



ADOPT-A-STREET Volunteer Agreement and Code of Conduct

The City of Oak Harbor Public Works Department, Solid Waste Division, herein after called the "Division" and _____, called the "Volunteer Group", are entering into this Agreement to permit the Volunteer Group to contribute toward the effort to control litter and enhance the appearance of City streets and neighborhoods. The Division does hereby authorize the Volunteer Group to participate in the Adopt-A-Street Program by picking up litter along the assigned segment of street. By signature below, the Volunteer Group Leader acknowledges awareness that the safety of the volunteers is of primary importance and agrees to the following terms.

The Volunteer Group does hereby agree to:

1. Pick up litter at least 4 times per year, for at least 2 consecutive years. Additional clean-ups should be done as necessary to maintain a neat appearance. The recommended interval is every 1-4 months. A spring clean-up is recommended.
2. Reserve clean up equipment from the Public Work Department at least 2 weeks in advance. Pick up equipment from the Public Works Shop and return equipment in good condition during business hours within 2 days of the clean up date.
3. Assign a Volunteer Group Leader or contact person to make sure each participant signs the Roster form before each clean-up, keep a copy of this agreement and roster form at the clean-up site. Make sure there are not more than 15 volunteers on each clean-up crew.
4. Be safety conscious. Designate a Volunteer Group Leader to watch the safety video and review the safety tips with the group before the clean-up begins. It is recommended that the Volunteer Group bring a first aid kit and cell phone to the clean-up site and that at least one member of the crew has a valid first aid card.
5. Provide the Solid Waste Division with a roster of all participants and their signed registration forms within 7 calendar days of each clean-up event.
6. Shall not allow participation by anyone less than 15 years of age. Provide supervision by one or more adults for every 8 minors. Supervisors shall be at least 18 years of age.
7. Report any injuries that occurred during the clean-up and turn in a completed Incident Report to the Division immediately.
8. Tie full litter bags closed and leave together by the street, well out of the traffic lanes. The Volunteer Group should call the Division for pick-up with the specific location after each clean-up (360-279-4766).

9. Leave syringes, hypodermic needles, hazardous/toxic materials or exceptionally large, heavy items, but report them to the Division as soon as possible for proper disposal by calling 360-279-4766.
10. Make an effort to recycle all recyclable materials including aluminum, tin, plastic bottles and jugs. Glass should be kept whole and separate. These bags should be marked RECYCLE.
11. The Division has the authority to suspend this agreement temporarily if maintenance or construction is required within the designated area. Once these areas have been completed, the Agreement will be restored and the Volunteer Group notified.
12. Will not accept tips, meals, gifts or any other form of payment for their efforts.
13. Treat each member of the clean-up crew, the public and City employees with respect and dignity and adhere to all federal, state and local laws.
14. The Agreement is not assignable or transferrable, either in whole or in part.
15. The terms of the Agreement commence on: _____ (date) and shall be renewed every 2 years unless terminated by either party.
16. The Volunteer Group has agreed to adopt (designated street segment below):

Name of Volunteer Group: _____

Contact Person: _____

Phone - Cell: _____ Home: _____ Work: _____

Email: _____

Average number in group: _____

Fill Out Below for Persons Under Age 18

Number of persons under age 18: _____

If persons are under 18, is supervision available: Yes _____ No _____

How much supervision will be accompanying the group: _____
(We suggest 1 adult per 8 minors.)

Signature _____ Date _____

If, in the sole judgment of the Solid Waste Division, the Volunteer Group is not meeting the terms and conditions of this agreement the Division may immediately terminate the adoption agreement.

The Solid Waste Division does hereby agree to:

1. Provide a safety training video and a list of safety tips to the Volunteer Group Leader prior to the first clean-up.
2. Furnish the Volunteer Group with safety equipment, caution signs, and trash bags for the clean-up activities.
3. Remove the filled trash bags once the clean-up is done.
4. Assist the Volunteer Group in cleaning up litter and/or debris when large, heavy, or hazardous items are found.
5. Furnish a temporary Adopt-A-Street sign with the Volunteer Group name or acronym displayed at the assigned area during clean-up activities.
6. Recognize the Volunteer Group on the City's web site and in local papers.

The Volunteer Group has agreed to adopt (designated street segment below):

Name of Solid Waste Division Contact: _____

Phone - Work: _____ Cell: _____

Email: _____

Signature _____ Date _____