

CITY OF TEMPE ADOPT-A-STREET PROGRAM POLICIES, RULES AND PROCEDURES

I. Policy/Eligibility

The purpose of the City's Adopt-A-Street Program is to enlist residents/community organizations to assist with removing litter, pulling weeds, reporting graffiti and damaged City property on its street system. Individuals, private corporations and non-profit organizations are eligible to volunteer. Appropriate signage acknowledging the cleanup effort and crediting the volunteer or organization for its work are furnished and installed by the City after the first cleanup effort has occurred.

II. Rules and Conditions

1. The length of the street should be a minimum of one mile and should not exceed two miles. Only streets designated by the City will serve as acceptable cleanup areas. Safety of Adopt-A-Street volunteers is of utmost importance.
2. No children under the age of 12 may volunteer. An adult 21 years of age or older must supervise any volunteer between the ages of 12 and 17 at all times. The ratio must be one adult to every five minors.
3. The City reserves the right to edit the wording of the sign and has final approval of the sign. The City will furnish, install and maintain the signs after the first cleanup effort has occurred. If a sign has to be replaced due to vandalism or damaged in any other way, the volunteer group has the option to pay for the replacement sign. If the volunteer group decides not to pay for a new sign, the City will not replace the sign. Allow approximately one month for sign replacement.
4. The City will supply litter bags and provide safety vests. The safety vests must be worn by all volunteers at all times during the cleanup. The volunteer cleanup coordinator and each volunteer/volunteer guardians are responsible for inspecting the vest for defects and choosing an appropriate size before wearing. The volunteer cleanup coordinator should note the locations of the filled litter bags on the Activity Reporting form. The City will dispose of filled bags after the cleanup. Volunteers are encouraged to wear protective gloves, eye wear and proper clothing. These items will not be provided by the City.
5. Volunteers will appoint an Adopt-A-Street volunteer cleanup coordinator to oversee and coordinate cleanup efforts.
6. The Adopt-A-Street volunteer cleanup coordinator (and all volunteers/volunteer guardians) must read and comply with the safety requirements and sign all waivers and other documents requested by the City's Adopt-A-Street program coordinator. The volunteer cleanup coordinator must conduct a thorough safety meeting with all volunteers prior to each clean up as safety is a paramount concern for the City of Tempe. Volunteers should work as a group facing oncoming traffic at all times. Do not cross the roadway unnecessarily and cross only at intersections. Mowing of grass is prohibited.
7. Each volunteer (or parent or guardian of a minor) is required to sign a Release and Waiver of Liability form for each pick up effort before work commences.
8. A liability insurance certificate will not be required when the work is performed by volunteers. **ASSUMPTION OF THE RISK:** Volunteer and/or guardian recognizes and understands that the activities with Tempe shall include, but is not limited to, inherently hazardous activities such as working in an

potentially dangerous environment, pulling weeds, picking up trash and debris along public paths, roads and streets, dealing with graffiti and damaged property, loading and unloading, and transportation to and from the volunteer work sites. Volunteer and/or guardian hereby expressly and specifically assumes the risk of injury or harm in these situations and releases and discharges Tempe from and waives any and all liability for any injury, illness, death, or property damage resulting from the activities of the Volunteer with Tempe. **INSURANCE:** All volunteers are expected and encouraged to arrive with their own health insurance plans in effect.

9. Home-made signs should be removed from all poles, utility cabinets, street furniture, etc. along with any graffiti where practical. Any graffiti that cannot be cleaned up by volunteers or damage to City property should be reported on the Activity Reporting form.
10. The person who signed the Volunteer Agreement Form is required to ensure that a cleanup effort occurs along the designated street every three (3) months for a minimum of two years.
11. Volunteers must schedule their clean-ups with the City to prevent conflicts with construction work and traffic lane or sidewalk closures. Notification two weeks prior to a scheduled cleanup effort is required. Please contact the City of Tempe at 480-350-8428 to coordinate the cleanup date.
12. The Adopt-A-Street agreement shall be issued for two years and is renewable, at the City's discretion, if the volunteer organization has maintained its segment of the street to the satisfaction of the City. If the volunteer group fails to fulfill its commitment, the City may assign the street cleanup effort to a new volunteer group.
13. Cleanup efforts should be performed only in daylight hours and during good weather conditions.

III. Procedures – How to Get Started

1. Interested parties should contact the City of Tempe at 480-350-8428.
2. A City representative will explain and discuss the City's Adopt-A-Street program with a responsible representative of the interested party emphasizing that the program involves significant physical work that must be done safely every (3) months for at least two years.
3. A Volunteer Agreement form must be completed by the applicant and approved by the City.
4. The volunteer cleanup coordinator submits Release and Waiver of Liability forms signed by all volunteers for each cleanup effort.
5. Adopt-A-Street volunteer cleanup coordinator must call the City of Tempe at 480-350-8428 to schedule date of clean-up and request safety vests and litter bags.
6. Safety vests and litter bags are available for pickup at the Traffic Operations building located at 945 West Rio Salado Parkway between the hours of 8 a.m. and 4 p.m., Monday through Friday.
7. The volunteer cleanup coordinator must complete and return to the City the Adopt-A-Street Activity Form and safety vests within 2 days following the cleanup activity.