



ADOPT-A-STREET PROGRAM

Adopt-A-Street Program Mission

To provide an attractive and clean streetscape environment for the community by utilizing volunteers to assist Town Staff with routine maintenance tasks; to develop a cooperative relationship between the Town of Front Royal [“Town”] and its citizens; and to promote a sense of ownership and pride in the Town’s neighborhoods.

What is Adopt-A-Street?

A volunteer program that provides businesses, organizations, neighborhood associations, and individuals the opportunity to become a partner with the Town to make the community cleaner and more beautiful by selecting an area along a Town street right-of-way to beautify and maintain.

What can be adopted?

Town-owned areas along rights-of-ways on existing arterial or collector streets.

Who can adopt a street?

Anyone who has the enthusiasm and dedication to make our community a better place to live. The Town welcomes community groups, schools, church groups, etc.

APPLICATION PROCESS

All requests to adopt a street within the Town limits are required to complete the *Adopt-A-Street Application (Form A)*.

1. Application is submitted and reviewed by the Director of Public Works or his designee

2. If approved, the Director or his designee will contact the Contact Person listed and:

- Schedule an Orientation Safety Training Session
 - o This session shall be conducted by the Director of Public Works or his designee. It is the responsibility of the representative(s) attending the session to relay all information from the session to the participants.

- Coordinate scheduling of cleanup dates and times
 - o Participants are granted adoption of their street for two (2) years with a minimum of two cleanups per year. It is encouraged to conduct cleanups in the months of April and October to coincide with state litter control and recycling events normally held during this time.

- Collect the *Agreement to Participate and Release Forms*
 - o All participants are required to sign an “*Agreement to Participate and Release*” form (**Form B**) before work is to begin. Parents/guardians of minors under eighteen (18) years of age are required to sign for them. The forms are valid for one year from the date of last signature. All forms shall be submitted during the Orientation Safety Training Session if not accompanied with the application.

- Distribute Supplies Needed for the Clean-up

- Review/Distribute the *Activity Report Form*
 - o At the conclusion of the cleanup day an “*Activity Report*” form (**Form C**) shall be completed and submitted to the Public Works Department the day of completion or the next business day.

3. Work may begin after step 3 has been completed.

4. Acknowledgement and Recognition - An “*Adopt-A-Street*” sign will be placed after the first cleanup is complete and all supplies and forms are submitted. The Town will produce, install and maintain the signs.

SAFETY GUIDELINES and RESPONSIBILITIES

to be reviewed with Director of Public Works or His Designee before cleanup begins

1. The street being adopted should be examined on the day of the week and during the hours intended for the cleanup to determine if the conditions during those times are appropriate for the ages and abilities of the participants. Be aware of any large ruts in the ground, pipes, and/or water areas as they could be a hazard.
2. The representative(s) who attended the Orientation Safety Training Session is responsible for relaying all the Safety Guidelines and Responsibilities to all the participants before the cleanup begins. All participants are responsible for abiding by these guidelines and responsibilities. For emergencies, it is recommended that someone in the group have the availability of a working cell phone, an adequate first aid kit, and transportation immediately accessible. Know your location and do not hesitate to dial 911.
3. Minors under the age of 18 may participate if their *Agreement to Participate and Release* form was signed by a parent/guardian and is on file with the Public Works Department. Groups must have at least one (1) adult supervisor over the age of twenty-one (21) at the site for every seven (7) minors present.
4. Participants are responsible for placing the “*Roadside Cleanup Ahead*” signs before each cleanup and removing the signs after completion of the cleanup.
5. Carpooling to the cleanup site is encouraged to keep roadside parking to a minimum. Park as far from the road’s edge as possible.
6. It is mandatory to wear the supplied reflective safety vest as soon as you leave the car so you are immediately visible to motorists. In addition, wear brightly colored clothing that protects your arms and legs, substantial shoes or boots and gloves. Never wear sandals or open-toed shoes. An LED light attached to your shirt, jacket, arm, backpack, etc. helps ensure you can be clearly seen from both the front and back sides and a hat helps to avoid sunburn.
7. Always walk facing traffic and stay with the group. This will be a constant reminder of the danger ahead of you, allow you to see a dangerous situation before it reaches you, and drivers are more apt to pay attention to a person on the road if they can see a face.
8. Avoid the use of headphones, iPods, cell phones or any wireless device that could interfere with the ability to hear oncoming traffic, safety warnings or other potential dangers.
8. Take plenty of breaks, drink fluids and don’t overexert.
11. Work during daylight hours only. Stop working in bad weather including but not limited to fog, wet roads, and electrical storms.
12. DO NOT spray any pesticides on the adopted section.
13. Guidelines for Picking up Litter:
 - Knives, machetes, axes, etc. should not be carried by participants.
 - Avoid contact with poison ivy and dead animals

- You may place recyclable items in separate bags.
- DO NOT pick up litter in the roadway, close to the edge of the road, in median strips, in construction or maintenance sites, in tunnels or bridges.
- DO NOT throw, discharge or otherwise deposit anything liquid or solid into the waters of any fountain, pond, lake, stream, pool or any body of water, or in any storm sewer, sanitary sewer or drain.
- DO NOT overfill or compact trash bags because of the danger of injuries from broken or jagged objects. Fill bags with what goes in easily, and then start with a new bag. Items may be stacked outside of a closed bag if they have dull, pointed edges that might tear the bag or large items that might prevent the bag from closing properly. Never lift anything too heavy
- DO NOT pick up cardboard boxes with bare hands as this could be a snake's or another animals home.
- DO NOT pick up discarded syringes, hypodermic needles, items that have "potentially infectious waste" written on them, suspected hazardous materials or suspected toxic substances. Notify the Public Works Department of these and the location of these items. If after hours, please contact the non-emergency number for the Police Department at (540)635-2111.
- **IN DOUBT, LEAVE IT ALONE**

14. Participants shall remove the trash collected themselves or choose to place all closed trash bags and items on the shoulder of the adopted area at least two feet from the traveled area. Notify the Public Works Department if bags and items need to be collected.

15. When cleanup is complete return all Town-supplied items and submit the *Activity Report Form (Form C)* to the Public Works Department.

The Director of Public Works or his designee, under direction of the Town Manager, reserves the right to deny an adoption request or cancel the adoption cleanup based on concerns for safety of the participants or its passing motorists. The Town of Front Royal reserves the right to revise these guidelines at any time without notice.

I have attended the required Orientation Safety Training Session with the Director of Public Works or his designee and have read and understand the Town of Front Royal "Adopt-a-Street" Safety Guidelines and Responsibilities of participants; and, affirm to adhere to such.

Signature _____ Date: _____

Printed: _____

 Director of Public Works or His Designee Date: _____



ADOPT-A-STREET APPLICATION

Individual/Group/Organization _____

Applicant: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone#: _____ Email: _____

Person to Contact: *(if different from applicant)* _____

Phone#: _____ Email: _____

PARTICIPANTS *(Ratio 1 adult over 21 years of age per 7 minors)*

Approximate Number of participants: _____ under 18 years of age (minors) _____

ADOPTED STREET(S) LOCATION: _____

NAME/SPELLING TO BE PLACED ON THE SIGN *(please print)*

(No slogans, logos, advertisements or phrases are allowed)

Signed: _____ Date: _____

Printed: _____

Approved: _____ Date: _____
(Director of Public Works)

The Director of Public Works or his designee under direction of the Town Manager reserves the right to deny an application or cancel the adoption cleanup based on concerns for safety of the participants or its passing motorists.

**ADOPT-A-STREET
AGREEMENT TO PARTICIPATE AND RELEASE**

By deciding to participate in this activity, I understand and acknowledge the accident risk factors involved. I know my own physical capabilities, and I assume all risk and liability in order to participate in the "Adopt-a-Street" program.

In consideration of the Town allowing me to participate in the "Adopt-a-Street" Program, I do hereby for myself, my heirs, executor, administrators, and assigns, forever release and discharge the Town of Front Royal, its officers, employees, and agents from any and all claims, complaints, demands, actions, causes of actions, and suits at law or equity, for and on account of any accidents, injuries, disabilities, death, property damage, and all losses and expenses of any nature whatsoever that may be sustained by me or anyone below as a result of my participation in the "Adopt-a-Street" Program.

Signed (Participant) _____ Date: _____

Print _____

Signed (Parent/Guardian) _____ Date: _____
(if participant is 18 years of age and younger)

Print _____

Individual/Group/Organization _____

This form is valid one year from date of signature

ADOPT-A-STREET ACTIVITY REPORT

The Activity Report shall be completed following the completion of the cleanup. The Public Works Department is to be notified if bags and items need to be collected. Supplies shall be returned the day of the completion or the next business day. Please return this completed form to:

Director of Public Works
800 E. Crosby Road
Front Royal, Virginia 22630
(540)635-7819

Monday – Friday, 7:00am – 3:30pm (*excluding holidays*)

Individual/Group/Organization _____

Adopted Street Location(s): _____

Cleanup Date and Time (hours): _____

I received the following supplies and returned:

_____ safety vests

_____ "Roadside Cleanup Ahead" signs

_____ trash bags

_____ trash pick-up tools

Number of Trash Bags Collected: _____

Number of Recycling Bags Collected: _____

Comments: _____

Group Representative Signature: _____ Date: _____

Print _____