



ADOPT-A-STREET LITTER CONTROL GUIDE SHEET

Locator # _____

Dear Volunteer:

Thank you for your interest in the City of Hesperia Adopt-a-Street Program. This Adopt-a-Street Guide is designed to make the Adopt-a-Street Program easy to understand and participate in. The list below describes the contents of this packet and gives simple directions to follow. Please read each section carefully and call me at (760) 947-1019 if you have any questions.

Sincerely,

Adopt-a-Street Coordinator

Guidelines

The materials in this packet define the program in detail and your responsibilities as an adopter. They provide detailed descriptions of each section of the packet and offer directions for adoption.

Fact Sheet

This section provides brief information about the Adopt-a-Street Program (and can be used as a quick reference to recruit others to participate in the program).

Application Form

The application form is to be filled out by the organization, or individual, wanting to adopt a street and should be mailed to the Adopt-a-Street Coordinator.

Agreement

The form defines the responsibilities for the contractor as well as the City of Hesperia Public Works Department and should be filled out completely by the group leader. He/She should then return the signed agreement with the Application Form back to the City. The coordinator must receive the signed form before the first clean-up can be scheduled.



Hold Harmless

This form needs to be signed by each volunteer participating in the cleanup. All participants under the age of 18 must have a parent or guardian's signature. A copy must be sent to the City and the original maintained by the group leader. If any new volunteers participate during following clean-up activities, a signed copy must be sent to the City.

Recognition Sign Request

Group leaders must complete this form to request the installation of Adopt-a-Street recognition signs. Indicate the group name, as you would like it to appear on the sign. This form needs to be filled out by the group leader before a recognition sign is manufactured.

Safety Kit Contents

The group leader should use this list as an inventory guide when receiving the safety equipment. The safety kit items will be the group leader's responsibility for the contract period of two (2) years and will be the leader's responsibility to ensure the items are in good working condition; otherwise the group leader is required to replace safety kit items at his/her expense. *Initial* _____

Maintenance Office Location

During your Adopt-a-Street clean-up activities, safety equipment is **required**. This equipment is assigned to your group upon completion of the safety meeting and will be used for the two (2) year contract commitment. Group leaders should call the coordinator at least one (1) week prior to schedule the group clean-up and arrange a specific time to pick up the safety signs. The group leader must return the **safety signs** within two working days after the cleanup. Signs are on loan to volunteers and must be returned promptly to allow other volunteer groups to actively participate in roadside litter reduction. *Initial* _____

Completion Form

The group leader should make several copies of this form to keep in his/her Adopt-a-Street file. After each cleanup, group leaders must either mail or fax in the results to the City, or call (760) 947-1019 to report the figures. Either speak with the coordinator directly or leave a detailed message including the information as listed on the completion form.

Locator #

Each Adopt-a-Street group is assigned a locator number to identify this file, City adopted roads, and their adopters.



ADOPT-A-STREET

LITTER CONTROL

FACT SHEET

DESCRIPTION

- ⇒ The City of Hesperia Adopt-a-Street Program is a litter-reduction campaign designed to remove litter debris from City roads and improve the quality of Hesperia's environment. The program establishes a partnership between volunteer groups and the City of Hesperia by working together in the effort of litter control in public right-of-way, one mile at a time.

GOALS

- ⇒ Create a safe, healthy, attractive, environmentally friendly Hesperia.

RESULTS

- ⇒ The City of Hesperia has a cleaner, more pleasant environment through the significant contributions of Adopt-a-Street volunteers.
- ⇒ A City where visitors and citizens take an active role in their community and that role is evident in Adopt-a-Street signs throughout the City.

WHO CAN APPLY?

- ⇒ Individuals
 - ⇒ Civic and Nonprofit Organizations
 - ⇒ Service Clubs and Organizations
 - ⇒ Volunteers from Commercial and Private Enterprises
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City of Hesperia _____

**ADOPT-A-STREET
LITTER CONTROL
APPLICATION**

Locator # _____

Contact Person	Date of Application
Name of Organization	Daytime Phone
Mailing Address	Evening Phone
City, State, Zip	Email Address
Are any volunteers below 18 years of age? Yes <input type="checkbox"/> No <input type="checkbox"/>	Approximate number of people participating in litter cleanup effort:

Road or neighborhood group is interested in adopting:

Public Works
Maintenance Review:

1st one-mile Choice: _____

2nd one-mile Choice: _____

Approval: _____

Mail or fax this form to:
 Adopt-a-Street Coordinator
 City of Hesperia
 9700 Seventh Avenue
 Hesperia, CA 92345
 Fax: (760) 947-2881

Traffic Review:



ADOPT-A-STREET LITTER CONTROL AGREEMENT

Locator # _____

The City of Hesperia, hereinafter called the “Department” and _____, hereinafter called the “Contractor”, are entering into this agreement to permit Contractor to contribute toward the effort of maintaining a litter free and aesthetically pleasing neighborhood and road.

By signing below, the Contractor acknowledges awareness that the safety of participants is of primary importance and agrees to the following terms and conditions.

CONTRACTOR AGREES TO TERMS AND CONDITIONS:

- Participants shall pick-up litter on a pre-selected section of road or neighborhood area that has been approved by the Department.
- Participants shall be 18 years of age or older unless prior approval was granted by the Department. The Contractor shall furnish supervision by one or more adults for every (4) minors participating in the program. A parent or legal guardian must sign the Hold Harmless Agreement on behalf of the participant minor.
- The Contractor shall remove litter from one mile of adopted street a minimum of four times a year for a two-year period.
- The Contractor shall obtain required supplies and materials from the Department during regular business hours.
- The Contractor shall place filled trash bags at designated locations for pickup and disposal by the Department.
- The Contractor shall return safety equipment and unused trash bags (furnished by the Department) to the Department within three working days following the cleanup.
- Each cleanup crew shall have a leader. That crew leader shall have a copy of this agreement with him/her on the job site.
- All participants shall wear safety equipment at all times when at the site. Crew size will be limited to the amount of safety equipment available.
- Participants shall **NOT** touch anything that might be hazardous or cause injury. This includes such things as: syringes, needles, broken glass, animal bodies, and heavy objects such as tires or appliances. The leader shall report these items to the Department (760-947-1019) or the police. Questions about hazardous materials should be directed to the Household Hazardous Waste Facility at (800) OILY-CAT.
- Participants shall not drink alcohol prior to or while participating in litter pick-up activities.
- All participants shall sign a hold harmless agreement prior to their participation. A parent of legal guardian must sign for a minor.

THE DEPARTMENT AGREES TO DO THE FOLLOWING:

- Furnish and install a permanent sign with the Contractor’s name or acronym at the adopted area.
 - Provide trash bags, safety literature, and other appropriate safety equipment.
 - Remove the filled trash bags.
 - Coordinate, at its discretion, publicity efforts with the Contractor to solicit local media coverage.
 - Assist the Contractor in cleaning up litter under unusual circumstances, i.e., when large, heavy or hazardous items are found.
 - Conduct a safety orientation for the Contractor for the first cleanup and thereafter when appropriate.
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City of Hesperia

If, in the sole judgment of the Department, the Contractor is not meeting the terms and conditions of this agreement, the Department may terminate the adoption agreement and remove the group's permanent signs upon 30 days notice.

GROUP HOLD HARMLESS:

On behalf of _____, sponsoring organization, I have read the terms and conditions for participation, and I agree and acknowledge for the following:

- 1. Participants in this program are under the control of our group and not the City of Hesperia. Our organization will evaluate all participants to determine that they are responsible individuals who will abide by the rules of the roads and use due care and caution while participating in this cleanup program.
2. Our organization will train each participant prior to his/her participation in any activity. Each participant will be knowledgeable of the rules of the road as they pertain to pedestrians, and the terms and conditions of participation.
3. We recognize that this program will expose participants to traffic along roadways being cleaned, as well as other potential hazards. It is our responsibility to obtain and send to the Department the signed Hold Harmless Agreement from each participant prior to his/her participation in the program.
4. It is further agreed that, in consideration for City of Hesperia's disposal of litter collected in this cleanup, our organization and all of its participants, will save and hold harmless, protect and defend the City of Hesperia, its agents, employees and officials from any claim by our organization, any participants from our organization, or any third parties, arising out of our participation in this project.

I CERTIFY THAT I AM AUTHORIZED TO SIGN THIS AGREEMENT ON BEHALF OF OUR ORGANIZATION, AND THAT EACH PARTICIPANT HAS REVIEWED THIS AGREEMENT AND CONSENTS TO ITS TERMS.

CONTRACTOR

CITY OF HESPERIA

Signature Date

Signature Date

Print Name

Print Name

Environmental Programs Department

Organization

Organization



City of Hesperia

ADOPT-A-STREET
LITTER CONTROL
HOLD HARMLESS

Locator # _____

Group Leader	Organization/Group Name	Phone
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Address	City	Zip
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Person (not participating) to be notified in case of an Emergency	Relationship	Phone
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Address	City	Zip
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By SIGNING BELOW I READ AND UNDERSTAND the rights, responsibilities and privileges of participation in the Adopt-a-Street Program and I AGREE:

I am participating and am under control of our volunteer group and not the City of Hesperia. I agree to abide by the terms and conditions of the group's agreement with the City of Hesperia.

I further agree that, in consideration for the City of Hesperia's disposal of litter collected in this cleanup, I, including anyone authorized to act on my behalf, will save and hold harmless, protect and defend the City of Hesperia, its agents, employees and officials from liability for damages or injury resulting from my participation in the program.

Name (print)	Signature of Participant, or Parent/Guardian if program participant is under 18 yrs of age.	Date
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City of Hesperia _____

ADOPT-A-STREET
LITTER CONTROL
RECOGNITION SIGN REQUEST

Locator # _____

City of Hesperia will install two Adopt-a-Street signs 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. It will take approximately two months, from the time of request, for the signs to be installed. 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 signs):

Group Leader and Telephone Number:

Adopted Road:



City of Hesperia _____

ADOPT-A-STREET LITTER CONTROL SAFETY KIT CONTENTS

Locator # _____

The Safety Kit is designed to provide Adopt-a-Street volunteers with the necessary materials to have a successful and safe clean up event. It is essential to properly use all the materials provided, during the clean up.

The coordinator provides safety orientations to all adopting volunteer groups prior to the first clean up. Additional safety information is provided in the Volunteer Safety Guidelines located in this packet.

The following items are included in the safety kit upon completion of a safety meeting:

- 2 Litter Pik-Stix
- Safety Reflective Vests
- Work Gloves
- Plastic Litter Bags

Prior to a clean-up activity, the group leader will pick-up the following: excluding Citywide Clean-up Day events

- (1) Clean-up Crew Ahead Sign
- (1) Sign holder
- Extra litter bags if needed

The safety signs can be picked up between the hours of 8am – 12pm from the Public Works Yard located at 17282 Mojave Street and must be returned within two (2) working days of the clean-up activity. Also, if you have any questions about the proper use of equipment, please ask.

Initial _____



City of Hesperia _____

ADOPT-A-STREET LITTER CONTROL COMPLETION FORM

Locator # _____

This form is used by the Adopt-a-Street Program Coordinator to keep track of program participants and the frequency of projects they are involved in. Please remember to always report information on this form after each cleanup event.

Cleanup completion date: _____

Group leader: _____

Phone #: _____

Name of organization: _____

Road adopted: _____

Number of miles adopted: _____

Number of volunteers that participated: _____

Number of hours the cleanup lasted: _____

Approximately how many bags of trash: _____

We anticipate our next cleanup will be on (date): _____

We participated in the recycling program: Yes No (circle one)

We turned in _____ lbs. of recycling to _____ transfer station.

Were there any unusual incidents or injuries during the cleanup? _____

If so, please describe:

Mail or Fax to: Adopt-a-Street Coordinator
760-947-2881



ADOPT-A-STREET LITTER CONTROL SAFETY GUIDELINES

Locator # _____

Safety Guidelines:

1. Hold safety meeting before each pickup.
 2. Try to rideshare and take as few cars as possible to the pick up site.
 3. Park vehicles clear of the roadway.
 4. Work facing on-coming traffic.
 5. Work during non-peak traffic hours when there are few vehicles on the road.
 6. Stop work if weather gets bad.
 7. Do not over exert yourself, especially on hot days.
 8. Do not attempt to handle hazardous substances (e.g., car batteries, pesticide containers, needles).
 9. Avoid noxious weeds (e.g., poison ivy).
 10. Do not enter littered bridges, tunnels or overpasses.
 11. Stay clear of construction activities.
 12. Refrain from picking up trash on the street pavement, City street sweepers will clean the road surface.
 13. Use caution as you work near any street.
 14. Never step out into the street.
 15. Cross streets only at crosswalks.
 16. Wear light colored clothing and safety vests at all times.
 17. Wear heavy gloves, and sturdy shoes or boots.
 18. Wear a hat.
 19. Have a first aid kit on-site.
 20. Use a buddy system.
 21. Look out for each other.
 22. Have a cellular phone on hand.
 23. Wear high visibility safety vests at all times.
 24. Do not enter private property without prior permission in writing. Have permission with you at event.
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