

Town of Steilacoom Adopt-A-Street Program

Purpose: Involve citizens in the community
To build civic pride in a litter free Steilacoom
Offer citizens or organizations an inexpensive way to contribute to the
Town and generate publicity for their efforts
Provide opportunities to save the Town money

1. Who Can Adopt A Street?

Individuals, local businesses or community groups can adopt a section or sections of street blocks. Participants shall be at least 15 years old.

2. How Do I Adopt A Street?

Interested citizens complete an application form and return it to the Town of Steilacoom Public Works Department. Forms will be available at the Public Works building. The application form will list the applicants name, address, phone number(s), organization contact, an indemnification clause, and what area they would like to adopt.

3. What Kind of Commitment is Required?

To conduct cleanup activities in a safe manner and comply with any conditions as may be required by the Town for safety of the participants. Safety of the participants is the number one priority of the program. Participating groups agree to remove litter from assigned sections of streets *at least four times a year over a two-year period*. Additional cleanups should be done as necessary to maintain a neat appearance. Generally the assigned sections are six street blocks, depending on the size of the participating group and the volume of anticipated litter.

4. Record Keeping

Adopt-A-Street workers will be considered volunteers of the Town and will receive the same benefits as other Town volunteers. Volunteers will keep track of the hours they work for the Town and provide an accounting of these hours on a quarterly basis to the Adopt-A-Street Coordinator or designee.

5. What Does the Town Provide?

The Town of Steilacoom erects A permanent sign identifying the adopting group, provides safety information, vests, hard hats, advance warning signs, trash bags, and collects filled trash bags. The Department of Labor & Industries insures volunteers for hours worked.

6. Terms of the Agreement

The term of this agreement shall be for two years beginning on the date of execution indicated and shall end on the date of termination unless terminated by the Town or the Grantee on 30 day written notice. Upon termination of the agreement the Adopt-A-Street sign will be removed and remain the property of the Town.

7. Where Can I Get Additional Information?

Contact the Town of Steilacoom Public Utilities Department; Monday through Friday from the hours of 8:00 AM to 2:30 PM at 581-1912.



Adopt-A-Street Application

Type/print name of organization to appear on Adopt-A-Street sign

Mailing Address

Town

Zip Code

Approximate number of people participating in each cleanup _____

List the street(s) and section(s) you are interested in cleaning:

1. _____
Street name Section (from what block to what block)

2. _____
Street name Section (from what block to what block)

3. _____
Street name Section (from what block to what block)

Street sections are assigned on a safety and a first come first served basis. If the sections your group has identified are not available, the Town will suggest other alternatives.

Organization Contact - signature

Date

Organization Contact - print name

Daytime telephone number

Mailing address

Evening telephone number

Town, Zip Code

Return this completed application to:

Adopt-A-Street Program
Town of Steilacoom - Public Works
1030 Roe Street
Steilacoom WA 98388



TOWN OF STEILACOOM ADOPT-A-STREET AGREEMENT

This agreement is made and entered into and between the Town of Steilacoom, hereinafter called the "Town" and _____, hereinafter called the "Grantee".

Whereas Town of Steilacoom Ordinance 1152 authorizes the Town to establish a Town-wide ADOPT-A-STREET Litter Control Program; and whereas the Grantee wishes to contribute toward the effort to reduce roadside litter.

The Town does hereby authorize the Grantee permission to participate in the ADOPT-A-STREET Litter Control Program by picking up litter within the assigned sections of streets designated below, in accordance with the following terms and conditions:

The Grantee does hereby agree:

1. To conduct cleanup activities in a safe manner and comply with any conditions as may be required by the Town for the safety of the participants. Safety of the participants is the number one priority of the program.
2. To assign a leader to each cleanup crew. The crew leader shall have a copy of this agreement with him/her during the cleanup.
3. To pick up litter no less than four times per year. Additional cleanups should be done as necessary to maintain a neat appearance. Recommended cleanup interval is once every three months.
4. To have all participants wear the hat and vest furnished by the Town during cleanup activities. No more than ten (10) people shall participate in the cleanup activity at one time.
5. To have no more than three (3) vehicles parked on the street shoulder within the assigned area during a cleanup activity. A minimum number of vehicles shall be used to transport the participants to the assigned area.
6. Participants shall be at least 15 years old. The Grantee shall furnish supervision by one or more adults for every eight (8) minors (less than 18 years old) participating in the cleanup activity.
7. To obtain supplies and materials from the Town during regular business hours (8:00 AM to 2:30 PM - Monday through Friday).

8. To place filled trash bags and materials on the street shoulder for disposal by the Town.
9. To call 911 (Police/Fire Emergency) in the event of any emergency during the cleanup. Participants who find anything that is hazardous or suspected to be hazardous will not touch it, but will flag the item for disposal by the proper authorities.
10. Participants will not pick up syringes, hypodermic needles, exceptionally large, heavy or unyielding objects. These kinds of materials should be flagged and the Town notified as soon as possible to arrange for proper disposal.
11. To provide the Town a roster of individual participants in the cleanup within three (3) working days after the cleanup.
12. The crew leader will report any injuries incurred by participants during cleanup activities to the Town within two working days of the injury. Notification will via Town of Steilacoom Accident Report Form (furnished by the Town).
13. To return to the Town within three working days the materials furnished by the Town.
14. See Exhibit A for additional conditions that also apply to Grantee.
15. Exhibit A included No additional conditions required

The Town agrees to:

1. Furnish and install an ADOPT-A-STREET sign with the Grantee name or acronym. The sign will be installed at one end of the section of street the Grantee is responsible for.
2. Furnish the Grantee trash bags, safety hats and vests and a "Volunteer Litter Crew Ahead" advance warning sign and stand for the participants to use during the cleanup activity.
3. Remove the filled trash bags from the street shoulder.
4. Assist the Grantee in cleaning up the litter if necessary (i.e. when large, heavy or dangerous items are found).
5. Maintain necessary records required to secure medical aid benefits for participants under RCW 51.36.

The Town recommends the Grantee have a first aid kit available at the cleanup site and at least one person with a valid first aid card be present during cleanup activities.

Recycling is an accepted and encouraged activity. Recyclable items collected by participants may be removed from the site at the option of the Grantee. Profits from the sale of recyclable items shall belong to the Grantee.

The Town may suspend this agreement temporarily because of construction in the assigned area. After the construction is complete the Grantee will be notified and the agreement restored.

The term of this agreement shall begin on the date of execution indicated below and shall end on the date of termination unless terminated by the Town or the Grantee on 30 day written notice. Upon termination of this agreement the ADOPT-A-STREET sign will be removed and remain the property of the Town.

ADOPT-A-STREET Agreement No.: _____

ASSIGNED STREET SECTION:

Street _____ From: _____ To: _____

Name of ADOPT-A-STREET Organization: _____

Name of Organization Representative: _____

Daytime Phone: _____ Evening Phone: _____

Signature - Organization Representative: _____

Signature – ADOPT-A-STREET Coordinator: _____

Date of Execution: _____

Date of Termination: _____

ADOPT-A-STREET Traffic Control Plan -- Litter Pickup



ADOPT-A-STREET Safety Tips

As a participant in the Town of Steilacoom's ADOPT-A-STREET Program your safety during litter cleanup is our primary concern. We urge you to thoroughly review the safety tips provided. These tips will be important to your participation and effectiveness when working along your section of adopted streets.

To ensure the entire group's safety, participants must be at least 15 years of age, remain alert at all times, be in good physical condition with good hearing and eye sight, demonstrate common sense, and show concern for public and other crew members' safety.

Wear Appropriate Clothing During Cleanup

Make yourself visible to the traveling public and protect yourself from weather conditions or possible injury during cleanup. Be sure everyone in your group, at a minimum, wears the following items when involved with litter pickup:

- * Safety hat and vest
- * Gloves
- * Long pants and a long sleeve shirt
- * Thick-soled boots or shoes

Preparing For Litter Cleanup On Your Adopted Area Of Streets

Before you get to your assigned area of street, conduct a refresher safety review for crew members. You will need to have an adult supervisor for every four minor crew members - those between 15 and 18 years of age. We recommend you take a first-aid kit appropriate for the size of the crew with a listing of the location and phone numbers for emergency services. At least one person should have a valid first-aid card.

Carpool when you transport crew members to the work site using no more than two vehicles when possible. Vehicles should be parked off the shoulder when conditions permit, otherwise park with no more than two wheels on the paved shoulder. Make yourself familiar with the most direct route to the hospital and park at least one vehicle nearby in case of an emergency.

Remember - Before litter pickup begins, always set up a temporary "Volunteer Litter Crew Ahead" sign and park a buffer vehicle ahead of the cleanup area.

While Picking Up Litter

For your protection, work only during daylight hours and clean one side of the street at a time. If weather conditions are poor with bad visibility and slick roads from snow or ice, choose another time to clean your adopted street section(s). Place all filled bags at the shoulder of the road for pickup by the Town.

Be Safe, Use Caution

- * At all times watch your footing, stay off rocky, steep, or unstable slopes.
- * Avoid poison ivy, poison oak, blackberries, and other thorny plants.
- * Watch for stinging insects.
- * Carry a box for broken glass and other sharp objects.
- * Avoid over exertion, resting when needed.

* Drink plenty of water and use sun screen on warm and sunny days.

Recycle!!!! - Your group is encouraged to recycle any of the materials found during your litter control effort. Profits from the sale of these collected items belong to your group.

Don't Forget the Paperwork

Medical Aid Coverage Records need to be filled out every time you work on the streets and must be turned in to the Town seven days after pickup. In the event of any emergency or accident contact emergency services at 911. Any injuries must be reported to the Town within two working days of their occurrence. You can notify the Program Coordinator during normal business hours at 581-1912.

For Your Safety

Please take the time to watch the Adopt A Highway Safety Film at <http://www.wsdot.wa.gov/Operations/adoptahwy/video.htm>

Don't use walkman/MP3/radio headsets which interfere with hearing and warnings.

Don't engage in horseplay or pranks endangering the safety of yourself, fellow members, or the traveling public.

No U-turns at intersections. Turn off flashing warning lights while traveling to and from the work site.

Don't compact trash bags - injuries from sharp or broken objects may result or the bag may burst.

Don't pick up syringes or hypodermic needles.

Don't carry knives, machetes, axes, etc.

Never pick up exceptionally heavy or unyielding objects, dead animals, or suspected toxic or hazardous materials. Mark the location and notify the Town.

By following these suggestions your group will remain safe in its efforts to help beautify our town. You are an important asset in controlling the litter problem Steilacoom faces and your participation in the ADOPT-A-STREET Program demonstrates to others the pride you have in our town. Without you the program cannot be a success. Work safely as a team and together we will be able to keep Steilacoom clean.

If your group has further questions regarding safety tips or litter control, please contact the ADOPT-A-STREET Coordinator for the town at (253) 581-1912.

Town of Steilacoom Spring Cleanup Volunteer Liability Waiver

I understand that I will not be compensated for my work, but I volunteer to perform this work in a responsible manner.

I agree to the following:

- That if I drive a vehicle to the volunteer site or during the course of my volunteer work, my personal vehicle insurance provides coverage;
- that I shall not appear for volunteer service under the influence of alcohol or illegal drugs;
- that I shall dress appropriately for weather and site conditions;
- that if Town personnel are not present during the event, then I am to call 911 in the event of any emergency during the volunteer event, and that any injuries incurred during the event shall be reported to the Town within two working days of the injury;
- that if I find anything hazardous or suspected to be hazardous, I shall not touch it, but shall flag the item for disposal by Town personnel. I shall not pick up syringes, hypodermic needles, broken glass or exceptionally large, heavy or unyielding objects;
- that the Town has included my hours of volunteer service in the State Labor and Industries medical coverage for volunteer workers.

And I further agree as follows:

In consideration of the opportunity the Town has provided the Volunteer to engage in the activities referred to herein, the Volunteer, as evidenced by the initialed form below, agrees to indemnify and hold harmless, release and waive all claims he/she and/or his/her heirs, assignees, or other successors may have against the Town, its officials, employees its hired contracted instructors, agents, and other associated parties for any and all loss, liability, cost or damages arising out of, or in any way connected with the Volunteer's activities. Further, Volunteers assume liability for any non-participants who accompany them.

Date: _____

Program: _____

Department: Public Works

Volunteer's Name	Please Initial	Duty / Duties Assigned	Time In	Time Out	Total Hours Worked



Town of Steilacoom Adopt-A-Street Program Recognition Sign Request

Adopt-A-Street Agreement No.: _____

The Town of Steilacoom will install an Adopt-A-Street sign acknowledging your organization's contribution to roadside litter reduction. Sign requests are made at the end of the month of your organization's first cleanup. The Adopt-A-Street sign will be ordered and erected after you have successfully completed six months of your commitment. In order to assist us in the sign fabrication and installation processes, please complete the following:

Group Name (as you would like it to appear on the sign):

Group Leader and Phone Number:

Adopted Street:

Date Sign Requested: _____

*Please note that the signs are standard in size and color. Adjustments or additions, including group or company logos, cannot be added to the sign.