



# **Adopt A Site Program**

Prepared by  
Public Works Department

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## **ADOPT-A-SITE LITTER CONTROL AND MAINTENANCE PROGRAM**

### **I. INTRODUCTION**

#### **A. Purpose**

To provide guidance for administration of the Adopt-A-Site Program, for litter control and maintenance of various sites within the City.

#### **B. Definitions**

***Adopt-A-Site Program:*** A City-wide litter control and maintenance program whereby volunteer organizations may contribute to a cleaner environment and a more attractive City by adopting sites within the City, removing litter, and generally maintaining the sites.

***Adopt-A Site Sign:*** A sign on City Street Right-of-Way, on or adjacent to the site, referring to the City's Adopt-A-Site Program and identifying the volunteer organization responsible for maintenance of the site.

***Adopt-A-Site Agreement:*** A contract agreement between the City of Lakewood and a volunteer organization participating in the Adopt-A-Site Program that delineates the responsibilities of both parties.

***Volunteer Organization:*** Any organization empowered by law to enter into contractual agreements which volunteers to participate in the Adopt-A-Site Program.

### **III. POLICY**

The City of Lakewood Public Works Department shall work in partnership with citizen volunteers to reduce litter and to build civic pride in a litter-free and well-maintained City of Lakewood.

### **III. RESPONSIBILITIES**

#### **A. Program Administrator**

1. Establish and maintain standard procedures to provide uniform implementation of the City Adopt-A-Site Program.
2. Provide, maintain, and update a standard application form, registration form and contractual agreement form for implementation of the Adopt-A-Site Program.
3. Maintain a file of all executed Adopt-A-Site Program Agreements.
4. Approve all materials, information packets, signs, logos, and any other items or materials used to implement and promote the Citywide Adopt-A-Site Program.

5. Contact each participating volunteer organization a minimum of once a year to express appreciation for their participation, remind them of their responsibilities, and inquire if they plan to renew at the end of the current agreement period. Sites assigned to volunteer organizations should be monitored periodically to ensure that the degree of litter control and maintenance is in compliance with the Adopt-A-Site Agreement.
6. Coordinate the City of Lakewood Adopt-A-Site Program.
7. Assign volunteer organizations a site within the City which they are to maintain.
8. Have erected and maintained Adopt-A-Site Signs with the name and/or acronym of volunteer organizations at the assigned sites.
9. Furnish trash bags to the volunteer organization.
10. Provide safety information and training aids to the volunteer organizations for use in their in-house training of their participants.
11. Furnish "Volunteer Litter Crew Ahead" advanced warning signs and standards, hard hats, and vests for all participants and any other appropriate materials and equipment deemed necessary.
12. Maintain records of any injuries and accidents which may occur during participation in the program.

## **B. Volunteer Organization**

1. Provide a designated Volunteer Organization Representative.
2. Provide training for all participants using the safest information and training aids provided by the Program Coordinator.
3. Abide by all Terms and conditions of the Agreement.

## **IV. RULES**

Any organization which volunteers may be authorized to participate in the Adopt-A-Site Program by removing litter and providing necessary maintenance of an assigned site in accordance with the terms prescribed in an Adopt-A-Site Agreement, subject to the following rules:

- A. A volunteer organization shall NOT be eligible whose name:
  1. Endorses or opposes a particular candidate for public office.
  2. Advocates a position on any specific political issue, initiative, referendum or other piece of legislation.
  3. Includes a reference to a political party.

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- B. Volunteer organizations that have not complied to a previous Adopt-A-Site Agreement shall not be eligible for a period of three years following the termination date of the previous Agreement.
- C. Volunteer organizations shall be assigned sites on a "First Come First Served" basis.
- D. Volunteer organizations shall be assigned a site for a minimum of two years. Agreements can be terminated by either party upon thirty days written notice. Agreements executed with less than two years to the next even numbered year will extend for more than two years. Volunteer organizations assigned sections shall have first right of renewal for that site.
- E. Each volunteer organization participating in the Adopt-A-Site Program shall have a designated representative.
- F. All participants shall be at least 15 years of age. All participants (or guardians for participants under the age of 18 years) shall sign the Adopt-A-Site Registration Form and complete a Waiver of Liability form. Written parental consent shall be submitted to the City of Lakewood for all minors (under 18 years of age) prior to participating in the Adopt-A-Site Program.
- G. During maintenance activities, there shall be at least one adult supervisor present from the organization for every eight minors.

**APPENDICES:**

Adopt-A-Site Application  
Adopt-A-Site Agreement  
Adopt-A-Site Registration Form  
Adopt-A-Site Participant Roster/Medical Aid Coverage Record  
Adopt-A-Site Waiver Form



# Adopt-A-Site Application Form

6000 Main Street SW ♦ Lakewood, WA 98499-5027  
Phone (253) 983-7795 ♦ Fax (253) 512-2268

Name of Volunteer Organization

Mailing Address

City, State, Zip

**List the site(s) you are interested in maintaining (in order of preference)**

Site Location

Site Location

Site Location

*Please note that sites are assigned on a "First Come First Served" Basis. If the sites your group have identified are unavailable, the City of Lakewood Public Works Department will suggest alternatives.*

Signature of Volunteer Organization Representative

Name of Volunteer Organization Representative (please print or type)

Day Telephone Number

Evening Telephone Number

Mailing Address

City, State, Zip

**Return this application to:**

City of Lakewood  
Adopt-A-Site Program  
6000 Main Street SW  
Lakewood, Washington 98499-5027

## Adopt-A-Site Program

### AGREEMENT

This Agreement is made and 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 "Grantee."

WHEREAS, the City has the authority to establish a City-wide Adopt-A-Site Program; and

WHEREAS, the Grantee wishes to contribute toward the effort to reduce litter and to improve the maintenance of vacant sites by volunteering to assist in maintaining the site specified herein;

NOW THEREFORE, the City does hereby authorize the Grantee to participate in the Adopt-A-Site Program by maintaining the site designated below, in accordance with the following terms and conditions:

**The Grantee does hereby agree:**

1. To conduct cleanup and maintenance 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 grantee 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 and maintain the site no less than four times per year. Additional cleanup and maintenance should be performed as necessary to maintain a neat appearance. Recommended interval for cleanup is once every three months.
4. To require all participants to wear a hard hat and safety vest provided by the City during cleanup activities, if the cleanup activities are located within a street right-of-way.
5. All parking of vehicles shall be in compliance with State law.
6. To require that all participants shall be 15 years of age or older. The Grantee shall furnish supervision by one or more adults for every eight (8) minors (between the ages of 15 to 18 years) participating in the cleanup activity.
7. To conduct an annual safety training session for volunteers utilizing materials and training aids provided by the City prior to participating in a cleanup within street right-of-way.

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8. To obtain supplies and materials from the City during regular business hours at the address shown on page four of this Agreement. Safety supplies should be returned to the City during regular business hours within three working days after the litter cleanup.
9. To place filled trash bags at the City road shoulder for pickup and disposal by the City and notify the City at time of cleanup to coordinate the pickup times and locations.
10. To notify the City IMMEDIATELY in the event of any emergency on City Rights-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.
11. Cleanups shall not be scheduled during a legal holiday, during the afternoon on the day before a legal holiday, or during holiday weekends.
12. To provide the City a roster (Medical Aid Coverage Record) of individual participants in the cleanup within seven (7) calendar days following the cleanup activity.
13. To report any and all injuries incurred by participants during cleanup activities, to the City within two (2) working days of the injury. Notification must include:
  - *Name of injured person*
  - *Nature of injury*
  - *Date and Time of injury*
  - *How injury occurred*
15. Furnish to the City an Adopt-A-Site Registration Form for each participant taking part in any cleanup activities.
16. It is recommended that 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.

**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-Site sign with the Grantees name or acronym displayed within the assigned area.
3. Furnish the Grantee with trash bags, and remove the filled trash bags from the City road shoulder upon notification by the Grantee.
4. Assist the Grantee in cleaning up litter when necessary (i.e. large, heavy or hazardous items.)
5. Provide safety materials and training's aids to the Grantee's representative for use by the Grantee in training participants.
6. To furnish hard hats, vests for all participants, and other equipment deemed necessary.

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Provide the Grantee 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 300 feet from the site.

**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 Grantee. Profits from the sale of recyclable items belong to the Grantee.
2. Occasionally, wildlife may be present in the vicinity of cleanup activities. Grantee shall not approach or otherwise interfere with any wildlife. If wildlife activity conflicts with cleanup activities, Grantee shall notify the City immediately 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 Grantee 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 Grantee or the City with thirty (30) days written notice. If this Agreement is complied with, Grantee shall have first right of renewal. Upon termination of this Agreement, the Adopt-A-Site sign shall be removed and remain the property of the Department.

**Assigned Site**

Site Location

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\_\_\_\_\_  
Signature of Lakewood Representative

\_\_\_\_\_  
Name of Lakewood Representative

\_\_\_\_\_  
*Approved as to Form Only:*

\_\_\_\_\_  
*City Attorney*

\_\_\_\_\_  
Name of Volunteer Organization

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Signature of Volunteer Organization Representative

\_\_\_\_\_  
*Name of volunteer Organization Representative*

\_\_\_\_\_  
*Home Address*

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Day Telephone

\_\_\_\_\_  
Evening Telephone



# Adopt-A-Site Registration Form

6000 Main Street SW, ♦ Lakewood, WA 98499-5027  
Phone (253) 983-7795 ♦ Fax (253) 512-2268

<b>Organization Name</b>			
<b>Name of Participant</b>	<b>Date of Birth</b>		<b>Social Security Number</b>
<b>Address</b>	<b>City</b>	<b>Zip</b>	<b>Telephone Number</b>
<b>Person to notify in case of emergency</b>			<b>Relationship</b>
<b>Address</b>	<b>City</b>	<b>Zip</b>	

**Warning - Please read carefully**

Participants in the City of Lakewood Adopt-A-Site Program are advised that working adjacent to City Streets is a VERY DANGEROUS ACTIVITY, with risks of serious injury and even death. Each participant is further advised that the risk of harm is present even if all safety precautions are followed.

Each participant shall exercise due care in performing litter pickup and other maintenance activities. Participants must receive safety training provided by the Grantee Organization, utilizing materials and training aids furnished by the City, prior to participating in any cleanup activities. Participants shall wear a hard hat and vest furnished by the City and appropriate protective clothing during cleanup activities within street rights-of-way.

**PARTICIPANTS ARE AGAIN ADVISED THE SAFETY PRECAUTIONS DESCRIBED ABOVE DO NOT GUARANTEE THEIR SAFETY WHILE A PARTICIPANT IN THIS PROGRAM.**

*By signature below, I acknowledge that I have read this form completely, and I understand the responsibilities, the hazards and the privileges of participation in the City of Lakewood Adopt-A-Site Program. My participation in this program is voluntary, and I agree to accept the risks connected with this activity, and further agree on behalf of myself, and my heirs assign to hold harmless Lakewood and its employees from liability for damages, including injury or death resulting from participation in this program.*

\_\_\_\_\_  
Signature of Participant Date

\_\_\_\_\_  
Signature of Parent or Guardian if Participant is under the age of 18 years. Date



# Adopt-A-Site Volunteer Release Waiver

6000 Main Street SW, ♦ Lakewood, WA 98499-5027  
Phone (253) 983-7795 ♦ Fax (253) 512-2268

The City of Lakewood Adopt-A-Site Program is for volunteers who donate their time to help keep the city clean. Participants are advised that working adjacent to a city street can be hazardous. Participants shall exercise proper care in performing litter collection and other maintenance activities. Participants must wear the safety hat, vest and gloves furnished by the City, and must wear appropriate protective clothing such as long pants and a long sleeve shirt, and thick-soled boots or shoes.

Participants may be entitled to receive full coverage for medical treatment required for injury incurred during participation in the Adopt-A-Site program under the medical aid provisions of the Worker's Compensation Act, which is administered by the Department of Labor and Industries, but not for loss of time because of injury or illness, or for lasting disability or death.

As a volunteer of the City of Lakewood, I agree to follow all of the rules outlined in the Adopt-A-Site program policy and Agreement. I acknowledge that city personnel will provide direction and limited supervision regarding my duties as a volunteer. I will use all provided equipment appropriately and follow all safety practices.

I am aware that the work contemplated in the Adopt-A-Site program involves certain risks of physical injury and death. Being fully informed as to these risks and in consideration of being given the privilege to participate in the Adopt-A-Site program, I hereby, on behalf of myself and my heirs, assume all risks in connection with my participation in this program and I further hold harmless the City of Lakewood, its officials, employees and agents for any injury or damages which may occur to me while I am participating in the program and I waive any right to bring claim or lawsuit against them for such injury, damage or death. Furthermore, I agree to hold harmless, defend and indemnify the City of Lakewood, its officials, employees and agents from any and all claims and lawsuits for injury, loss, or damage to other persons or entities which may arise in the future as a result of or in connection with my participation in the Adopt-A-Site program except for injuries or damages caused by the sole negligence of the City. I authorize any necessary emergency medical treatment that might be required for me in the event of physical injury and/or accident to me while participating in this program.

Signature of Participant \_\_\_\_\_ Date \_\_\_\_\_

I certify that I am the parent or legal guardian of the participant above-named; that I have read and understood the foregoing release and waiver, and that I in consideration of allowing the participant to participate in the City's Adopt-A-Site program join in the release and waiver without reservations and agree to release and waive any claim or legal cause of action that I might have arising out of any personal injury, damage or death of the participant as against the City of Lakewood, its officials, employees and agents. I further grant my full consent and authorization for the above-named participant to engage in the activity described above. Furthermore, I authorize all reasonable medical treatment that may be necessitated in the event of injury or accident occurring to the participant named above while working in the Adopt-A-Site program.

Signature of Guardian \_\_\_\_\_ Date \_\_\_\_\_  
(if participant is under 18 years of age.)

