venue, date, time, invitation details and invitation list for the social.</li> <li>3. Team member Co-host identifies with residential host individuals on the list who the host could contact to help influence others to attend. And whether to hand address or use labels.</li> </ol>  |
| 3 wks before      | <ol style="list-style-type: none"> <li>5. Get invitation finalized and printed. Print one for each invited guest plus 5 extras. Make sure invitation includes an RSVP request.</li> </ol>   |
| 2 wks before      | <ol style="list-style-type: none"> <li>6. Address and mail the invitations. Team member to pick up and get them stamped at the Town Office and mail.</li> </ol>   |
| 1 wk before       | <ol style="list-style-type: none"> <li>7. Check returns, readdress. Check RSVPs, help host call to follow-up with those who haven't responded.</li> </ol>   |
| Day of social     | <ol style="list-style-type: none"> <li>8. Get food/beverage, paper goods, plastic cups, flowers for the host.</li> </ol>  |
| Evening of social | <ol style="list-style-type: none"> <li>9. Arrive ½ hour (earlier if host prefers) to help set up and deliver items in #8 above.</li> <li>10. Greet arrivals with host, give name tags, have guests sign-in.</li> <li>11. Help clean when social is over.</li> </ol>   |
| After social      | <ol style="list-style-type: none"> <li>12. Send thank you note to host(s).</li> <li>13. Send follow-up email to attendees.</li> </ol>   |

**CO-HOST BOX** - to travel to each social:

- |                       |                                    |
|-----------------------|------------------------------------|
| Name tags             | Hand outs and display materials    |
| Markers               | Napkins                            |
| Sign-in sheet and Pen | Plastic cups                       |
| Clipboard             | Thank-you notes, envelopes, stamps |



## Information on Residential & Septic Socials

### Letter to Potential Residential Social Host

Hi <Host>,

<Contact> tells me that you have volunteered to host a residential social on <Date>. Great. He has set up a speaker, <Speaker>, who is our technical advisor for the Spruce Creek Watershed Improvement Project, for that evening. Forrest is very knowledgeable and gives a good overview of the issues facing Spruce Creek.

Our hope is that you will be able to assemble at least 12 neighbors and/or others from around the Creek (the two recent socials we've had around 20 people attending including the speaker and helpers). In terms of refreshments, so far we've had a host do all of the food and drink, we've done part and they have done some, and we have done it all. You and I can discuss what you would like at your social in terms of food as we get closer to the date. I'll call or email you the week of March 15 to discuss.

What time would you like to hold your social? People arrive and usually get something to drink, meet and talk to neighbors, then settle down to hear the speaker about 15 minutes after arrival time. The whole event from arrival (set up) to departure (clean up) is about 2 to 2 1/2 hours.

Below is the Residential Social Time Line. I have also attached an invitation with a 6:30 p.m. start (let me know your preference). Please look it over for any errors and let me know. I will then get them printed and to you in the next two weeks. Ron and I are leaving February 15 for a few weeks and want to get these done and back to you before we leave. I will be asking <Name> from the Residential Team to help you with addressing the invitations if you wish, and she will pick them up and get them stamped at the Town Office so they can be mailed out by <Date>.

Thanks so much. So far these events have been fun and very helpful in getting residents to understand what is happening to our creek so that we can all take corrective actions. Many have volunteered their property to be a demonstration site. All great stuff!

Hope to hear from you soon.



## Information on Residential & Septic Socials

### Residential Social Invitation

# Spruce Creek Needs You to Party!

Come visit with your neighbors and find out how we all unknowingly contribute pollution to the waters of Spruce Creek. We need to act together to make a difference.

Did you know that Spruce Creek is at its tipping point? The water quality continues to degrade because of storm water runoff carrying pollutants into the creek from all areas of the Spruce Creek Watershed which comprises over 50% of Kittery. What does that mean for all of us in this watershed? It means the loss of an important natural resource for clamming, fishing, boating, swimming, and admiring nature's wonders.

Our guest speaker, a professional experienced in keeping estuaries like Spruce Creek healthy, will explain the issues and show us how simple and affordable it is to make our yards more creek-friendly. We will explore the different ways each of us can slow down and limit the amount of rainwater that picks up pollutants while traveling over our property. We will also explain the opportunity to volunteer your property to be considered for a demonstration site where the grant covers half the cost of the project.

Spruce Creek needs your help. Please join us to learn more about what you can do.

### **PARTY DETAILS:**

**Date:** April 1, 2009  
**Time:** 7:00 p.m.  
**Your Host:** Agnes Charlesworth  
**Location:** 12 High Pasture Road, Kittery Point  
**RSVP:** 439-3354



Sponsored by the Town of Kittery, funded by the Maine Department of Environmental Protection, and organized by Kittery residents. For more information, please visit [www.protectkitterywaters.org](http://www.protectkitterywaters.org).



## Information on Residential & Septic Socials

### Sign In Sheet *(printed landscape format)*

Thank you for joining us! Please sign in and let us know if you'd like to become a member of the Spruce Creek Association - membership is free and you'll receive news on activities and opportunities to get involved in the watershed.

Name(s)	Address, City, State, Zip	Phone(s)	Email(s)	Would you like to...
				<input type="checkbox"/> Host an informational social? <input type="checkbox"/> Volunteer your yard as a demo site? <input type="checkbox"/> Join the Spruce Creek Association?
				<input type="checkbox"/> Host an informational social? <input type="checkbox"/> Volunteer your yard as a demo site? <input type="checkbox"/> Join the Spruce Creek Association?
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## Information on Residential & Septic Socials

### Residential Social Attendees Follow-up Email

Good Morning,

The Residential Team for the Spruce Creek Watershed Improvement Project (SCWIP) has held three successful informational sessions this winter at different hosts' homes around Spruce Creek and have four more planned for the spring. We want to thank you all for coming to learn about the issues facing our Creek and for your enthusiasm. **Together we can make a difference.**

Many of you have asked what's next.

**Continue to educate yourself** about the issues.

Come April 14 at 7 pm to the free Kittery Adult Ed program about polluted storm water runoff for a more in-depth look ("they" say we need to be introduced to information three times before it is our own) - and bring a friend.

Visit our websites which contain current and past

information: [www.protectkitterywaters.org](http://www.protectkitterywaters.org) and [www.sprucecreekassociation.org](http://www.sprucecreekassociation.org)

**Commit to making a change** that can help Spruce Creek and **sign the pledge** (found at [www.protectkitterywaters.org/pledge](http://www.protectkitterywaters.org/pledge)). You will receive a sign for your yard in the spring. Congratulations and thanks to those of you who have already signed the pledge.

**Get 12 friends and neighbors together** and **hold your own Spruce Creek informational session** if one has not been held in your neighborhood (call Paula at 439-2492 or email [ledgett@comcast.net](mailto:ledgett@comcast.net) to learn more).

**Volunteer your property to be a demonstration site** for the SCWIP. Our professional will come to evaluate your site. You will receive a plan for decreasing polluted runoff, and if you agree to a plan and are selected you will receive 50% off the cost of plants and/or labor (call Ron at 439-2492 or email [ledgett@comcast.net](mailto:ledgett@comcast.net) for more information). Thank you to the many who have already volunteered. For those who've already requested an evaluation we will be contacting you to schedule the visit once the snow melts.

Many, many more things will be happening in and around the creek this year. We presently are working on a **discount program for Rain Barrels** and a work **exchange program** on the website. We will keep you informed.

Again, thanks so much for your interest and support,

Ron Ledgett

SCWIP, Residential Team Leader

[ledgett@comcast.net](mailto:ledgett@comcast.net)



## Information on Residential & Septic Socials

### Residential Practices Online Pledge

(2 pages & online at [www.protectkitterywaters.org/pledge](http://www.protectkitterywaters.org/pledge))



# Pledge to make a difference in the Spruce Creek watershed!

Everyone lives in a watershed! A watershed is an area of land that water flows across as it moves toward a common body of water, such as a stream, river, lake or coast.

What you do in and around your home impacts your watershed. Even the smallest home and yard changes can make a big difference along your waterfront and possibly save you money. Take the Protect Kittery Waters watershed pledge to commit to protect Kittery's water resources.

#### The Problem

The rain-water that flows off our streets and yards can carry a nasty mix of heavy metals, oil, fertilizers, pesticides, yard waste, detergents, and animal feces! City storm drains deliver these substances directly to our streams and lakes, making life tough for the animals that live there. It's tough for people too — water pollution often prevents us from enjoying our own waterways.

#### The Solution

We are all citizens of a watershed. The problem of water pollution must be solved just as it was created; by the combined actions of all citizens who live and work in the watershed. If each of us "Takes the Pledge" to change a few of our daily habits, we can bring protect the waters of Kittery and Eliot.



#### Take the Watershed Pledge!

Taking the Pledge is simple:

1. Discuss with your family the activities and changes you are willing to make.
2. Fill out the pledge form below or visit [www.protectkitterywaters.org/pledge](http://www.protectkitterywaters.org/pledge) to take the pledge online.
2. Check the boxes next to the activities you choose to adopt or continue.
3. Submit the form with your completed information.
4. Print and hang the pledge where your family will see it every day.

We hope you will consider the impacts of your household activities and make a few simple changes. Once you see how easy it is to make one or two changes, you may decide to make a few more.

**If you pledge to adopt or continue 5 watershed-friendly practices, you'll receive a Protect Kittery Waters yard sign! If you can pledge for 6 to 10 practices, you'll get an extra rain drop added to your sign. And, the highest honor – get all 3 drops if you pledge to adopt 11 or more practices!**



#### Spruce Creek Watershed Improvement Project

Town of Kittery, Maine  
200 Rogers Road Extension  
Kittery, Maine 03904  
[www.protectkitterywaters.org](http://www.protectkitterywaters.org)



## Information on Residential & Septic Socials

### Your Pledge Form

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### As a citizen of the watershed, I pledge to adopt or continue the following practices:

#### Build a Better Buffer

- Keep or plant gardens as a buffer at the base of hills, in ditches, and along the road and water's edge

#### Care for Your Lawn

- Reduce the amount of my yard that is planted in grass
- Cut the grass higher and leave clippings on lawn to increase water absorption, reduce run-off, and naturally fertilize the grass
- Use less or no pesticides, fertilizers, and water on lawn and gardens

#### Prevent Erosion

- Minimize erosion along driveway and road and around my property
- Mulch and plant bare spots to reduce soil erosion – especially on slopes and at the waters' edge

#### Garden Smart

- Landscape with native plants where possible
- Keep trash, debris, fall leaves, and lawn clippings away from ditches, streams, and the water's edge
- Compost yard waste away from streams and the shoreline

#### Reduce Runoff

- Direct downspouts toward plant beds and grass and away from hard surfaces
- Use a rain barrel to collect rooftop rain and provide free water for your lawns and gardens
- Create rain gardens to capture and slow down runoff
- Where possible, reduce paved surfaces around my home by using gravel, bricks, or interlocking blocks

#### Keep It Clean

- Pick up after pets and dispose of the waste in the trash or toilet
- Have my septic system inspected and pumped at least every 3 to 5 years
- Use biodegradable soaps and minimize toxic household products
- Never dump toxic materials down drains or on the ground

#### Spread the Word

- Encourage my friends and neighbors to take the watershed pledge

*Mail this form back to us – and we'll send along your yard sign if you've pledged 5 or more practices!*