

# Adopt-a-Street

REGISTRATION PACKAGE  
SCHOOLS & ORGANIZATIONS



# Participant Application Business/Organization

Group ID:	Renewal or New Application:	
<b>Contact Information (Please Print)</b>		
Name to Appear on Sign:	Number of Participants:	
<b>Main Contact Information</b>		
Main Contact:		
Organization Address:	City:	Postal Code:
Organization Phone:	Organization Email:	
Webpage:		
Preferred Contact Method (Email, Mail or Phone):		
<b>Streets to be Adopted</b>		
<b>Along</b>	<b>From</b>	<b>To</b>
<i>Example: 999 Street</i>	<i>11 Ave</i>	<i>22 Ave</i>

**Return this form to:**  
 Adopt-A-Street Coordinator  
 City of Surrey, Engineering Operations, 6651-148 Street, Surrey, BC V3S 3C7  
 T: (604) 590-7272 F: (604) 591-7836  
 Email: [AASProgram@surrey.ca](mailto:AASProgram@surrey.ca)

If you wish to remove your email as a contact method please contact the coordinator.

## Statement of Commitment

### School or Organization

The Adopt-a-Street Program is a cooperative effort between the City of Surrey and citizens of Surrey who wish to contribute to the appearance of their community. Both parties therefore commit to each other to perform certain activities for keeping cleaner and safer streets.

It is understood that at no time is the safety of any volunteer to be compromised in the performance of cleaning activities.

#### **THE SCHOOL OR ORGANIZATION agrees to:**

1. Remove litter along one kilometer or more section of a municipal street once a month for a minimum of two years. After each clean up, provide a Clean-Up Report form detailing efforts.
2. Designate a Contact Person who will assure that all participants are responsible people and that all participating minors under the age of 19 are provided with adult supervision and have obtained parental/guardian permission to participate in the program. The Contact Person will discuss safety precautions with participants and ensure that the appropriate tools and equipment are used during clean-up.
3. Avoid direct contact with items that have the potential to be hazardous or injurious. Items such as syringes, condoms and animal parts shall not be touched. Hazardous litter and exceptionally heavy or unyielding objects shall be reported immediately to the Program Coordinator or by calling 604-591-4152.
4. Report to the Program Coordinator any injury incurred by any participant during clean-up activities. The injury will be reported within two working days of the incident and shall include:
  - a. The name of the injured person,
  - b. The time and date of the incident,
  - c. The nature of the injury,
  - d. Details of the incident, and
  - e. The name of any hospital or clinic attended.
5. Indemnify and hold harmless the City of Surrey and its officers, employees, directors and volunteers from any and all loss, liability, claims or expense suffered by any of the participants in this program except to the extent that such loss arises from the independent negligence of the City of Surrey.

**THE CITY OF SURREY agrees to:**

1. Supply operating materials which may include, but not limited to, safety vests, litter bags, gloves and litter pickers.
2. Arrange for the removal and disposal of any litter and materials collected from the designated street.
3. Provide third party liability insurance for injury and property damage arising out of the activities of this program. (Such insurance does not cover any loss suffered by participants in the program.)
4. Supply and install two Adopt-a-Street signs with the adopter's name on each sign. These shall be placed at either end of the designated section of street when the adopter has satisfactorily performed the duties stated in this agreement.

I have read and understood this Statement of Commitment, and I agree to the terms of participation.

---

Designated Street

---

Organization

---

Contact Person

---

Address

---

City, Postal Code

---

Phone Number

---

Date

---

Signature of Organization's Representative

---

Signature of City of Surrey Representative

Office Use Only:

Group ID \_\_\_\_\_

Road Section Length \_\_\_\_\_

# Guide to Safe Litter Clean-Up

## The role of the Contact Person

The Contact person is responsible for submitting all required documentation to the City of Surrey's Adopt-a-Street Program Coordinator, and serves as the liaison between the City and any volunteers represented. As a leader for a group, the Contact Person or designate is also responsible for reminding volunteers to use good judgment and safe practice during cleanup activities. The items in this guide should be discussed with the group prior to each clean up event.

**Remember Safety First!** Under no circumstance is the welfare of a participant to be compromised during clean-up activities.

## Safety Checklist

1. **DISCUSS THE CLEAN-UP ROUTE.** Take note of any areas of concern or potential danger, such as high traffic areas or locations where there is limited vision of approaching traffic.
2. **SUPERVISE MINORS.** Ensure there is a responsible adult present to supervise minors.
3. **PREPARE YOUR MATERIALS.** Make sure you have all tools and materials required to complete your task safely and efficiently. Check that your equipment is in good working condition.
4. **REVIEW SAFETY INSTRUCTIONS** with participants:
  - **Watch for cars and other vehicles.** As drivers may not expect to see volunteers working, participants should watch out for all vehicles in the area.
  - **Obey all traffic regulations.** Volunteers should obey all signal and traffic lights and use intersections and marked crosswalks, where available.
  - **Handle dangerous litter carefully.** Dangerous litter such as broken glass or other sharp objects should be handled carefully to avoid injury. These items should only be handled with litter pickers (tongs) or swept with a broom and picked up with a dust pan. It is a good idea to designate one person to pick up dangerous items with a litter picker, especially if children are in your group.
  - **Volunteers must NOT handle hazardous litter.** Objects that contain corrosive chemicals (i.e. car batteries) or objects that may carry harmful bacteria or disease (i.e. dead animals, syringes, etc.) should not be touched. Please flag where you find these items and contact the Program Coordinator or call 604-591-4152 for proper collection and disposal.
  - **Never reach blindly to pick up an item.** Use a tool or stick to "identify" the item before picking it up.
  - **Work in pairs or teams.** This is safer than working alone as it allows volunteers to look out for each other.

### **Walking on Streets**

- Work on one side of the street at a time.
- Start your litter pick up at the opposite end of the road from your Adopt-a-Street sign.
- Pick up litter walking against traffic. This ensures all volunteers are facing oncoming traffic and aware of dangers.
- Leave garbage bags at each Adopt-a-Street Program sign, if possible. If the bags are too heavy, leave them at the point where they are filled.

### **Volunteer Clothing**

- Always wear the safety vests and gloves provided
- Participants should wear suitable footwear – boots or closed-toe shoes
- Dress appropriately for the weather
- Avoid the use of headphones or restrictive clothing

### **In Case of an Emergency**

- If possible, keep a cell phone handy or know where the nearest phone is in case of an emergency
- Have transportation available
- Know the quickest route to the nearest hospital in case of a serious injury

### **General Tips**

- Avoid horseplay while working
- Prohibit any alcohol and/or illegal drugs
- Keep an adequate supply of water
- Report your clean-up activities to your coordinator on the participant record form. Include any significant irregularities, and be sure to report any injuries immediately.

GROUP ID \_\_\_\_\_

## Clean-Up Report

Please record all clean-up events on this form and return it to the address below after completing the form. To request collection of yellow bags or to report illegally dumped material, please call 604-591-4152

From:

\_\_\_\_\_

Contact Name

Phone Number/Email

\_\_\_\_\_

Address

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

Clean-Up Record:

Clean-Up Date	Number of Volunteers	# Hours	# Bags	Estimated Weight	Unusual/ Large Items	Incidents/ Injuries	Observations
						<input type="checkbox"/> Yes <input type="checkbox"/> No	
						<input type="checkbox"/> Yes <input type="checkbox"/> No	
						<input type="checkbox"/> Yes <input type="checkbox"/> No	
						<input type="checkbox"/> Yes <input type="checkbox"/> No	
						<input type="checkbox"/> Yes <input type="checkbox"/> No	
						<input type="checkbox"/> Yes <input type="checkbox"/> No	
						<input type="checkbox"/> Yes <input type="checkbox"/> No	
						<input type="checkbox"/> Yes <input type="checkbox"/> No	

RETURN THIS FORM TO:  
Adopt-a-Street Coordinator

City of Surrey, Eng. Operations  
6651 – 148 Street  
Surrey, BC V3S 3C7

Phone: 604-590-7272  
Fax: 604-591-7836  
Email: AASProgram@surrey.ca