



**Adopt  
A  
Street  
Program**

CITY OF LAKEWOOD  
ADOPT-A-STREET  
LITTER CONTROL PROGRAM

## Thank you for your interest in the City of Lakewood's Adopt-A-Street Program!

### PURPOSE

- a. To provide guidance for administration of the Adopt-A-Street Litter Control Program on City Streets Right-of-Way.

### POSSIBLE EXPOSURES / SAFETY RISKS

- a. Volunteers who engage in these programs may suffer injury or may cause injury or property damage to others while performing their duties. Either may result in potential liability claims against the City. Volunteers must go over the "Adopt-A-Street Safety Plan" prior to participating in the program.

### PROGRAM POLICIES

- a. Provide a designated representative from your organization.
- b. Provide training for all participants prior to participating in the Adopt-A-Street program.
- c. Follow program policies and procedures.
- d. All active groups must have a current application on file.
- e. Volunteer organizations shall be assigned street sections on a "Safety" and "First Come First Served" basis.
- f. Volunteer organizations shall be assigned a street section for a period of two years. Agreements can be terminated by either party upon thirty days written notice.
- g. All participants should sign the Volunteer Roster/Release Waiver and Hold Harmless form on the day of the each litter pickup.
- h. All participants shall be at least 15 years of age or older. Parents or Guardians for participants under the age of 18 years old shall read the Release, Waiver and Hold Harmless Agreement and sign the Roster.
- i. During litter removal, there shall be at least one adult supervisor present from the organization for every eight minors.
- j. We encourage clean up teams to adopt both sides of the street.
- k. Volunteer organizations that have not been active for a period of 6 months may be terminated from the program.



# Adopt-A-Street Application Form

Operations and Maintenance

6000 Main Street SW Lakewood, WA 98499

Phone (253) 267-1628 Fax (253) 503-1731

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**Name of Volunteer Organization**

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**Mailing Address**

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**Email Address**

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**Phone Number**

List the section(s) of City Street you are interested in cleaning (in order of preference)

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**Street Name (1<sup>st</sup> Preference)**

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**Street Name (2<sup>nd</sup> Preference)**

Please note that the sections of City Street are assigned on a "First Come First Served" Basis. If the sections your group has identified are unavailable, the City of Lakewood will suggest alternatives

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**Print Name of Volunteer Organization Representative**

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**Signature of Volunteer Organization Representative**

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**Day/Evening telephone number**

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**Email Address**

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**Mailing Address**

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**City, State, Zip**

## Adopt-A-Street Volunteer Program AGREEMENT

This Agreement is entered into this day and between the City of Lakewood, a municipal subdivision of the State of Washington, and herein known as the "City" and a volunteer organization herein known as the "volunteer."

X \_\_\_\_\_

**(Signature)**

WHEREAS, the City has the authority to establish a City-wide Adopt-A-Street Litter Control Program pursuant to RCW 47.40; and

WHEREAS, the Volunteer wishes to contribute toward the effort to reduce roadside litter by volunteering to assist in picking up litter on the section of road specified herein;

NOW THEREFORE, the City does hereby authorize the volunteer to participate in the Adopt-A-Street Litter Control Program by picking up litter within the assigned section of the City Street designated below, in accordance with the following terms and conditions:

### **The Team Leader does hereby agree:**

1. To conduct cleanup activities in a safe manner and under any conditions as may be required by the City for the safety of the participants. Participant safety is the number one priority of the program, and the Volunteer agrees to take full responsibility for the safety of each and every participant.
2. To assign a leader to each cleanup crew, and that crew leader shall have a copy of this agreement with him/her at all times during the cleanup activity.
3. To pick up litter at their assigned area on both sides of the street (unless there is a safety hazard) and no less than four times per year. Recommended interval for cleanup is once every three months, unless additional cleanups are necessary to maintain a neat appearance.
4. To **require all participants wear a safety vest** and recommend hard hats and gloves; provided by the City during cleanup activities.
5. To allow no more than ten (10) people to participate in the cleanup activity at one time over a one-half mile section.
6. To have no more than two (2) vehicles per one-half mile section of assigned street parked on the City road shoulder within the assigned area during a cleanup activity. (\*Note: A minimum number of vehicles shall be used to transport the participants to the assigned area.) All parking of vehicles shall be in compliance with State law.
7. To require that all participants shall be 15 years of age or older. The Volunteer shall provide supervision by one or more adults for every eight (8) minors (between the ages of 15 to 17 years) participating in the cleanup activity.
8. To conduct an initial orientation and safety training for volunteers participating in this program and sign an acknowledgement of the same. Each leader should utilize materials and training aids provided by the City prior to participating in the program.
9. To obtain supplies and safety materials from the City at Lakewood City Hall on Wednesdays and Fridays from 10:00 am - 3:00 pm. Safety supplies should be returned to the City during regular business hours within three working days after the litter cleanup. Please provide at least 48 hours' notice so we can be sure supplies are ready and available for you.
10. To place filled trash bags at the City road shoulder away from walk pathway for pickup and disposal by the City. To notify the City of location and total number of trash bags.

11. To notify the City IMMEDIATELY in the event of any hazard or emergency on City Right-of-Way. Participants who find anything that is hazardous or suspected to be hazardous shall not touch, but take all proper precautions and leave it for disposal by the proper authorities. In addition, participants shall not pick up syringes, hypodermic needles, suspected drug paraphernalia, or exceptionally large, heavy or unyielding objects. These kinds of materials should be flagged, and the City notified immediately to arrange proper disposal.
12. Lakewood Volunteer Roster shall be turned in within 3 days of litter pickup.
13. To report any and all injuries incurred by participants during cleanup activities, to the City within two (2) working days of the injury on an incident report form.
14. It is recommended that the volunteer 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.
15. Contact City if the volunteer is no longer involved with the group.

**The City Does Hereby Agree to:**

1. Designate a program administrator to act as contact person for this Agreement.
2. Furnish and install an Adopt-A-Street sign with the volunteer's name or acronym displayed within the assigned area after "**proof**" they are picking up litter.
3. Furnish the volunteer with trash bags, and remove the filled trash bags from the City road shoulder upon notification by the volunteer.
4. Clean up litter when necessary (i.e. large, heavy or hazardous items.)
5. Provide safety materials and training's aids to the volunteer's representative for use by the volunteer in training participants.
6. To furnish trash bags, hard hats, vests, and other safety equipment deemed necessary.
7. Provide the volunteer with appropriate traffic control equipment, consisting of an advance warning sign. The advance warning sign is diamond shaped, with black letters on an orange background reading "VOLUNTEER LITTER CREW AHEAD". The sign should be placed in the shoulder, approximately three feet from the lane edge, and no farther than one mile from the nearest worker and no more than 500 feet from the nearest worker.

**General Conditions**

1. Recycling is an accepted and encouraged activity. Recyclable items collected by participants may be removed from the site at the option of the volunteer. Profits from the sale of recyclable items belong to the volunteer.
2. Occasionally, wildlife may be present in the vicinity of cleanup activities. Volunteer shall not approach or otherwise interfere with any wildlife. If wildlife activity conflicts with cleanup activities, volunteer shall notify the City for resolution.
3. The City may suspend this Agreement temporarily because of future construction that may take place within the limits of the assigned area. Once these activities have been completed, the volunteer shall be notified and the Agreement restored.
4. The term of this Agreement shall commence on the date of the execution indicated below, and shall end on the date of the listed termination, unless terminated by the volunteer or the City with thirty (30) days written notice. If this Agreement is complied with, volunteer shall have first right of renewal. Upon termination of this Agreement, the Adopt-A-Street sign shall be removed and remain the property of the City.