



Adopt-A- Road Group Application Form

Type of Applicant: New Renewal Today's Date: _____

Group Name: _____

Group Leader Name: _____

Mailing Address: _____

Primary Phone Number: _____

E-Mail Address: _____

FAX Number: _____

Preferred Method of Contact: E-Mail Phone Mail Fax

Number of Anticipated Volunteers: _____

List street renewing or interested in adopting: _____

Please note that the City of Deerfield Beach may not be able to accommodate your specific street request.

Adopt-A-Road Program Agreement

It is understood that the members of the group participating in the cleanups are providing volunteer service to the group and not the City of Deerfield Beach. Each group is responsible for its own volunteers.

Either party may terminate this agreement for any reason with 30-days written notice.

I certify that I have read the information contained within this document and that I possess the authority to execute on behalf of my organization.

Volunteer Group:

Sanitation Division:

Signature Date

Signature Date

Print Name

Print Name

Title

Title

Send completed applications to:
City of Deerfield Beach
Attn: Hillary Marshall
401A SW 4th Street
Deerfield Beach, FL 33441
E-Mail: HMarshall@Deerfield-Beach.com
Phone: 954.480.1420 FAX: 954.480.4393

Adopt-A-Road Policies & Procedures

Purpose:

The Adopt-a-Road program is a public participation program of the City of Deerfield Beach Sanitation Division which encourages volunteer involvement and community service in the control and reduction of litter and enhancement of general environmental quality along City of Deerfield Beach roadways. Adopted roadways are located in the City of Deerfield Beach. The program does not apply to federal and state highways, or private roads.

Policy Framework:

Modeled after Florida Statute 403.4131 which directs the Florida State Department of Transportation to establish a statewide adopt-a-highway program, and sets requirements for that program, it also authorizes local governments to enact local programs.

Policies:

I. Program Eligibility

- a. Volunteer groups are eligible to participate in the Adopt-A-Road Program if Sanitation Division is satisfied that the group will fulfill its obligation under the program in a safe and responsible manner.
- b. Volunteer groups may be individuals, families, civic and non-profit organizations, churches, service clubs, other organizations, and volunteers from commercial and private enterprises.
- c. A volunteer group may not be eligible if its name:
 - i. Endorses or opposes a particular candidate for public office;
 - ii. Advocates a position on a specific political issue, initiative, referendum, or piece of legislation;
 - iii. Includes a reference to a political party;
 - iv. Is deemed generally offensive or controversial in nature.

II. Volunteer Group Responsibilities

- a. Volunteer groups are required to commit to a two year agreement, performing at least four cleanups per year.
- b. Volunteer groups must designate a Group Leader who functions as the group's liaison with the City.
- c. Volunteer group leaders must brief groups on safety guidelines, complete and submit Cleanup Completion Forms after events, arrange to pick up supply kit the week prior to events, and return supply kit within a week after events.
- d. Volunteer groups shall, at minimum, provide litter control for adopted sections. Any additional actions, such as planting, graffiti removal, etc., must be requested in writing by the volunteer group and approved by the Sanitation Division.
- e. If a volunteer group appears to have ceased participation, a letter will be sent to the address on file. If no response after 30 calendar days, the group's sign will be removed and the street will become available for adoption.

III. Sanitation Division Responsibilities

- a. The Sanitation Division will fabricate and install signs recognizing the group in recognition of the volunteer group.
- b. The Sanitation Division will provide a materials kit, which includes:
 - i. Adoption Agreement
 - ii. Cleanup Competition Form
 - iii. Volunteer Waiver Form
 - iv. Safety Guidelines
 - v. Safety Vests
 - vi. Litter Grabbers
 - vii. Advance Caution Signs
 - viii. Black Plastic Litter Bags
 - ix. Clear Plastic Recycle Bags
 - x. Pairs of Gloves
 - xi. First Aid Kit
 - xii. Scales
- c. The Sanitation Division will remove litter collected by the volunteer group

IV. Minors

- a. All volunteers must be twelve years of age or older.
- b. Volunteers under the age of eighteen shall have a Parent/Guardian Informed Consent Form completed before participating in any program activity. Once signed, this form will be kept on file by the Program Coordinator and will cover all cleanups.
- c. For every eight volunteers under the age of eighteen participating in a clean-up event, there shall be one adult supervisor (eighteen years of age or older).

V. Miscellaneous

- a. Volunteers shall not handle hazardous waste. Those who encounter it should report the location on the Cleanup Completion Form.
- b. Volunteers shall not remove any signs found in the right-of-way. Signs that are suspected to be illegally placed should be reported on the Cleanup Completion Form.

Adopt-A-Road Safety Guidelines

Remember:

Working on the side of a road is always dangerous. Stay aware of your surroundings, and stick to these guidelines.

- Park all vehicles clear of roadway, as far away from the pavement as possible.
- Keep vehicles on the same side of the highway as the participants.
- Work on one side of the highway at a time, and face on-coming traffic whenever possible.
- Stop work in foul weather.
- Wear light colored clothing and safety vest, gloves, and close-toed shoes.
- Avoid overexertion and drink plenty of water.
- Do not touch hazardous substances.
- Do not pick up items on bridges, in tunnels or on overpasses.
- Stay well clear of any construction.
- Do not enter the roadway or shoulder.
- No intoxicating liquid, beverage or illegal substances allowed on right-of-way.

In Case of Emergency:

Each supply box has a first aid kit. Be sure to have transportation available, and know the route from the work site to the nearest medical facility.

Adopt-A-Road Cleanup Completion Form

In order to maintain data on City-promoted cleanups, we ask that you do your best to fill out the following information.

Group Information

Name of Organization/Group: _____

Name of Group Leader: _____

Email: _____

Phone Number: _____

Cleanup Data

Date of Cleanup: _____

Number of Volunteers: _____

Duration of Cleanup: _____

Number of Bags Collected: _____

Weight of Bags Collected: _____

Place all bags of debris next to the group's Adopt-A-Road sign. Please send Completion Form, Volunteer Waiver Form, and any photos you take to:

City of Deerfield Beach
Attn: Hillary Marshall
401 SW 4th Street
Deerfield Beach, FL 33441
E-Mail: HMarshall@Deerfield-Beach.com
Phone: 954.480.1420 FAX: 954.480.4393

