



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

<b>Timing</b>	<b>Action</b>
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>5. Team member Co-host receives a neighborhood and list of potential invitees.</li> <li>6. Team member Co-host confirms with residential host the venue, date, time, invitation details and invitation list for the social.</li> <li>7. 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>8. 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>9. 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>10. 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>11. Get food/beverage, paper goods, plastic cups, flowers for the host.</li> </ol>
Evening of social	<ol style="list-style-type: none"> <li>12. Arrive ½ hour (earlier if host prefers) to help set up and deliver items in #8 above.</li> <li>12. Greet arrivals with host, give name tags, have guests sign-in.</li> <li>13. Help clean when social is over.</li> </ol>
After social	<ol style="list-style-type: none"> <li>15. Send thank you note to host(s).</li> <li>16. 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	Party favors (laundry/dish detergent)



## Letter to Potential Septic Social Host

Hi Candace,

Thank you for volunteering to host the Septic Social on Thursday evening, April 30<sup>th</sup>. Joe Anderson is our technical advisor for the Spruce Creek Watershed Improvement Project, for that evening. Joe 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 who would be interested in learning more about the issues involved in having a septic system. Our experience is that we have between 15 and 20 people some of whom are from the Septic Team. You and I can discuss what you would like at your social in terms of snacks and drinks as we get closer to the date. We have a budget to help with the food and drink. I'll call or email you the week before to discuss the particulars.

People arrive at 6:30 p.m. 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 Septic 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. I will be asking Richard Chiango from the Septic 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. All great stuff!

Hope to hear from you soon.

Will Brewster  
7 Bond Road  
439-6025  
wmbrew34@comcast.net



## Septic Social Invitation (Option 1)

# 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 and sewage from failing septic systems into the creek from all areas of the Spruce Creek Watershed comprising 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 better to keep our septic systems more creek-friendly. We will explore the different ways each of us can keep our septic systems up-to-date. For each household attending the Septic Social, you will receive a coupon giving you a 10% discount on your next septic tank pumping.

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

### PARTY DETAILS:

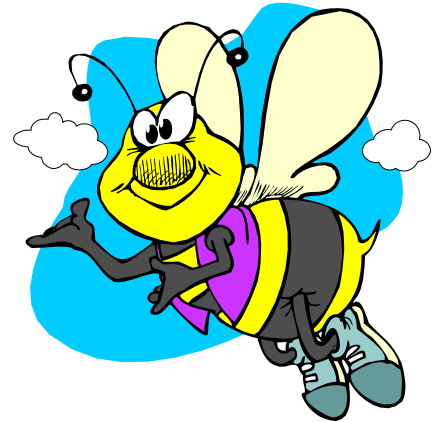
**Date:** April 30 2009  
**Time:** 6:30 p.m.  
**Your Host:** Candace DeLisio  
**Location:** 5 Rosellen Drive  
**RSVP** 439-7622



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).

## Septic Social Invitation (Option 2)

# Here Comes the Honeywagon.....



Come find out what you're really swimming in. Studies have shown that septic systems, even brand new ones, can contribute significantly to water quality problems. And tests have shown that Spruce Creek is suffering.

We'll show you how proper care and feeding of your septic can extend the life of your current system and save \$\$\$\$. We'll also give you the facts (not the sales pitch) on additives, garbage disposals, water softeners, septic systems, and when to call in the honeywagon (a.k.a. the septic pumping truck).

### PARTY DETAILS:

**Date:** Thursday, April 30, 2009  
**Time:** 6:30 p.m.  
**Your Host:** Candace DeLisio  
**Location:** 5 Rosellen Drive  
**RSVP:** 439-7622



Bee Aware....  
We all live  
downstream!!!

For more information or directions, please contact your hosts: \_\_\_\_\_ or Candace DeLisio, 439-7622 or Joe Anderson at the York County Soil & Water Conservation District: (207) 324-0888 x217 or email [janderson@yorkswcd.org](mailto:janderson@yorkswcd.org).



**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"/> Join the Spruce Creek Association?
				<input type="checkbox"/> Host an informational social?  <input type="checkbox"/> Join the Spruce Creek Association?
				<input type="checkbox"/> Host an informational social? <input type="checkbox"/> Join the Spruce Creek Association?
				<input type="checkbox"/> Host an informational social? <input type="checkbox"/> Join the Spruce Creek Association?



## Septic Social Attendees Follow-up Email

Good Morning,

The Septic Team for the Spruce Creek Watershed Improvement Project (SCWIP) wants 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. Visit our websites which contain current and past information: [www.protectkitterywaters.org](http://www.protectkitterywaters.org) and [www.sprucecreekassociation.org](http://www.sprucecreekassociation.org)

**Get your septic tank pumped and inspected regularly.** Regular septic tank pumping and inspection will prolong the life of your septic system. Keep in mind that a septic system costs less than \$300 to pump but \$12,000 or more to replace and can affect the resale of your property. In the meantime reduce your waste load, don't use a garbage disposal, and, if necessary, consider a composting toilet or similar alternative.

**Follow the Do's and Don't's outlined in the handout.** These simple actions – like reducing your waste load and composting instead of using the garbage disposal – will lighten the load on your system and keep it healthy and functioning.

**Get 12 friends and neighbors together and hold your own septic social** if one has not been held in your neighborhood (call Will Brewster at 439-6025 or email [wmbrew34@comcast.net](mailto:wmbrew34@comcast.net) to learn more).

**Commit to making more changes that can help Spruce Creek.** 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 pledge to commit to protect Kittery's water resources ([www.protectkitterywaters.org/plege](http://www.protectkitterywaters.org/plege)) You will receive a sign for your yard in the spring.

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,

Will Brewster

439-6025

[wmbrew34@comcast.net](mailto:wmbrew34@comcast.net)