

## **Keep Orlando Beautiful Adopt-A-Street Details and Guidelines**

Through adoption, volunteers assume the responsibility of picking up litter within an agreed-upon section of a City of Orlando street. Details and guidelines of the program are as follows:

1. Each volunteer group must submit a "Group Application for Volunteer Services" to Keep Orlando Beautiful and must complete an "Adopt-A-Street Agreement Form" through Keep Orlando Beautiful. Only approved organizations may adopt a street and participate in cleanup events. Each application is subject to approval, acceptance is not guaranteed.
2. Each volunteer group must sign an Adopt-A-Street agreement for one year. The length of street adopted may vary from 1.0 miles to 2.0 miles. The agreement will be between the City of Orlando, Keep Orlando Beautiful and the volunteer group. Groups not meeting the conditions of the agreement will have it terminated.
3. Each volunteer group is responsible for cleaning the adopted street at least six (6) times throughout the agreement year. The first clean-up activity is required within the first thirty (30) days after the effective date of the agreement.
4. A minimum of one (1) stormwater education presentation in place of a cleanup is encouraged. The Keep Orlando Beautiful Coordinator in partnership with the City of Orlando Stormwater Section will provide the required educational component.
5. A minimum of one (1) stormdrain marking project in place of a cleanup is encouraged. This effort may be coordinated by the volunteer group to mark stormdrains and inlets along the adopted section of the street. The Keep Orlando Beautiful Coordinator and/or the Stormwater Public Awareness Specialist will assist with this project and will provide all materials necessary for completion.
6. Each volunteer group is responsible for appointing a group leader to ensure that all guidelines are followed, including the "Safety Guidelines" list.
7. The group leader will schedule an orientation with the Keep Orlando Beautiful coordinator prior to the first scheduled cleanup.
8. The group leader will also keep record of the following information within the "Adopt-A-Street Volunteer Participation Form" - name of organization, name of adopted street, name of each participant, total number of participants, total hours contributed, total number of bags collected. Documentation forms must be mailed, delivered in person, or faxed to the Keep Orlando Beautiful Coordinator as soon as the event has been completed.
9. If there are any changes in contact information for the group, the group leader is responsible for notifying the Keep Orlando Beautiful Coordinator.
10. The Keep Orlando Beautiful Coordinator must be notified prior to each clean up, education event, or stormdrain marking activity on the adopted section of the street. Approval must be given by the coordinator in order to arrange pick up of bags.

11. Each participant, including minors, must sign in on the "Adopt a Street Volunteer Participation Form" at every clean-up, education event, or stormdrain marking activity.
12. The volunteer group shall be responsible for furnishing adequate adult supervision for participants who are seventeen years (17) and under.
13. Litter shall be removed from each side of the adopted street.
14. Each volunteer group is required to use litter bags provided by Keep Orlando Beautiful. The bags must be stacked in one approved area along the street for pick-up. Keep Orlando Beautiful will coordinate the pick-up of bags, and any large, heavy or hazardous items.
15. All individual participants are required to wear orange safety vests provided by Keep Orlando Beautiful.
16. All unused materials must be returned at the end of each clean-up activity unless special provisions have been made with the Keep Orlando Beautiful Coordinator.
17. Each volunteer group is encouraged to maintain a first-aid kit and adequate drinking water while participating in the litter clean-up.
18. Possession or consumption of alcoholic beverages is prohibited during an Adopt-A-Street cleanup, education event, or storm drain marking activity.
19. Volunteer groups are prohibited from subcontracting or assigning duties and/or responsibilities to any other group, organization or individual(s).
20. Participants are encouraged to separate and recycle appropriate materials. Keep Orlando Beautiful will provide clear recycling bags upon request. Details can be discussed during scheduling of cleanup and pick up.
21. In order to keep our streets beautiful and free of clutter, permanent signs will not be installed along the adopted street. Instead, temporary signs provided by the volunteer group may be displayed during the cleanup ONLY, and removed upon completion. The signs may not obstruct traffic or traffic signs and must be approved by Keep Orlando Beautiful. Size is not to exceed 20 x 24 and should include the Adopt-A-Street Program logo for proper recognition of the volunteer group's effort. Keep Orlando Beautiful and the volunteer group can work together to produce a sign if necessary.
22. City of Orlando and Keep Orlando Beautiful shall in no event have the right to control the group in performing the details of litter pick-up from the section of the roadway adopted, and, in picking up litter, the group shall act as an independent contractor during the clean up.