



# ***ADOPT-A-ROAD***

## **Program Information Packet**

**KEEP DOUGLASVILLE BEAUTIFUL, INC.**

Contact: Keep Douglasville Beautiful, Inc.  
E-mail: [info@KeepDouglasvilleBeautiful.org](mailto:info@KeepDouglasvilleBeautiful.org)  
Address: P.O. Box 219, Douglasville, GA. 30133  
Phone: (678) 449-3138  
Fax: (678) 449-3139

The **Adopt-a-Road** litter prevention program, sponsored by Keep Douglasville Beautiful Inc. (KDB), enables citizens to participate actively in the removal of trash along City of Douglasville right-of-ways. In return, KDB will post two signs bearing your Group's name at the location assigned to the Group for cleanup, so the public can admire your work.

### GETTING STARTED

- ✓ Get a Group together and plan to complete a minimum of 4 cleanups per year. All participants must be at least 12 years old; a parental release and adult supervision is required for participants between the ages of 12 and 18.
- ✓ Use the "Adopt-a-Road Sign Up Form" to request a specific section of roadway or to let KDB help select an area for your Group to adopt. Road sections should be a minimum of 1 mile in length.
- ✓ Fill-out and send in the Adopt-a-Road Agreement to KDB via fax or mail. If your Group is incorporated, have a corporate representative sign an agreement on behalf of the entire Group; if not, have every person in the Group sign the agreement.
- ✓ Contact KDB to request supplies for loan at least a 5 business days before your first cleanup (include the number of people that you will need supplies for).
- ✓ Have each member of your Group sign a copy of the attached Participant Waiver of Liability and Release Form.
- ✓ Supplies provided by KDB may include safety vests, trash bags, gloves, and litter pickup sticks.
- ✓ Return checked-out supplies within 5 business days after your cleanup to KDB located at 6730 Church Street, Douglasville, GA 30134.
- ✓ Submit your Post-Cleanup Report within 30 days after any cleanup to KDB by online submittal, fax or mail!
- ✓ Two Road Signs with your Group's name will be installed after KDB receives your second Post-Cleanup Report.

### PARTICIPANT RESPONSIBILITIES

1. Select an Authorized Representative to officiate as the Group's spokesperson.
2. Receive approval from KDB for the road section within the Douglasville city limits you want to adopt. **Road section must be at least 1 mile in length.** State Routes are not eligible under this program. Use cross-streets or intersections to describe the "To" and "From" lengths rather than landmarks or exact addresses.
3. Sign and return the **"Adopt-a-Road" Agreement** form to KDB. This must be updated each year by the time of its expiration.
4. You must complete and report a minimum of 4 cleanups per year. If you are a new Group, compliance time will be counted based on the first twelve calendar months after your start date. After the first twelve months, compliance time will be counted based on the calendar year.
5. Submit the **"Schedule of Cleanups"** form to KDB. This is for your planning purposes, and you can change the dates as needed.
6. Have all program participants sign a Participant Adopt-A-Road Waiver and return to KDB.
7. **Notify** KDB at least **5 business days before your cleanup event** and request supplies (if needed) by the Group (vests, bags, gloves, sticks and signs).
8. Remove litter, debris, or trash within the right-of-way of the adopted road section.
9. Garbage bags and other items should be gathered in one to two clearly visible locations along the adopted section of roadway within the right-of-way to ensure pickup by KDB. If you have items that are too large or that cannot be moved to the central location with the garbage bags, please indicate that item and approximate location on the Post-Cleanup Report.
10. File a **Post Cleanup Report** after each cleanup within 30 days to KDB.
  - This can be done via fax and e-mail, or conveniently on the website at: [www.douglasvillega.gov/421/Keep-Douglasville-Beautiful](http://www.douglasvillega.gov/421/Keep-Douglasville-Beautiful).
  - You must submit the Post-Cleanup Report within 30 days of your cleanup event to receive credit.



## Agreement for Adopt-a-Road Program Participation

THIS AGREEMENT, and made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between Keep Douglasville Beautiful, Inc. a Georgia non-profit corporation (hereinafter referred to as "KDB" or "Sponsor"), and the undersigned corporate entity or individuals (hereinafter referred to as the "Group"). For and in consideration of the mutual covenants contained herein, the parties hereto agree as follows:

- I. Generally, The roadway section assigned to the Group by KDB is \_\_\_\_\_ from \_\_\_\_\_ (crossroad that begins your chosen road section) to \_\_\_\_\_ (crossroad road that ends your chosen road section).  
The Group's representative is: \_\_\_\_\_.
  
- II. Group's Responsibilities. The Group shall abide by the following with regard to its participation in KDB's Adopt-a-Road Program (hereinafter called the "program"):

### **A. SAFETY GUIDELINES**

1. Watch out for traffic, and do pickup work only within areas between the utility poles and curb or the outer edge of the roadway pavement.
2. All program participants are required to wear safety vests during pickup. Those individuals that do not wear safety vests must not be allowed to participate in the work Group, even if KDB fails to supply enough vests.
3. Clothing worn should not impair either vision or movement during cleanup, nor should it distract motorists that may be driving past the work Group.
4. Adequate supervision must be provided by the Group by one or more adults 21 years of age or older for Groups which have one or more participants 12 to 17 years of age. No one under the age of twelve (12) is allowed to participate in these Groups.
5. Participants shall not possess or consume alcoholic beverages or other drugs during cleanup activities. No participant may work while intoxicated.
6. Work Groups should be kept to a manageable size.
7. Participants should alert their co-workers and Authorized Representative of any known allergies they have before they are allowed to work. Contact with poisonous plants, venomous snakes, pollen, allergens and stinging insects is possible.
8. Hazardous material or debris should not be removed but should be reported to KDB.
9. Construction areas should be avoided.
10. Dead animals should not be handled. Report these to Douglas County Animal Control for removal by calling (770) 942-5961.
11. Debris and litter on bridges, overpasses, or in tunnels should not be picked up.
12. The Group should not remove litter during inclement weather, hours of minimal light or in darkness, or during times of day in which peak traffic occurs.

13. Personal vehicles should be parked clear of the roadway.
14. To keep vehicles to a minimum, carpooling to the cleanup area is recommended.
15. Water and First-Aid items should be provided by the Group and be readily available for participants.

#### **B. ADMINISTRATION**

1. The Group will collect trash along the assigned roadway and complete and report a minimum of 4 cleanups per year. Compliance time will be counted based on the first twelve calendar months after your start date.
2. The Group will submit the "Schedule of Cleanups" form to KDB, for planning purposes. The Group can change the dates as needed on notice to KDB.
3. The Group will not allow any person to participate in cleanup who has not signed a Participant Adopt-A-Road Waiver and returned to KDB.
4. The Group shall notify KDB at least 5 business days before any cleanup event and request supplies (if needed) by the Group (vests, bags, gloves, sticks and signs).
5. The Group will remove litter, debris, or trash within the right-of-way of the assigned road section.
6. The Group will gather filled garbage bags and other items in one to two clearly visible locations along the assigned section of roadway within the right-of-way and off the pavement, to ensure pickup by KDB. For items that are too large or that cannot be moved to the central location with the garbage bags, the Group will indicate that item and approximate location on the Post-Cleanup Report.
7. The Group will file a Post Cleanup Report after each cleanup within 30 days to KDB.
  - a. This can be done via fax and e-mail, or conveniently on the website at: [www.douglasvillega.gov/421/Keep-Douglasville-Beautiful](http://www.douglasvillega.gov/421/Keep-Douglasville-Beautiful).
  - b. The Group must submit the Post-Cleanup Report within 30 days of any cleanup event to receive credit.
  - c. If the Group conducts more than 2 cleanups per month, the Group may submit a summary of its cleanups once each month. If this method is chosen, the Group will note the number of cleanup events in the "Comments" section of the Report.
8. The Group shall Update Individual Registration Form and this Agreement as participants change and submit forms to KDB.
9. If the Group loses or damages any supplies that were loaned out through KDB, the Group shall reimburse KDB for the materials according to the market price for those supplies. The individual participants of the Group are aware of the hazardous nature of the work which is to be performed and have agreed to follow the Sponsors' safety guidelines and instructions. All participants have agreed to not hold the Sponsor responsible for any injuries they may suffer or damages that they may cause or suffer as a result of participation in the program. The Group and its participants shall indemnify and hold harmless the KDB, the City of Douglasville and their employees, agents, insurers, and officials for any claims which arise as a result of their participation in the program.

- III. Sponsor's Responsibilities. The Sponsor shall abide by the following with regard to the Group's participation in KDB's Adopt-a-Road Program (hereinafter called the "program"):

**A. SERVICES PROVIDED BY PROGRAM SPONSOR**

1. Furnish safety vests, latex gloves, safety signs (if desired), litter pickup sticks and trash bags for the cleanup day (Groups must return the signs, litter pickup sticks and safety vests within 5 days after the cleanup) to the extent these are available.
2. Coordinate removal of filled trash bags.
3. Monitor work progress to verify that objectives of program are being met regarding litter abatement.
4. Evaluate city-wide operation of the program to gauge its effectiveness, and terminate affiliation with those Groups that fail to perform in a congruous manner with program rules and regulations and their agreement.
5. In cooperation with the City of Douglasville, erect two signs, one at each end of the adopted road, with the Group's name or acronym displayed after completion of the second post clean-up report.
6. Remove litter, debris, or trash from the assigned section of roadway that is too large, heavy, or hazardous for the Group to remove.

IV. Other terms. This Agreement shall expire one year after the date first written above. The Sponsor may modify this Agreement upon notice to the Group; either party may terminate this Agreement without cause upon notice to the other party.

The Sponsor may remove Adopt-A-Road signs bearing the Group's name or acronym if, in its judgment, the Group is not meeting the terms and conditions of this Agreement, is acting contrary to the guidelines of the program, is engaging in irresponsible conduct at assigned work sites, is proving to be counterproductive to the program's purpose, or is increasing litter or vandalism, or if sign theft has occurred at the assigned area since adoption. The Adopt-A-Road Program may at any time and for any reason be terminated at the discretion of the Sponsor.

**For the Group**

Corporate entity name: \_\_\_\_\_

Signed: \_\_\_\_\_

By (corporate office): \_\_\_\_\_

or

Group name: \_\_\_\_\_

Participant signature: \_\_\_\_\_ Participant printed name: \_\_\_\_\_

**For Keep Douglasville Beautiful, Inc.**

\_\_\_\_\_  
Executive Director

# FORMS TO RETURN

- **ADOPT A ROAD PROGRAM AGREEMENT**
- **SCHEDULE OF CLEANUPS**
- **PARTICIPANT & PARENTAL WAIVERS**
- **POST-CLEANUP FORM**

*Please note dates and instructions for sending back the following pages in order to participate in the Adopt-a-Road Program. These pages are provided for your convenience and ease of record-keeping.*

E-mail:

E-mail: [info@KeepDouglasvilleBeautiful.org](mailto:info@KeepDouglasvilleBeautiful.org)

Address: P.O. Box 219, Douglasville, GA. 30133

Phone: (678) 449-3138

Fax: (678) 449-3139



KEEP AMERICA BEAUTIFUL AFFILIATE

## Schedule of Cleanups

**Please e-mail, mail, or fax completed form to Keep Douglasville Beautiful**

E-mail: [info@KeepDouglasvilleBeautiful.org](mailto:info@KeepDouglasvilleBeautiful.org)

Address: P.O. Box 219, Douglasville, GA. 30133

Phone: (678) 449-3138

Fax: (678) 449-3139

Please submit dates for your cleanups. These dates are used for planning purposes. By submitting these dates to us, you are not committing your Group to definitely cleaning up on that date; however, if you choose to change a date due to weather or unforeseen circumstances, you must still complete a minimum of 4 cleanups per year.

**Group:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

First cleanup date: \_\_\_\_\_

Second cleanup date: \_\_\_\_\_

Third cleanup date: \_\_\_\_\_

Fourth cleanup date: \_\_\_\_\_

Optional cleanup date: \_\_\_\_\_

Optional cleanup date: \_\_\_\_\_



KEEP AMERICA BEAUTIFUL AFFILIATE

## Post Cleanup Form

Please e-mail, mail, or fax completed for to Keep Douglasville Beautiful

Email: [info@KeepDouglasvilleBeautiful.org](mailto:info@KeepDouglasvilleBeautiful.org)

Address: P.O. Box 219, Douglasville, GA. 301333

Fax: 678-449-3139

OR

Complete and Submit online from [www.douglasvillega.gov](http://www.douglasvillega.gov)

### CONTACT INFORMATION

Group Name: \_\_\_\_\_

Contact name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Email address: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

### CLEANUP DETAILS

Date of Cleanup: \_\_\_\_\_ Location of Cleanup: \_\_\_\_\_

# of bags of garbage you collected: \_\_\_\_\_ # of illegal signs you collected: \_\_\_\_\_

Approximate weight of total litter and garbage collected (20 lb/ bag plus approximate weight of other large items): \_\_\_\_\_

# of participants: \_\_\_\_\_ # of hours worked: \_\_\_\_\_

Are there any other items other than bags that need to be removed? If yes, please describe the type and amount: \_\_\_\_\_

Intersection where the trash is located for pick-up:  
\_\_\_\_\_

Comments or suggestions: \_\_\_\_\_



## Participant Waiver of Liability and Release

Participant name *(please print clearly)*: \_\_\_\_\_

Birth date: \_\_\_\_\_ Sex: \_\_\_\_\_

Mailing address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Email address: \_\_\_\_\_

Home number: \_\_\_\_\_ Cell number: \_\_\_\_\_

Event *(if applicable)*: \_\_\_\_\_

Department: \_\_\_\_\_

In consideration of having been accepted as a participant in the Adopt a Road Program , and with the knowledge that I will be working, directly or indirectly, in a participant capacity for Keep Douglasville Beautiful, Inc. involving various duties, I recognize fully that my presence and activity as a participant may involve some element of risk which I am willing to assume.

I, the undersigned, do hereby waive and release any and all rights, claims, injuries, liabilities, damages, or lawsuits of any kind or nature of myself, and those of my heirs or assigns, which may exist or accrue in the future against, Keep Douglasville Beautiful, Inc., the City of Douglasville, its various departments, personnel, employees, elected officials, staff, insurers or agents arising out of, as a result of, or in connection with the duties, responsibilities, and work which I will undertake as a participant in this Program.

I, the undersigned, do hereby agree to indemnify, defend, and hold harmless Keep Douglasville Beautiful, Inc., the City of Douglasville, its various departments, personnel, employees, elected officials, staff, insurers or agents, from and against any and all rights, claims, injuries, liabilities, damages, or lawsuits of any kind or nature of myself, those of my heirs or assigns, or of third parties, which may exist or accrue in the future, arising out of, as a result of, or in connection with the duties, responsibilities, and work which I will undertake as a participant in the Program.

I understand that as a participant I am in no sense an employee of Keep Douglasville Beautiful, Inc., or the City of Douglasville and that I possess no rights under their employment policies. Further, I understand that I am not entitled to benefits or workers' compensation benefits from them which may accrue to their employees. I further understand that I am not entitled to any vested rights to which an employee of theirs may be entitled.

I acknowledge and understand that I am only to perform such functions as specifically directed by the departmental representative to whom I am assigned.

\_\_\_\_\_  
Participant or parent/guardian signature

\_\_\_\_\_  
Date