

How to register a Stormwater Participation Event¹

You can register TWO WAYS (please register at least TWO WEEKS prior to the event):

I. Call 3-1-1.

1. Tell the Customer Representative that you want to register a MD Stormwater Participation Event.
2. Answer the questions you are asked.

II. Register On-line.

1. Go to Baltimore 311 (<http://www.baltimorecity.gov/311-services?tid=476>)
2. In the left-side column, under “Get Help With” select “Water, Sewer Water, Stormwater”, then under “Specifically” select “MD Stormwater Participation Event”. Click the blue button that says Create New Customer Service Request.
3. Complete form
 - 1st page - Enter address of your event (pick nearest address if site has none)
 - 2nd page - “Duration” means the amount of hours you will be hosting your volunteer event
 - Volunteers need to complete eight hours to receive the \$10 credit. This means that if the first event was three hours, the three hour certificate cannot be redeemed for credit until the volunteers complete an additional five hours for a total of eight hours. The maximum credit (\$30) is for 24 hours (within a year).
 - 3rd page - Include your personal info as the main contact person
 - 4th page - “Additional Comments” is where you will describe the actual activities you will be performing. For example:
 - Tree Planting event on XYZ Street
 - Community Clean Up in Franklin Square community
 - Garden Maintenance day in Mt Clare
4. Review the entered information and if everything is correct, click “Submit”.
5. Check for an automatic email that should come immediately after submission letting you know that your information has been received.

Whether you register by calling 3-1-1 or going online, within a few days, you should receive a response from DPW with a signed PDF certificate, instructions as the Event organizer, and information for volunteers.

1. You sign a copy of the certificate and make additional copies to pass out at the event.
2. Report the results of your event to DPW (they will send a reminder email in case you forget). The results would be for example if you did a trash cleanup: how many volunteers, how many bags of trash were cleaned up, and any photos of the event.

When volunteers have enough certificates to equal 8 hours, they can turn them in along with a Stormwater Fee Credit Application (found at <http://dpwapps.baltimorecity.gov/cleanwaterbaltimore/stormwater-participation-event-credit/>). Any of the volunteers who are not homeowners here have the option of gifting their credit to another person (or organization) that is. If two or more people from the same residence are volunteering, they can combine their credit. For anyone interested in learning more about earning credit towards their stormwater fee, they can visit <http://www.cleanwaterbaltimore.org>.

¹ Thank you to the Parks & People Foundation for developing these step-by-step instructions.