



Adopt-A-Road – Buckeye Program Guidelines

Adopt-A-Road – Buckeye is a roadside litter collection program where participants volunteer to pick up trash along designated adopted roads. The goal of the program is to keep the City of Buckeye free of litter, improving the appearance of the roadsides and reducing harm to our environment. These volunteer efforts help to beautify our City while providing a service that saves money that would otherwise be spent to clean the roadway.

Volunteer Groups Make the Following Required Commitments...

- Commit to at least a two (2)-year period to the litter pick-up of a specific assigned roadway in either a one (1) or (2) mile increment.
- Commit to a minimum of four (4) litter pick-ups per year, with the following suggested times of the year in mind: -
 - January through March
 - April
 - October/November
- Commit to have the participation of volunteers that are in good health and are able to tolerate normal outdoor activities such as walking and stooping.
- Commit to have the participation of volunteers that are 12 years old or older. Volunteers between the ages of 13 and 17 must have a parent complete and sign Minor Release Waiver form provided in the Adopt –A – Road packet prior to any activity and must have adult supervision at all times during the clean-up project.
- Commit to have the participation of volunteers that are not under the influence of alcohol, drugs and/or narcotics while participating in any clean-up project.

To Get Involved as a Volunteer Group...

1. Fill out the Adopt-A-Road – Buckeye Program Application.
2. Complete the Litter Pick-Up Packet prior to the beginning of every clean-up project. (Includes the Team Sponsor's Checklist, Pre-Event Notice and the Participant Agreement Form.
 - Submission of the Pre-Event Notice one week prior to the beginning of every litter pick-up helps us to retrieve the filled litter bags on a timely basis as well as keep our records up to date.
 - For legal purposes, have all litter pick-up participants sign the Participant Agreement Form prior to the clean-up and submit it on event day to the City Staff member. Groups with the same participants that participate in litter pick-ups on a regular basis (more than three times per year), may submit the Participant Agreement Form once a year.
3. If needed, litter bags, vests and gloves are available for litter clean-ups and can be arranged to be picked up at the Streets Maintenance Division at 23454 W. Hwy MC85, or by calling the Program Coordinator at (623) 349-6810.

The City of Buckeye Makes a Commitment To...

- Assign roadways based on availability; however, will assign desired roadway if available (and in City jurisdiction).
- Provide safety vests, litterbags, and gloves for litter pick-ups.
- Provide safety training on event day.
- Remove filled litter bags promptly after each organized clean-up.
- Arrange for the removal of large, heavy or hazardous materials for the adopted roadway.

Thank you for your consideration and/or participation!

**Luis Aguilar
City of Buckeye
Public Works Department
23454 W. Hwy MC 85
Buckeye, AZ 85326
Phone (623) 349-6812
Fax (623) 349-5825
E-mail: laguilar@buckeyeaz.gov**

**Litter Pick-Up Packet
Adopt-A-Road Buckeye
(4 pages)**

TEAM SPONSOR 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 Buckeye.

- Pick up supplies, bags, vests, gloves from the City of Buckeye Public Works Dept.

- 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 itself, 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:

Adopt-A-Road Buckeye

PRE-EVENT NOTICE

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

Name of Organization:

Team Sponsor's Name:

Phone: _____

E-Mail: _____

Please identify your adopted roadway: _____

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

Comments/Additional Information:

**Adopt-A-Road Buckeye Program
PARTICIPANT AGREEMENT/WAIVER FORM**

Date of Litter Pick-Up: _____

Team Sponsor's Name: _____

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

Name of Organization/Group: _____

Address: _____

Telephone: _____

The applicant for participation ("participant") and the City of Buckeye acknowledge and agree that when the participant is performing services as a volunteer for the City of Buckeye

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 Buckeye's Adopt-A-Road Program, the participant shall hold harmless the City of Buckeye, 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: _____ | Ph _____ |
| 2. Name: _____ | Signature: _____ | Ph _____ |
| 3. Name: _____ | Signature: _____ | Ph _____ |
| 4. Name: _____ | Signature: _____ | Ph _____ |
| 5. Name: _____ | Signature: _____ | Ph _____ |
| 6. Name: _____ | Signature: _____ | Ph _____ |
| 7. Name: _____ | Signature: _____ | Ph _____ |
| 8. Name: _____ | Signature: _____ | Ph _____ |
| 9. Name: _____ | Signature: _____ | Ph _____ |
| 10. Name: _____ | Signature: _____ | Ph _____ |
| 11. Name: _____ | Signature: _____ | Ph _____ |
| 12. Name: _____ | Signature: _____ | Ph _____ |
| 13. Name: _____ | Signature: _____ | Ph _____ |
| 14. Name: _____ | Signature: _____ | Ph _____ |
| 15. Name: _____ | Signature: _____ | Ph _____ |

Waiver of Liability and Safety:

The City of Buckeye Participant Agreement/Waiver Form must be signed by all volunteers for each event. Injuries should be reported to supervisors/group leader and documented immediately, even if medical attention is not sought. All injuries must be reported immediately to Risk Management at 623-349-6251.

- All participants will adhere to the Adopt -A - Road Safety Guidelines listed on the Program Guidelines.
- 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 Buckeye 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.
- Volunteers must be instructed to pickup litter only. Dragging sofas, refrigerators and large objects may put volunteers at risk of contact with snakes 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 and drinking water.
- Pile the filled bags on the side of the road they cleaned and the City will pick up. DO NOT have your group cleaning or crossing onto 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.