A CITY OF CONWAY
DEPARTMENT OF SANITATION
LITTER CONTROL INITIATIVE

ADOPT-A-STREET
APPLICATION PACKET

DEPARTMENT
OF SANITATION
CITY OF CONWAY, ARKANSAS

Let's Keep Conway Beautiful!

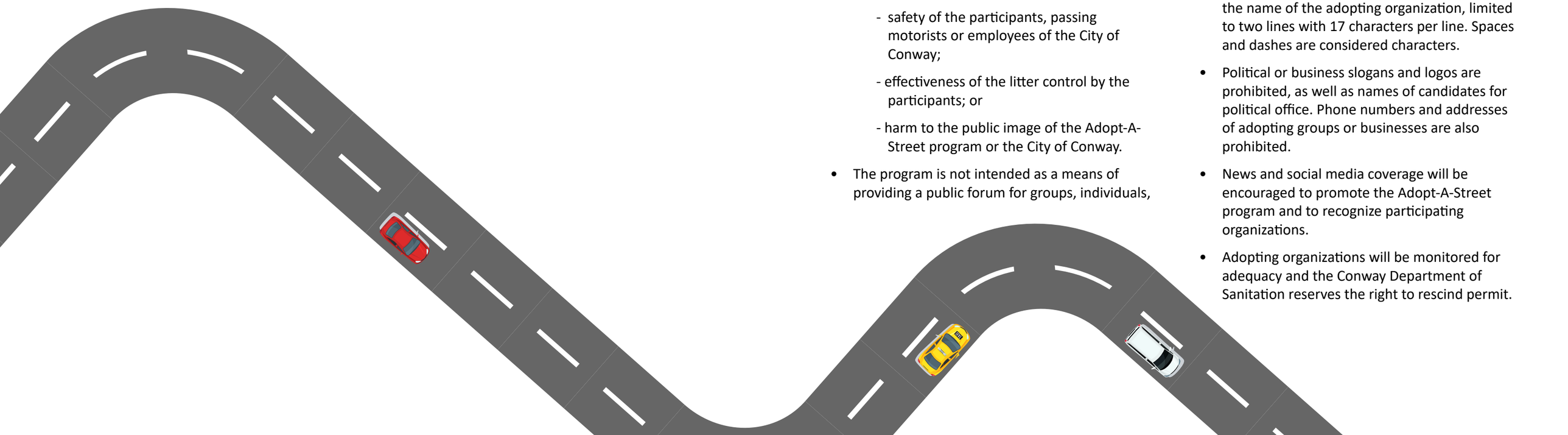
The Conway Department of Sanitation's Adopt-A-Street initiative provides for public involvement in controlling litter and community beautification. Businesses, individuals, civic groups, and other organizations are all encouraged to participate.

We keep cleanup simple, effective, and without any financial cost to you!

Select any available street sections (1/2-mile to 3-miles in length) within the incorporated city limits of Conway, Arkansas, and the Conway Department of Sanitation will provide your safety gear, orange garbage bags, landfill transport, and signage.

Plus, to show our gratitude for your time and hard work, we want to say "thank you" as often as we can--- via official city social media and local media outlets.

Join us in this citywide effort today!



Participation Rules

The following guidelines will apply to any organization or individual's participation in the Adopt-A-Street program:

- The section of a city street to be adopted will generally be from one-half (1/2) to three (3) miles in length, but can be of any length subject to approval. Eligible sections will be selected by the adopting group, in cooperation with the Conway Department of Sanitation.
- Litter pick up will be done at minimum two (2) times per year.
- The minimum adoption period will be for one year. The adoption will auto-renew if all terms have been met for the prior year. If terms are not met, a cancellation notice will be sent to the organization. If the organization seeks to cancel the adoption, a cancellation request must be made in writing to the Conway Department of Sanitation.
- The Conway Department of Sanitation reserves the right to deny adoption or renewal requests by any group, individual, organization or business based on any one of the following criteria:
  - safety of the participants, passing motorists or employees of the City of Conway;
  - effectiveness of the litter control by the participants; or
  - harm to the public image of the Adopt-A-Street program or the City of Conway.
- The program is not intended as a means of providing a public forum for groups, individuals, or businesses to use in promoting name recognition or political causes. Therefore, the Conway Department of Sanitation reserves the right to deny adoption of more than one section of street to any group, individual, or business.
- Consideration will be given to traffic volumes, types and speed, and to the geometrics of the street in selecting appropriate program sites. Those sections determined unsafe or inappropriate by the Conway Department of Sanitation will not be eligible for adoption.
- The Conway Department of Sanitation will coordinate the litter cleanup activities with adopting group, individual, organization or business. The Conway Department of Sanitation will furnish the adopting organization with safety vests (up to 10), advance warning signs, and litter bags. The Conway Department of Sanitation will dispose of the bagged litter.
- The City of Conway will erect an appropriate sized sign along the adopted street section to provide public recognition to the adopting organization for their participation. The sign will have a maximum of 34 spaces available for the name of the adopting organization, limited to two lines with 17 characters per line. Spaces and dashes are considered characters.
- Political or business slogans and logos are prohibited, as well as names of candidates for political office. Phone numbers and addresses of adopting groups or businesses are also prohibited.
- News and social media coverage will be encouraged to promote the Adopt-A-Street program and to recognize participating organizations.
- Adopting organizations will be monitored for adequacy and the Conway Department of Sanitation reserves the right to rescind permit.

How It Works

Schedule the cleanup:

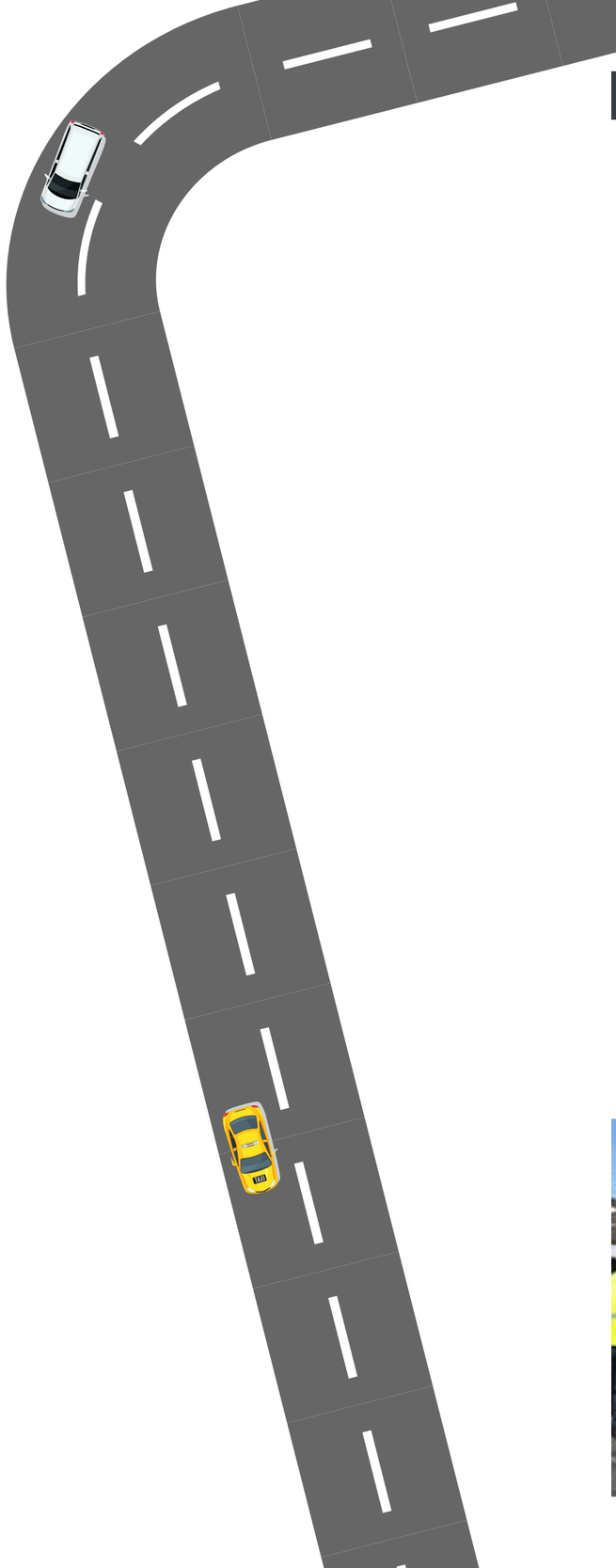
- Once your group has selected a date for litter collection, contact the Conway Department of Sanitation to ensure bags, vests, and warning signs are available for that day.
- A representative of thegroup will come to the Conway Department of Sanitation offices to pick up materials and discuss safety.
- Each volunteer is required to sign a waiver form before participating in a cleanup. Forms may be submitted to the Conway Department of Sanitation in-person, fax, or email.

On the day of cleanup:

- Hold a safety meeting with your group, and ensure all have signed waivers. Send any new waivers to the Conway Department of Sanitation.
- Place one advance warning sign at each end of the adopted section (facing traffic).
- Ensure all volunteers are wearing safety vests.
- Commence cleanup.

After the cleanup:

- Place bagged litter curbside in one location on your adopted street section.
- Notify the Conway Department of Sanitation that bagged litter is ready for pickup and of its location.
- Return warning signs, vests, and any unused bags to the Conway Department of Sanitation.
- Send photos and captions (if applicable) to the Conway Department of Sanitation.



Safety Guidelines

Safety is of the utmost priority for all volunteers! Follow this common-sense guidelines to ensure everyone stays healthy and safe.

- Wear appropriate attire and sunscren to avoid sunburn and insect bites.
- Wear light colored clothing, gloves, sturdy shoes, and a hat.
- Wear high visibility safety vests at all times while on the street (provided by the city).
- Take as few cars as possible to the cleanup site, and park vehicles clear of the roadway. Volunteers or associated vehicles must not block traffic.
- Have a first aid kit on-site. Check that it includes at minimum bandages, antibiotic ointment, and antibacterial spray or wipes.
- Have a cell phone on hand.
- Use a buddy system to watch out for each other.
- Pickup during daylight and non-peak traffic hours, and be aware of traffic situations.
- Work while facing oncoming traffic.
- Pickup during daylight and non-peak traffic hours. Stop work if the weather gets bad. If you can hear thunder, clear the road.
- Do not over-exert yourself, especially on hot days.
- Do not attempt to handle hazardous substances (e.g. car batteries, pesticide containers, flammable containers).
- Avoid noxious weeds (e.g. poison ivy, poison oak).
- Avoid sharp objects. Do not pick up syringes. Instead, contact the Conway Police Department at 501-450-6120.
- Avoid areas where snakes or stinging insects may be located.
- Do not pick up litter on bridges, tunnels or overpasses.
- Refrain from entering the street. Stay on sidewalks and grassy areas.
- Stay clear of construction activities and eqipment.
- Cross streets only at crosswalks.
- Drink plenty of water to avoid dehydration.
- Do not overload bags or attempt to lift too much weight. Tires may be left curbside in own location or grouped together with bagged litter.

Thank You for Joining the Effort!

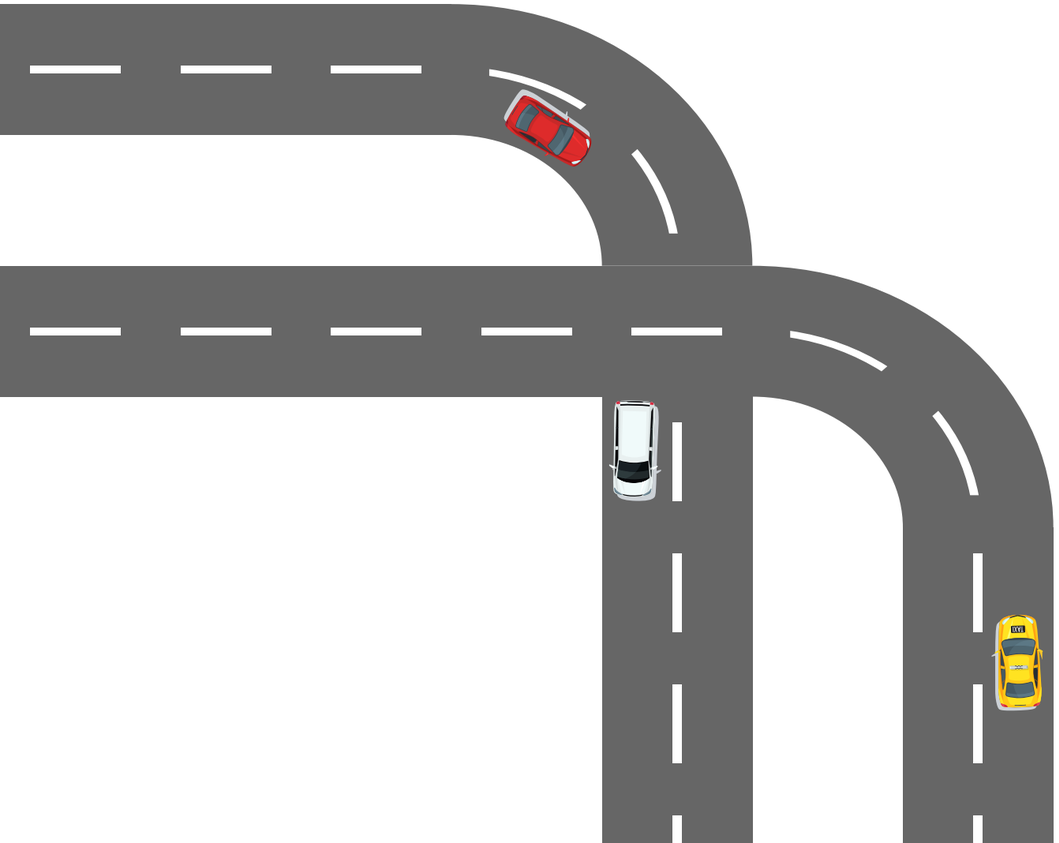
Your participation in the Adopt-A-Street initiative is vital in keeping our community a beautiful place to work and live. If you have questions or comments, we want to hear it! Contact the program coordinator, Whitney Reuschling, by email, phone, or stop by the office.

Conway Department of Sanitation
4550 Hwy 64 West (map)
Conway, Arkansas 72034

email: Cody.Kelley@conwayarkansas.gov
phone: 501-450-6155

Office Hours:
7:30am - 4:00pm / Monday-Thursday
7:30am - 3:00pm / Friday
Closed / Saturday-Sunday

Facebook | Twitter | ConwayArkansas.gov



TO PARTICIPATE IN THE CONWAY ADOPT-A-STREET PROGRAM, COMPLETE & SUBMIT THE REQUIRED FORMS ON THE FOLLOWING PAGES

ADOPT-A-STREET APPLICATION

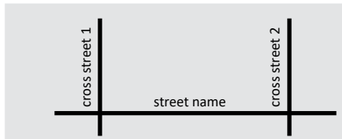
DEPARTMENT OF SANITATION
CITY OF CONWAY, ARKANSAS

_____ _____
(primary contact's first and last name) (business or organization name, if applicable)

_____ _____
(phone number) (email)

_____ _____ _____
(address) (city and state) (zip code)

What street would you like to adopt? (street choices are pending availability)



First Choice:

(street name) _____

(cross street 1) _____ (cross street 2) _____

Second Choice:

(street name) _____

(cross street 1) _____ (cross street 2) _____

Third Choice:

(street name) _____

(cross street 1) _____ (cross street 2) _____

What name should appear on the official Adopt-A-Street sign and in promotions? (17 characters allowed per line / dashes and spaces are characters)

_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____

_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____

_____ _____
(primary contact signature) (date)

RETURN THIS FORM: email | Cody.Kelley@conwayarkansas.gov fax | 501-450-6157
office | 4550 Hwy 64 West, Conway, AR 72034

ADOPT-A-STREET PARTICIPANT AGREEMENT

DEPARTMENT OF SANITATION
CITY OF CONWAY, ARKANSAS

_____ (name of group, school, troop, business, individual), an organization/individual(s) requesting to adopt a section of street, _____ (street name), from _____ (cross street 1) to _____ (cross street 2) for litter control, agrees to comply with the following guidelines governing the Adopt-A-Street program:

- All litter pickup activities will be restricted to the areas of the right of way outside the pavement and shoulder areas.
- No litter pickup will be accomplished in the median area of multi-lane or freeway type roadways.
- Litter pick up will be done at least two (2) times per year.
- No person under the age of 11 years will be permitted to pick up litter within the right of way. All persons between the ages of 11 and 18 must be accompanied by at least one (1) adult per five (5) persons under age 18.
- All person will sign a waiver/release prior to volunteering.
- Each organization shall designate a contact/safety representative who will arrange to meet with a Conway Department of Sanitation representative prior to the first scheduled litter pickup and at least annually thereafter.
- A safety meeting will be conducted by the group/ individual immediately prior to each scheduled litter pickup. In this meeting, volunters should be apprised of the hazardous nature of the work which they will be performing. The Conway Department of Sanitation will serve as a resouce for safety information.
- No litter pickup will be performed unless the adopting organization has displayed the appropriate advance warning signs. The Conway Department of Sanitation will furnish the appropriate signs.
- All persons engaged in litter pickup on the right of way will wear an appropriate safety vest. The Conway Department of Sanitation will furnish the appropriate safety vests.
- The group shall obtain required vests, signage and bags from the Conway Department of Sanitation during regular business hours. All vests, signs, unused bags, and any other items furnished by the department shall be returned to the department within one week following a cleanup.
- All bagged litter shall be placed together and curbside. The Conway Department of Sanitation will collect the bagged litter.

_____ _____
(participant signature) (date)

RETURN THIS FORM: email | Cody.Kelley@conwayarkansas.gov fax | 501-450-6157
office | 4550 Hwy 64 West, Conway, AR 72034

ADOPT-A-STREET WAIVER & RELEASE

DEPARTMENT OF SANITATION
CITY OF CONWAY, ARKANSAS

! THIS FORM IS REQUIRED OF EACH INDIVIDUAL VOLUNTEER PRIOR TO CLEANUP !

I _____ (print your full legal name), have made a voluntary decision to participate in the Conway Adopt-A-Street program (hereinafter "Program"). I agree to the following conditions while participating in the Program:

_____ (initial)

I understand the various activities associated with participating in the Program involve risk of personal injury and/or damage to personal property, and I freely choose to participate in such activities with full knowledge and acceptance of those risks. I understand that at any time I am free to discontinue participation in the Program.

_____ (initial)

I agree to indemnify, defend and hold harmless the City of Conway, their administrators, employees, elected officials, and/or agents against any and all claims, demands, damages, causes of actions or suits of any kind or nature whatsoever for any and all injuries or damages, either to my person or property, which may result from my participation in the Program or presence during the Program.

_____ (initial)

I understand I am not an employee of the City of Conway, nor am I covered by any insurance of any type.

_____ (initial)

The City of Conway may terminate my participation at any time and for any reason without notice, but the terms of this agreement shall survive such termination.

_____ (initial)

By signing this waiver, I acknowledge and affirm that I am in good physical condition and able to participate in all activities during the Program.

_____ (initial)

By signing this waiver, I acknowledge that any photos or videos taken during cleanups or submitted to the Conway Department of Sanitation following cleanups are the property of the City of Conway. Media collected will be used at the discretion of the City of Conway, including but not limited to online publishing, citywide promotional materials, and Program promotions.

_____ (initial)

I understand that I, and I alone, am responsible for my personal safety while participating in the Program. If at any time during the Program I feel I am unable to safely participate, I will remove myself from that portion of the Program and only reengage in Program activities once I feel I can again safely take part.

By signing this agreement I declare that I have read this waiver/release of liability, fully understand its terms and conditions, and understand I have given up certain rights.

_____ (participant signature)

_____ (date)

_____ (parent signature if participant is a minor)

_____ (date)

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