



PROGRAM COMMITMENT AND PURPOSE

The Adopt-A-Street program recognizes the commitment of volunteers to keep our City's roadways free from litter and debris. Individuals, community groups, business owners, schools, churches, and service clubs are invited to participate.

What type of commitment must I make?

- Adopt at least a half mile of an approved city street.
- Participate for at least one full year. Adoptions are renewable annually.
- Conduct cleanups (litter and debris removal) of the adopted street segment at least three times per calendar year from spring to early fall.
- Keep the city informed of your cleanups.

What supplies and support will the city provide if I adopt a street?

- Trash bags, gloves, reflective vests.
- Pickup and disposal of filled bags.
- In recognition of the litter and debris removal efforts, the city will fabricate and install Adopt-A-Street signs crediting participants for their commitment to the program and community after one year completion and continued commitment.
- All participants in the program will be added to the Adopt-A-Street Program Participants List available on the city website.

Where do I pick up my supplies for scheduled cleanups?

- After a specific date has been chosen for cleanup, call the Office of Public Works at 217.789.2255 to secure available date and schedule pickup of trash bags, gloves, and reflective vests.
- All supplies can be picked up from the Office of Public Works located at 300 S. Seventh St., Municipal Center West building, Room 203.

How do I dispose of the trash that I have collected?

- When a cleanup has been completed, call the Public Works Garage at 217.789.2246 to report number of bags, location, and arrange for pickup.

Can I use my own trash bags for cleanup and dispose of them myself?

- Yes, but make sure you inform the Office of Public Works each time your organization picks up litter and debris along your adopted street segment and disposal methods.

HOW TO ADOPT A STREET

Fill out and submit **Adopt-A-Street Permit Request**. Once we approve your request, you will be notified with further instructions on how to begin the program.



CITY OF SPRINGFIELD ADOPT-A-STREET PROGRAM

CLEANUP GUIDELINES



Thank you for your participation in the Adopt-a-Street program.

For general questions on the program, to schedule a cleanup or to request safety vests, gloves, and trash bags, call 789-2255 and ask for Adopt-A-Street.

It is recommended that you call 5 days or more ahead of your scheduled cleanup to ensure the availability of vests, gloves, and trash bags.

To ensure that all trash bags are removed in a timely manner after the cleanup event, please review the following guidelines:

- After cleanup, call the **Public Works Garage at 217.789.2246** for pickup of your filled trash bags.
 - ~ If you have Adopt-a-Street signage, we ask that you place the trash bags at your signage location and be sure to give the exact location when you call the Public Works Garage.
 - ~ If you are a new group (with no current Adopt-a-Street signage) please be sure to give the exact street location and number of bags for pickup. Please note: Adopt-a-Street signs will be ordered after one year completion, continued commitment, as well as submission, review, and approval of proper paperwork (**Street Permit and Signage Request**).
- Groups are allowed to dispose of bags themselves if they have access to an approved waste drop off site.

Please remember to return all safety vests and any unused/clean gloves and trash bags to Room 203 Municipal Center West (corner of 7th and Monroe Streets). There will be a \$5.00 charge for all unreturned vests.

After pickup, please return the completed group **Waiver and Release Form**.

Adopt-a-Street appreciates your efforts in helping to keep Springfield clean and litter-free.



SAFETY RULES



Only volunteers who have read these safety rules may be involved in the litter and debris pickup. Possession or consumption of alcoholic beverages or controlled substances during cleanup is prohibited. Inappropriate behavior during the pickup may be cause for termination of the permit.

- **Cleanup activity should only occur during daylight hours**, at least 3 times per calendar year from spring to early fall.
- No volunteers shall be under age 10. One adult supervisor should be provided for each 5 workers under age 18. Keep children under the age of 18 in sight at all times.
- For the protection of all workers, **safety vests and gloves are required**.
- Wear proper clothing for the season as well as light or bright-colored clothing for visibility. Long pants and thick-soled shoes are recommended due to possible hazards (e.g., glass, metal, etc.).
- No cleanups should take place during bad weather. Stop work in inclement weather.
- Be alert for holes and/or obstacles and watch footing when working on slopes.
- Avoid mowing and construction areas.
- Avoid contact with noxious weeds and avoid areas where pesticides or herbicides have been applied (ponded water or browning vegetation).
- Volunteers must stay out of the lanes of traffic, work on the same side of the street, and cross to the other side at intersections with caution. It is recommended to face oncoming traffic during cleanup.
- Have a **first-aid kit, cellular phone, and transportation readily available**.
- An adequate supply of drinking water and insect repellent are recommended. Be cautious of overexertion.
- Do not touch or pick up items that you may feel are hazardous or contaminated. Report the existence of these items to the **Public Works Garage at 217.789.2246**.
- If items indicating illegal activity, such as syringes, are found continually in one place, please call the **Sangamon County Central Dispatch non-emergency line at 217.788.8311**.
- All safety vests, unused trash bags, gloves, and waiver form should be returned to the Office of Public Works, Municipal Center West, 300 S. Seventh St., Room 203.
- Aluminum cans or other discarded material may be kept by the volunteers. Valuables such as briefcases, suitcases and wallets must be submitted to the Adopt-a-Street coordinator to be returned to the owner or to the proper authorities.



PERMIT REQUEST



Request type (check one) New Renewal of Permit # _____ Date: _____

STREET (Each group is responsible for a half-mile to two-mile section of Right of Way alongside street.)

Street Name (1st Choice)	Street Name (2nd Choice)
From: _____ To: _____	From: _____ To: _____
Distance in miles or number of blocks:	Distance in miles or number of blocks:

LITTER AND DEBRIS PICKUP SCHEDULE (Enter projected date range for each expected cleanup.)

YEAR 1	YEAR 2
1st Pickup	1st Pickup
2nd Pickup	2nd Pickup
3rd Pickup	3rd Pickup

The Office of Public Works must be notified (217.789.2255) at least 5 days in advance to advise of any deviation from the planned work dates and to arrange for pickup of safety materials.

GROUP INFORMATION

 Group Name Expected Number of Volunteers

 Address

 Contact Person 1 Telephone Email

 Contact Person 2 Telephone Email



CITY OF SPRINGFIELD ADOPT-A-STREET PROGRAM

SIGNAGE REQUEST



Date: _____

Request type (select one) New Renewal of Signage (Name) _____

Street Name: _____ From: _____ To: _____

GROUP SIGNAGE

Name or acronym as it will appear on Adopt-A-Street sign after satisfactory completion of litter and debris pickup after 1 year. **Continued cleanup is required for Adopt-A-Street signage.**

Line 1															15 characters maximum per line
Line 2															

GROUP INFORMATION

Group Name _____

Address _____

Contact Person 1 Telephone Email

Contact Person 2 Telephone Email

OFFICE USE ONLY	
Permit Number: _____	Sign Installed Date: _____
Sign Approval Date: _____	Expiration Date: _____



WAIVER AND RELEASE FORM



The undersigned hereby certifies that he/she has read this legally binding Waiver and Release, fully understands it and agrees to be bound by its terms. Each participant must sign below. Return the form following the cleanup event, along with all safety vests and unused trash bags, to the Office of Public Works, Municipal Center West, 300 S. Seventh St., Room 203.

Group Name

Date

I, the undersigned, either for myself or as parent or legal guardian of the minor child indicated below, do hereby release and agree to hold harmless the City of Springfield, Illinois, and its various departments, employees and agents from any and all liability of whatever nature for any injuries or damages which I may receive while participating in the Adopt-a-Street Program. This release of liability and agreement to hold harmless given by me to the City of Springfield, Illinois, et al. shall apply to any right of action that might accrue to myself, my family, my heirs and my personal representatives, or the family, heirs and personal representatives of the minor child listed below. I specifically agree to assume all risks which may arise from participation in the Adopt-a-Street Program and I am fully aware of the hazardous nature of the work and the risk of personal injury which may be involved.

NAME OF PARTICIPANT	SIGNATURE OF PARTICIPANT OR LEGAL GUARDIAN	AGE (for minors only)



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