

Litter Pick-Up Packet

4 Pages

Adopt-A-Road ~ Scottsdale Clean & Scenic

TEAM LEADER CHECKLIST

Clean-up Date & Time: _____

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.

- Pick up supplies, bags, vests, gloves from the City of Scottsdale.

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

- Set up check-in location with 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 is disposing of filled trash bags themselves, 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!

- Send completed Participant Agreement forms to the Adopt-a-Road representative (keep a copy for your file).

- Other items:

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PRE-EVENT NOTICE

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

Name of Organization: _____

Team Leader Name: _____

Phone: _____ E-Mail: _____

Please identify your adopted roadway/s: _____

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

Comments/Additional Information: _____

Would you like for the City of Scottsdale to arrange for filled litterbag pick-up? YES NO

Please Note:

- 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 required, City crews will pick up your filled litterbags within 1-2 working days following your litter pick-up, if notified prior.
- 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, please 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
7447 E Indian School Rd., Ste 300
Scottsdale, AZ 85251
(480) 312-3111 Phone
(480) 312-2888 Fax
Neighborhoods@scottsdaleaz.gov

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



Adopt-A-Road ~ Scottsdale Clean and Scenic Program

PARTICIPANT AGREEMENT FORM

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

Name of Organization/Group: _____

Address: _____

Telephone: _____ Date of Litter Pick-Up: _____

Team Leader's Name: _____

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.

Please print legibly and sign your name in the spaces provided. In the case of a minor, have parent/guardian sign.

1. Name: _____ Signature: _____ Phn: _____

2. Name: _____ Signature: _____ Phn: _____

3. Name: _____ Signature: _____ Phn: _____

4. Name: _____ Signature: _____ Phn: _____

5. Name: _____ Signature: _____ Phn: _____

6. Name: _____ Signature: _____ Phn: _____

7. Name: _____ Signature: _____ Phn: _____

8. Name: _____ Signature: _____ Phn: _____

9. Name: _____ Signature: _____ Phn: _____

10. Name: _____ Signature: _____ Phn: _____

11. Name: _____ Signature: _____ Phn: _____

12. Name: _____ Signature: _____ Phn: _____

13. Name: _____ Signature: _____ Phn: _____

14. Name: _____ Signature: _____ Phn: _____

15. Name: _____ Signature: _____ Phn: _____

Waiver of Liability and Safety:

The City of Scottsdale Waiver Form and Participant Application and Agreement must be signed by all volunteers for each event. 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 supervisors/group leader and documented immediately, even if medical attention is not sought.

- NO ONE UNDER THE AGE OF 12 YRS is allowed to participate.
- Adult supervision is required for anyone under the age of 18 yrs. old.
- Any volunteer from 12 to 17 yrs of age must have the parent or guardian's signature on the appropriate City of Scottsdale form prior to the activity.
- All program participants must be instructed in safety precautions by their supervisor prior to each activity. Topics include: heat protection, water needs, safety vest and glove usage, native animals, dangerous litter objects and how to correctly handle them, and maintenance and use of a First Aid Kit among other safety issues.
- All participants will adhere to the Adopt A Road Safety Guidelines.
- Volunteers must be instructed to pickup litter only. Dragging sofas, refrigerators and large objects will put desert volunteers in contact with rattlers and cactus. Call the City with information on the location of large objects—they will pick them up.
- Do not attempt to collect health hazards such as syringes and car batteries.
- Only public property may be entered.
- Groups should bring their own sunscreen, hats, gloves, and drinking water.
- Pile the filled bags on one side of the road for easier City pickup the following week. If the group cleaned both sides of a road that has a median, the City will pick up on both sides—do not have your group servicing or crossing the median.
- Litter pickup should be performed during daylight hours and in good weather.
- No alcoholic beverages will be used before or during cleanup activities. Anyone under the influence of alcohol, drugs or narcotics must be asked to leave the work site.