

Keep Dalton-Whitfield Beautiful

**Attention: Liz Swafford**

P.O. Box 1205

Dalton, GA 30722-1205

(706) 226-6211

(706) 278-4991 Fax

www.dswsa.org

EVERY LITTER BIT COUNTS!



YOU CAN MAKE A DIFFERENCE!

Thank you for your interest in our Adopt-A-Mile Program. This is truly a great program and a great way to give back to our community.

Please find enclosed some information on the program for your review. If you are interested in adopting a road, please complete the contract and return to my attention. The "Volunteer Waiver" and "Status Report" forms are completed after each clean up is conducted and returned to my attention at Keep Dalton-Whitfield Beautiful, P.O. Box 1205, Dalton, GA 30722-1205. Additionally, we will supply your organization with garbage bags, gloves, litter removal equipment and safety vests for each scheduled clean-up, and make arrangements for the bags to be picked up from the roadside.

Each organization wishing to participate in this program must commit to (4) clean-ups per year preferably one cleanup event per season and to always be observant of any litter in your adopted area. The suggested dates for 2010 are Saturday, March 20<sup>th</sup>, May 8<sup>th</sup>, August 1<sup>st</sup>, and November 20<sup>th</sup>.

Please do not hesitate to call me at (706) 226-6211 if you should have any questions or comments. Again, thank you and we look forward to working with you.

Sincerely,

Liz Swafford

Executive Director

Keep Dalton-Whitfield Beautiful

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## Keep Dalton-Whitfield Beautiful

### ADOPT-A-MILE Program Operational Guidelines

Thank you for your participation in our Adopt-A-Mile program. If you have any questions concerning these guidelines, please contact Liz Swafford, Executive Director, Keep Dalton-Whitfield Beautiful at (706) 226-6211.

1. All adopting organizations must sign an Adopt-A-Mile program agreement.
2. Keep Dalton-Whitfield Beautiful (KDWB) will have final approval of all routes adopted and approve the time of litter pickup. (i.e., no interstate highways adopted or cleanup activities during the holiday periods.)
3. The adopting organization must adopt a minimum of one mile of roadway. Please keep in mind that a one mile section includes **both** sides of the road.
4. The adopting organization will agree to provide cleanup services at least (4) times a year. KDWB recommends a cleanup once each season (Winter, Spring, Summer, Fall) and will provide a list of suggested dates.
5. The adopting organization will notify KDWB of planned cleanup dates and times at least one (1) week in advance to ensure equipment availability.
6. KDWB will provide the following items for cleanup events: a selection of litter or trash bags and gloves and will also loan orange safety vests and trash pickers for each volunteer. Vests and pickers shall be returned no more than 3 days after scheduled cleanup event unless other arrangements have been made with KDWB. Items that are not returned will be billed to the organization representative.
7. A status report must be turned in to KDWB within one week of scheduled cleanup.
8. After the first status report is turned in, KDWB will arrange for an Adopt-A-Mile sign to be erected at the adopted location. The adopting organization may submit a request for sign wording however, KDWB will have the final approval of sign wording.
9. KDWB will arrange for collection and disposal of the bags and large items after the cleanup has been completed.
10. KDWB will provide the adopting organization with written information on roadway and cleanup safety to be discussed prior to each cleanup activity.
11. The adopting organization agrees not to allow volunteers under the age of 12 years to participate in the roadside cleanup activities.
12. The adopting organization agrees to obtain written parental consent for each volunteer who is under the age of 18, and to forward that written consent to the KDWB office prior to cleanup activities.

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## Keep Dalton-Whitfield Beautiful

### ADOPT-A-MILE Program Operational Guidelines

13. If an organization fails to perform satisfactory to Adopt-A-Mile Operational Guidelines, they will be removed from the Adopt-A-Mile program.
14. Volunteers should work in groups of manageable size. Young workers will be closely supervised. There should be one adult for every 3 workers under the age of 18.
15. Volunteers agree not to remove any hazardous materials, needles, broken glass or items determined unsafe.
16. Volunteers agree not to remove litter and/or trash from bridges, tunnels, overpasses, or construction areas, or during inclement weather, hours of darkness or peak traffic hours.
17. Volunteers agree to take every precaution to avoid contact with poisonous plants, items causing allergic reactions, stinging insects, fire ants, snakes, etc.
18. The adopting organization agrees that no alcoholic beverages will be used before or during the cleanup activities.
19. All volunteers need to be aware that they are working in a dangerous environment, and are advised to act accordingly. No horseplay or other dangerous activity. Caution should be used when entering the roadway.



# Keep Dalton-Whitfield Beautiful Adopt-A-Mile Program Agreement

WHEREAS, the "Adopt-A-Mile" program has been established for Civic Organizations, non-profit organizations, and interested parties to contribute toward the effort of maintaining litter-free roads; and

WHEREAS, \_\_\_\_\_ is aware of the hazardous work which is to be performed; and

WHEREAS, \_\_\_\_\_ agrees to abide by the Adopt-A-Mile rules and regulations attached; and

WHEREAS, \_\_\_\_\_ understands that Keep Dalton-Whitfield Beautiful agree to cooperate in the development and implementation of the Adopt-A-Mile program, but cannot assume any liability with respect thereto.

THEREFORE, Keep Dalton-Whitfield Beautiful recognizes \_\_\_\_\_

\_\_\_\_\_ as the adopting organization for

Name of Road	From (address, milepost, etc)	To (address, milepost, etc)
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FURTHERMORE, \_\_\_\_\_ accepts the responsibility of picking up litter on this section, and promoting a litter-free environment in the community on the following months: \_\_\_\_\_,

\_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_.

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Contact Person Name

\_\_\_\_\_  
Authorized Signature/Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone

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## Keep Dalton-Whitfield Beautiful Adopt-A-Mile Litter Pickup Day Guidelines

**KDWB thanks your group for helping to keep the City of Dalton and Whitfield County Litter Free! Please review these guidelines and go over them with your participants to help ensure a safe and successful pickup event.**

### **Safety Guidelines**

- Participants in cleanup must be 12 years or older. Groups with participants under the age of 18 should have one adult per three minor participants.
- Work gloves and protective vests, which are provided, shall be worn by all participants at all times during participation in the clean-up. **No exceptions!**
- Participants shall use/carry sunscreen, insect repellent, allergy medications etc. as appropriate and wear appropriate clothing, ie.sturdy shoes and long pants no sandals, flip-flops, clogs, etc.
- Assigned groups should remain together. Additionally, when working along the roads, all volunteers will remain together on the same side of the road.
- Cleanup activities will only be performed during daylight hours when visibility provides for safe operations.
- Participants will not handle/pickup any sharp object (broken glass, needles, etc.) or any objects that appear questionable. Stay alert for noxious plants, plants that will cause allergic reactions and animals and avoid them.
- No walking in the roadway, observe all pedestrian laws and **no horseplay**.
- Accidents or injuries to any participants must be reported to the Keep Columbia County Beautiful Green Programs Manager. The group supervisor must give a detailed report on the incident and submit it to Liz Swafford, Executive Director by the next business day.
- Don't overexert yourselves. Take breaks, drink plenty of liquids.

### **Procedure Guidelines**

- After every cleanup a group representative must fill out and submit a Status Report Form.
- All vests, gloves and pickers loaned to a group for cleanup must be returned within 3 business days after the scheduled cleanup unless other agreements have been made. Failure to return all loaned equipment will result in the group representative being billed for all replacement costs.
- The group representative must notify the Executive Director after the cleanup if they need the KDWB to arrange pick up of any bags. The group has the option to remove the bags of litter on their own. In this case, it should be indicated on the Status Report.
- Bags should be placed together at the side of the road in as few piles as possible.
- Do not leave bags on homeowner's lots or in front of businesses.
- Bulky waste should be placed at roadside if it can be safely moved. Tires should be stacked together at curbside in one location if possible. The Executive Director needs to be notified for pickup.

*We do not inherit the Earth from our ancestors, we borrow it from our children.  
- Native American Proverb*

# Keep Dalton-Whitfield Beautiful

## PARTICIPANT WAIVER

(To be completed by each participant)

**KEEP DALTON-WHITFIELD BEAUTIFUL DOES HEREBY ENCOURAGE PARTICIPATION IN THE CLEAN-UP BY ELIGIBLE PARTICIPANTS. HOWEVER, KEEP DALTON-WHITFIELD BEAUTIFUL DOES NOT ACCEPT ANY LIABILITY OR RESPONSIBILITY FOR ANY DAMAGES RESULTING FROM PARTICIPATION IN THIS EVENT. THIS INCLUDES, BUT IS NOT LIMITED TO BODILY INJURY AND/OR PROPERTY DAMAGE TO PARTICIPANTS SUSTAINED DURING THE EVENT AS WELL AS BODILY INJURY OR PROPERTY DAMAGE SUSTAINED BY A THIRD PARTY WHICH MAY BE CAUSED BY A PARTICIPANT. PARTICIPATION IN THIS EVENT IS NOT COVERED BY ANY ORGANIZATION INSURANCE POLICY. THOSE PARTICIPATING ARE NOT CONSIDERED AGENTS OR VOLUNTEERS OF THE ABOVE ENTITY BUT MERELY PARTICIPANTS IN THE EVENT FOR BEAUTIFICATION AND IMPROVEMENT OF THE ENVIRONMENT.**

**EVENT TITLE: Adopt-A-Mile Litter Pick-up Event**

I/We, as participant(s) or the custodial parent(s)/guardian(s) of the minor participant identified on this agreement, in consideration of the obligations undertaken by Keep Dalton-Whitfield Beautiful, under this agreement, hereby accept this agreement and consent to participation in this event.

MINOR PARTICIPANT: \_\_\_\_\_ AGE: \_\_\_\_\_

Names of custodial parent(s)/guardian(s) and phone number(s): \_\_\_\_\_

ADULT PARTICIPANT: \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Signature(s): \_\_\_\_\_

Date

\_\_\_\_\_ Date



# ADOPT A MILE SUPPLY CHECK-OUT FORM

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Organization Name: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

Phone Number: \_\_\_\_\_

Cleanup Date: \_\_\_\_\_

Date of pickup or delivery: \_\_\_\_\_

**Date supplies are returned:**

Scheduled date of return: \_\_\_\_\_

	Amount Loaned out	Amount Returned	*Picker ID numbers
Vests			
Pickers *			
Gloves			

I have received these supplies for the purpose of an Adopt A Mile pickup event. I agree to return all vests, litter pickers and any other miscellaneous equipment loaned to my organization to Keep Dalton-Whitfield Beautiful by the date specified. By signing, I understand that if this equipment is not returned by the scheduled date I will be billed for all replacement costs.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

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## Keep Dalton-Whitfield Beautiful

### Adopt-A-Mile Status Report

**Following each Adopt-A-Mile litter pick-up; please return this completed form to:**

Keep Dalton-Whitfield Beautiful  
**Attention: Liz Swafford**  
P.O. Box 1205  
Dalton, GA 30722-1205  
(706) 226-6211  
(706) 278-4991 Fax  
www.dswa.org

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**ORGANIZATION'S NAME**

**CONTACT PERSON:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**STREET NAME:** \_\_\_\_\_

**DATE OF CLEANUP:** \_\_\_\_\_

**NUMBER OF PARTICIPANTS:** \_\_\_\_\_ **NUMBER OF BAGS FILLED:** \_\_\_\_\_ **TIME SPENT CLEANING:** \_\_\_\_\_

**NEXT PROPOSED CLEANUP DATE:** \_\_\_\_\_

Were the bags left for pick up or did you remove them? \_\_\_\_\_

Did you find anything interesting or unusual in your clean up? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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- Native American Proverb*