

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 by improving the appearance of the roadsides and reducing harm to our environment. These volunteer efforts help beautify our City while providing a service that saves money otherwise 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 having the participation of volunteers that are in good health and can tolerate normal outdoor activities such as walking and stooping and are not under the influence of alcohol, drugs and/or narcotics while participating in any clean-up project.
- Commit to have the participation of volunteers that are 14 years old or older. Volunteers between the ages of 14 and 17 must have a parent or guardian's signature on the Participant Agreement Form provided in the Adopt –A – Road packet and submit the original form to Public Works prior to any activity. Note, there must be adult supervision at all times during the 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 a minimum of two (2) weeks prior to the beginning of every litter pick-up.
 - For legal purposes, have all litter pick-up participants sign the Participant Agreement Form prior to the start of clean-up and submit it to the City attendant on site.

Option for Signage...

Although not required, volunteer groups have the option of purchasing road signs to help announce their efforts in keeping Buckeye beautiful. These signs would be placed on signs located at each end of the adopted roadway segment for a \$250.00 total fee for each sign requested. If you wish to do so, please fill out and submit the Sign Request Form along with payment.

The City of Buckeye Makes a Commitment To...

- Assign roadways based on availability.
- Provide safety vests, trash bags, and gloves for litter pick-ups; provide a safety brief
- Remove filled trash bags promptly after each organized clean-up, if notified prior.
- Arrange for the removal of large, heavy or hazardous materials for the adopted roadway.

Thank you for your consideration and/or participation!

**Anthony Celestino
City of Buckeye
Adopt-A-Road
Public Works Department
23454 W. MC 85
Buckeye, AZ 85326
Phone (623) 349-6812**



**ADOPT-A-ROAD APPLICATION FORM
& OPTIONAL SIGN REQUEST**

Please return the completed form with a check or money order
made payable to the City of Buckeye
(\$250.00 per sign -- please do not send cash) to:

Adopt-A-Road Coordinator
City of Buckeye Public Works Department
23454 W MC 85
Buckeye, AZ 85326

Name of organization: _____

Sign wording (2 lines maximum) _____

Adopt-a-Road Team Sponsor's Name: _____

Contact Address: _____

Contact Phone: _____ Contact Email _____

Signs requested (2 per segment):

1st Road segment adopted: _____ Between _____ and _____

2nd Road segment adopted: _____ Between _____ and _____

3rd Road segment adopted: _____ Between _____ and _____

FOR OFFICE USE ONLY

DATE REC'D BY COB: _____

DATE SIGN INSTALLED: _____ BY: _____



**Litter Pick-Up Packet
Adopt-A-Road Buckeye**

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 14 years of age).

- Send "Pre-Event Notice" to the City of Buckeye two (2) weeks prior to the event.

- Pick up supplies from the City of Buckeye Public Works Department on the Thursday prior to the event before 3:00pm.

- 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!

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



Adopt-A-Road Buckeye

PRE-EVENT NOTICE

Please return completed form at least two (2) weeks 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: _____

Public Works to provide litterbag pick-up at the conclusion of the event? YES NO

Please Note:

- Please return this Pr-event Notice & Participant Agreement Form at least two (2) weeks prior to your litter pick-up.
- If required, City crews will pick up your filled litterbags following your litter pick-up, if notified prior. **Remember to identify exact location of bags and tie them.**
- If you located large, heavy, or hazardous materials, please call the Adopt-A-Road Coordinator. Public Works will make arrangements for pick-up.
- Review the safety guidelines with your volunteers before they begin litter pick-up.
- Prior to each litter pick-up, please have each volunteer sign the Participant Agreement form. Original signed participant forms with signatures must be delivered to the Public Works' Adopt-a-Road Coordinator a week the clean-up.

Anthony Celestino
 City of Buckeye
 Adopt-A-Road
 23454 W MC 85
 Buckeye, AZ 85326
 Phone: (623) 349-6812

Thank you for your participation in this program! Your efforts help keep Buckeye clean!





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

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

Name of Organization/Group: _____

Address: _____

Telephone: _____ Date of Litter Pick-Up: _____

Team Sponsor’s Name: _____

The applicant for participation (“participant”) and the City of Buckeye acknowledges and agree that when the participant is performing services as a volunteer for the City of Buckeye. I desire to volunteer my time and services with respect to the following project or program: Adopt-a-Road.

I understand my volunteer activities for the City will not be covered by workers’ compensation. I understand that depending on the nature of the project or program, the work involved may include hazardous activities. I understand that the City is not responsible for determining whether an activity is suitable for me; I must make that determination. I agree that I will not engage in any activities that are not appropriate for me based on my current overall health, fitness level, physical condition, and/or physical ability. By participating in an activity, I agree that I expressly and specifically assume the risk of injury or harm and release the City from all liability. I hereby grant and convey to the City all rights, title, and interest in any and all photographic images and video or audio recordings made by the City during my participation as a volunteer including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings.

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.

<u>PRINT NAME</u>	<u>SIGNATURE</u>



City of Buckeye Adopt-A-Road 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.
- NO ONE UNDER THE AGE OF 14 years is allowed to participate.
- Adult supervision is required for anyone under the age of 18 yrs. old.
- Any volunteer from 14 to 17 yrs. of age must have the parent or guardian's signature prior to the start of the event.
- All program participants must receive safety precaution instructions 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. Contact the City's Adopt-a-Road coordinator with information on the location of large or hazardous objects.
- 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 and the City will pick up.
- DO NOT clean or cross the median or roadway.
- 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.



**ADOPT-A-ROAD
MINOR RELEASE WAIVER**

Help Keep Buckeye Clean!

The City of Buckeye's Adopt-a-Road program is one that provides the opportunity to both do something good in your community while getting out, meeting new people, getting a bit of exercise, and building community service hours all at one time!

Minors aged 14 to 17 may serve without an adult chaperone, upon the written consent of a parent or legal guardian. However, an adult responsible for the minor must be present during the duration of the event.

In consideration for being permitted to participate in the event as a volunteer, I hereby agree that I shall indemnify and hold harmless the City of Buckeye, its officials and employees and their families from any and all claims, demands, actions or suits arising out of or in connection with my participation in the event.

This form must be returned to the City of Buckeye at least two (2) weeks prior to the date of the pick-up event.

Minor's Full Name, printed		Age	
Parent/Legal Guardian Full Name, printed			
Parent/Legal Guardian Full Name, signed			
Parent/Legal Guardian Contact Phone Number			

By signing this waiver, I give permission for my child to participate in a volunteer capacity in the Adopt-A-Road program. I understand that my child will not be permitted to operate any equipment or utility vehicles.





City of Buckeye Public Works
Standard Operating Procedure
Created: March 4, 2024
Revised: August 21, 2024

Purpose

To manage volunteer roadside litter pick-up events which occur in City-owned rights-of-way.

Timeframe

The volunteer group must schedule the pick-up event a minimum of two (2) weeks in advance to allow ample time for the City to secure staff, equipment, and PPE materials to ensure a successful event. The event is not approved until the City has approved the event and the City has confirmed the event with the volunteer group.

The general time frame for a roadside litter pick-up is generally three (3) hours. However, keep in mind there is preparation time needed on site to ensure volunteers have the correct supplies and understand safety protocols. This usually adds 30 minutes to one hour to the beginning and end of the event. For City staff, there is generally a four (4) to five (5) hour commitment.

Guidelines

Volunteer Group Information

Volunteer group information should be stored where it is easily accessible by staff. Whether a hard copy file and/or a spreadsheet. This file should include each clean-up and the original signed paperwork (whether hard copy or scanned in color and saved on the S: drive or a computer drive multiple staff have access to) along with contact information and statistics of the clean up showing how many bags were retrieved, how many volunteers worked, etc.

Minors

No one under 14 can participate.

A parent or guardian must submit original paperwork two (2) weeks prior to the day of the event. Paperwork received the day of the event will not be considered.

Injuries

Any injury that requires more than what a first aid kit can supply, should be reported to Risk Management. Jeff Horned is the point of contact and his number is (623) 349-6251.

