

**Adopt-A-Road ~ Scottsdale Clean & Scenic
Litter Pick-Up Packet
(4 pages)**

TEAM LEADER CHECKLIST (For your use)

Clean-up Date/Time/Place: _____

Things to do prior to/on day of and following the clean-up:

Remind all volunteers of event and items to bring (participants must be a minimum of 12 years of age).

Send “Pre-Event Notice” to the City of Scottsdale at least one week prior to event.

Pick up litter bags, safety vests and/or cotton gloves from the City of Scottsdale if needed.

Bring water, snacks, bags, vests, gloves, blank Participant Agreement Form, first aid kit, etc.

Set up check-in location with a sign, bags, vests, gloves, water, snacks and First Aid kit.

Instruct volunteers about filling out “Participant Agreement Form”, safety precautions, where to place filled trash bags, etc.

If group needs the city to pick up filled bags, or changes the clean-up date, or locates large or hazardous items along the roadway, notify the Adopt-a-Program Coordinator.

Thank all volunteers for their hard work!

To be credited with this clean up, send completed Participant Agreement forms to the Adopt-a-Road representative (keep a copy for your file). Thank you!

Other items:

Adopt-A-Road ~ Scottsdale Clean & Scenic

**“BAG PICK UP” REQUEST FORM
(PRE-EVENT NOTICE)**

Please send completed form at least one (1) week prior to litter pick-up.

Name of Organization: _____

Team Leader Name: _____

Phone: _____

Roadway/s being cleaned *at this event* : _____

Date of Litter Pick-Up: _____ Expected Number of Volunteers: _____

Would you like for the City of Scottsdale to arrange for filled litterbag pick-up?

Please checkmark: YES _____ NO _____

Comments/Additional Information? _____

Please Note:

- If you are requiring bag pick up for your event, please return this Pre-Event Notice by mail, fax or (scan and) email to the contact information below, *at least one-week prior to your litter pick-up.*
- If we receive this form at least one week prior to your event, City crews will pick up your filled litter bags within 1-2 working days of your clean up.
- If you locate large, heavy, or hazardous materials, please call the Adopt-A-Road Coordinator; we will make arrangement for pick-up.
- Please be sure to review the safety guidelines with your volunteers before they begin each litter pick-up.
- *Prior to each litter pick-up, have each volunteer sign the Participant Agreement form. Immediately following the clean-up, mail, fax or scan and email the form with signatures to the Coordinator:*

Adopt A Road Program Coordinator

City of Scottsdale

7506 E Indian School Rd.

Scottsdale, AZ 85251

(480) 312-7898 Phone, (480) 312-2888 Fax, Email: bwall@scottsdaleaz.gov

Thank you for your participation in this program and your efforts keep Scottsdale beautiful!



Adopt-A-Road ~ Scottsdale Clean & Scenic Program

PARTICIPANT AGREEMENT FORM and WAIVER OF LIABILITY

Application is made by the undersigned to participate in the City of Scottsdale's Adopt-A-Road Program.

Name of Organization/Group: _____

Team Leader's Name: _____

Address: _____

Telephone: _____ Date of Litter Pick-Up: _____

Roadway segment/s being cleaned: _____

The applicant for participation ("participant") and the City of Scottsdale ("City") acknowledge and agree that when the participant is performing services as a volunteer for the City of Scottsdale, under the direct or indirect supervision of City employees, the participant is eligible for workman's compensation benefits, pursuant to Resolution No.3438, dated August 5, 1991 and Arizona Revised Statutes Section 23-901.06.

Except as provided in the previous paragraph, the participant or, where the participant is a minor child, the participant's parent or legal guardian agrees that while participating as a volunteer in the City of Scottsdale's Adopt-A-Road Program, the participant shall hold harmless the City of Scottsdale, its officers, employees, agents and representatives from and against all losses, claims, demands, payments, suits, actions, recoveries and judgments of every nature and description arising by reason of any act or omission of the participant or other participant(s) while participating in the Adopt-A-Road Program.

Participants 18 years and older please print name legibly and sign in spaces provided.

In the case of minors 12-17 years old, print child's name and parent/guardian signs.

1. Name: _____ Signature: _____ Phone: _____

2. Name: _____ Signature: _____ Phone: _____

3. Name: _____ Signature: _____ Phone: _____

4. Name: _____ Signature: _____ Phone: _____

5. Name: _____ Signature: _____ Phone: _____

6. Name: _____ Signature: _____ Phone: _____

7. Name: _____ Signature: _____ Phone: _____

8. Name: _____ Signature: _____ Phone: _____

9. Name: _____ Signature: _____ Phone: _____

10. Name: _____ Signature: _____ Phone: _____

11. Name: _____ Signature: _____ Phone: _____

12. Name: _____ Signature: _____ Phone: _____

13. Name: _____ Signature: _____ Phone: _____

14. Name: _____ Signature: _____ Phone: _____

15. Name: _____ Signature: _____ Phone: _____

SCAN/EMAIL: bwall@scottsdaleaz.gov **FAX:** 480.312.2888
MAIL: City of Scottsdale / 7506 E Indian School Rd / Scottsdale AZ 85251

Adopt A Road ~ Scottsdale Clean & Scenic Participant Agreement/Safety Form and Waiver of Liability:

The City of Scottsdale Participant Agreement Form must be signed by all volunteers for each event, prior to any activity beginning.

Under Arizona State Statutes and the City of Scottsdale Resolution 3438, volunteer workers are entitled to industrial benefits (workers' compensation). Injuries should be reported to group leaders and documented immediately, even if medical attention is not sought. Please call the Adopt A Road Coordinator at (480) 312-7898 to report any injuries or incidents on the first business day after the occurrence.

For safety and liability, **NO ONE UNDER THE AGE OF 12 YRS CAN PARTICIPATE.**

All volunteers must print name, sign and record their phone number in the spaces provided on the Participant Agreement Form PRIOR to any litter pick up activity. Any volunteer from 12 to 17 yrs of age must have the parent or guardian's signature on the Participant Agreement Form PRIOR to the activity.

Adult supervision is required for anyone between 12 to 17 years of age. A *minimum* of one adult to every 10 children is recommended.

All program participants must be instructed in safety precautions by their team leader prior to each litter pick up activity. Topics include: heat protection, water needs, safety vest and glove usage, native animals, identifying dangerous litter objects, and maintenance and use of a first aid kit, among any other safety instructions.

Volunteers must be instructed to pick up litter only. Dragging sofas, refrigerators and large objects may cause injuries and may put desert volunteers in contact with rattlers, scorpions or cactus. Do not attempt to collect health hazards such as syringes and car batteries. Instead, call the Adopt A Road Coordinator at (480) 312-3111 with information on the location of large or hazardous objects—we will pick them up.

Litter pickups must only be performed during daylight hours and in good weather. We encourage litter pick-ups on days and at times when the roadway is least traveled; for most roads this is early on weekend mornings, especially Sundays.

Only public property such as sidewalks, easements and rights-of-way should be entered.

Participants should not enter the driving surface of the roadway or cross the roadway to the medians at any time. In most areas, driving surfaces are demarcated by a curb; in areas with no curb the driving surface is usually asphalt abutting dirt or concrete.

Groups are not required or allowed to clean medians; medians are cleaned by contracted service providers or city staff.

Volunteers should bring their own sunscreen, hats, and drinking water.

Filled bags can be placed on one side of the road for easier city pick up, but do not have your group crossing a busy roadway or a median unnecessarily; leaving bags on both sides is acceptable.

No alcoholic beverages will be used before or during cleanup activities. Anyone under the influence of alcohol, drugs or narcotics are prohibited from participating and must be asked by the team leader to leave the work site immediately.

By signing the Participant Agreement Form, participants agree that they understand and will follow these safety guidelines.