

City of Plano Adopt-A-Highway Information Sheet

The City of Plano's Adopt-A-Highway (AAH) Program provides local homeowner associations, businesses, civic organizations, churches, and schools the opportunity to make an impact on the cleanliness and appearance of our community. By accepting the responsibility and leadership of the assigned roadway, your group is not only increasing awareness of litter issues and the impact of beautification efforts, but also demonstrating a positive behavior of local pride and ownership of Plano.

The prospective AAH partner (school, church, business, or civic organization) **agrees to:**

- **Accept responsibility** for litter control along a specific "adopted" section of a Plano roadway.
- **Pay \$160.00** to cover the cost of printing and installing two signs recognizing the adopting organization, plus an additional monthly prorated fee of \$14.00 (for-profits) or \$7.00 (non-profits) for those months the organization signs up before or after the contract period of October 1 through September 30. At the end of the first contract year, organizations will have the option to renew by paying a fee of \$80.00 (for-profits) or \$40.00 (non-profits). (Funds raised through these fees help to cover the cost of printing and installing AAH signage, as well as the purchase of safety vests, litter sticks, and bags. In addition, these funds also help support the City's litter-prevention education programs.)
- **Maintain the proper care of the 6 safety vests and 6 pickup sticks** when a new contract is signed. If any vests or pickup sticks are damaged or lost during the contract period, it is the responsibility of each group to replace them at their cost. Once a contract is cancelled, the vests and pickup sticks, and any remaining trash bags, loaned to the AAH partner must be returned to the City of Plano. Groups will be charged replacement costs if any of the 6 vests or 6 pickup sticks are lost. Additional safety vests and pickup sticks are available on a temporary basis, and must be returned within 5 business days of the cleanup. If any extra supplies, including trash bags, are needed throughout the year, they can be picked up at the Sustainability & Environmental Education building located at 4200 W. Plano Parkway by contacting Olivia Osborne at oosborne@plano.gov or 972.769.4328.
- **Schedule general cleanups** of the adopted roadway (both sides of the roadway and the median area) **at least once (a minimum of 6 times per year)** during each of the following two-month periods, from October 1 through September 30:

**October/November
February/March
June/July**

**December/January
April/May
August/September**

- Have cleanup volunteers (participating adults and/or minors) **sign a Hold Harmless Release Form**. This form must be copied and signed by participating adults and/or minors right before each cleanup. Email completed forms to tiffanys@plano.gov within **1-2 days of the cleanup**.

FOR PISD SCHOOL GROUPS, ENVIRONMENTAL GROUPS, PTA GROUPS, or CHURCH GROUPS: If minors engage in this activity, a parent of each child MUST sign a Release of Liability form prior to the scheduled cleanup. Minors WILL NOT be permitted to participate in cleanups if the roadway in front of their school or church is a busy or main thoroughfare. A minimum ratio of 1 adult to every 5 minors MUST accompany/supervise minors when they participate in cleanups.

- **Exert all due care** and caution during cleanups.
- **Complete** the online **Report Form** at www.plano.gov/aah within **2 business days of cleanup**. Bags of litter collected should be disposed of at the group's own dumpster (school/church campus or business location) unless the amount of litter collected is too large to transport. If so, email tiffanys@plano.gov and a crew will be dispatched to pick up the large amount. Request must be received Monday through Friday by 1:00 pm.

THE CITY OF PLANO WILL BE RESPONSIBLE FOR THE FOLLOWING:

- **Provide and maintain the Adopt-a-Highway signage (2 signs)** at the beginning and end of the adopted roadway sections.
- **Recognize** participating groups through various means.
- **Provide** an initial supply of 6 safety vests, 6 litter pickup sticks, and a supply of trash bags to each AAH group.
- **Collect** filled bags of litter, if too heavy or the quantity is too large, from designated area once cleanups are completed.
- **Maintain** quarterly cleanup records and provide information to Keep Texas Beautiful on required dates.

For more information on the Adopt-A-Highway Program and the list of roads available to adopt, visit www.plano.gov/aah.

City of Plano

ADOPT-A-HIGHWAY PROGRAM

CLEANUP GUIDELINES

The City of Plano Adopt-A-Highway (AAH) Program developed guidelines to help ensure your organization enjoys a stress-free cleanup and to measure the success of the program. **Please pay special attention to the reporting guidelines** as they include the only means for us to track your group's quarterly participation (your clean-ups are credited and recorded) as well as the progress of the Adopt-a-Highway Program as a whole.

1. Within your organization, **identify the Adopt-A-Highway "point" person**. This individual is responsible for contacting COP at oosborne@plano.gov or 972.769.4328 to arrange for collection of the safety vests, litter sticks, and bags. This person is also responsible for reporting the exact location of bags collected, the number of bags collected, and how many volunteers participated.
 2. Within your organization, **establish the date, time, and number of volunteers for your cleanup**. The "point" person then contacts COP at tiffanys@plano.gov to schedule the cleanup date.
 3. Prior to the scheduled cleanup, the "point" person should **distribute and review** the Litter Removal Safety Do's and Don'ts handout with all participating volunteers and have each volunteer sign the Hold Harmless Release Form. In addition, the "point" person should establish a meeting time and location for your group on the scheduled cleanup date.
 4. During your cleanup, the "point" person should ensure all volunteers **follow the Litter Removal Safety Do's and Don'ts** while proceeding to collect all loose litter, debris, and unsightly items.
 5. Once your organization's cleanup is complete, all bags of trash should be disposed of at the group's own dumpster (school/church campus or business location) unless the amount of litter collected is too large to transport. If so, email tiffanys@plano.gov and a crew will be dispatched to pick up the large amount. Request must be received Monday through Friday by 1:00 pm.
 6. The "point" person will need to complete the online **Report Form** at www.plano.gov/aah within 2 days of the scheduled cleanup.
- Following your cleanup, the "point" person is responsible for **emailing** the completed Hold Harmless Release Form to tiffanys@plano.gov.

Remember to give your volunteers positive feedback and recognition within your organization to help increase participation for the next cleanup!

City of Plano
ADOPT-A-HIGHWAY
LITTER REMOVAL SAFETY DO'S AND DON'TS

Below is a list of suggestions to help make your cleanup experience a safe one!

DO:

- Wear gloves and thick-soled, closed shoes
- Wear long pants and long-sleeved shirts
- Wear safety vests or bright-colored clothing for roadside cleanups
- Wear sunscreen and bug repellent
- Drink plenty of fluids in extreme temperatures
- Be aware of your surroundings and the potential hazards associated with them (e.g., passing cars, hazardous tree branches, poison ivy, etc.)
- Use the “buddy system” ... work in teams of two or three to maximize safety
- Keep pre-moistened towelettes on hand
- Wash hands with antibacterial soap after the cleanup
- Know emergency procedures, such as the location of the nearest emergency facility and how to quickly summon an ambulance or the police

DON'T:

- Pick up hazardous materials such as hypodermic needles, sharp objects, old car batteries, animal carcasses or other unidentified, questionable objects
- Overstuff bags
- Attempt to move large objects ... report this information to the AAH Coordinator at tiffanys@plano.gov and a crew will be dispatched to pick up the trash. Request must be received Monday through Friday by 1:00 pm.
- Schedule cleanups during peak pedestrian or traffic hours
- Conduct cleanups during extremely inclement weather
- Conduct cleanups near or around construction sites
- Allow minor children to participate in cleanups without adult supervision

For Questions, contact tiffanys@plano.gov.

**Thank you for helping to
keep PLANO beautiful**

City of Plano Adopt-A-Highway Program

New Adoption **Renewal**

On this _____ day of _____, 20____,

(Name of Organization)

being a civic minded organization interested in the appearance of our community and the beauty along our major thoroughfares **agrees to adopt** one of the locations listed in priority below:

Major Thoroughfare	Cross Street Start	Cross Street End
1.		
2.		
3.		

and agrees to take action to control the litter problem within this section of roadway by performing the following tasks for one year.

CLEANUP GROUPS WILL BE RESPONSIBLE FOR THE FOLLOWING:

- **Conduct** a general cleanup of adopted roadway (both sides of roadside area and the median area) with a **minimum of 6** organization members **every other month (6 times per year)** from October 1 through September 30.
- **FOR PISD SCHOOL GROUPS, ENVIRONMENTAL GROUPS, PTA GROUPS, or CHURCH GROUPS:** If minors engage in this activity, a parent of each child **MUST sign a Release of Liability form prior to the scheduled cleanup. Minors NOT permitted to participate in cleanups if the roadway in front of their school or church is a busy or main thoroughfare. A minimum ratio of 1 adult to every 5 minors MUST accompany/supervise minors when they participate in cleanups.**
- **Each cleanup group is provided** with 6 safety vests, 6 pickup sticks, and a supply of black bags when a new contract is signed or a contract is renewed. If any vests or pickup sticks are damaged or lost during the contract period, it will be the responsibility of each group to replace them at their expense. Once a contract is cancelled, vests, pickup sticks, and any remaining trash bags, must be returned to the City of Plano. Additional safety vests and pickup sticks are available on a temporary basis, and must be returned within 5 business days of the cleanup. If any extra supplies, including trash bags, are needed throughout the year, they can be picked up at the Sustainability & Environmental Education building located at 4200 W. Plano Parkway by contacting Olivia Osborne at 972.769.4328 or oosborne@plano.gov.
- **Hold Harmless Release Forms** (to be signed by participating adults and minors) are provided online at www.plano.gov/aah. These forms must be copied and completed **by each cleanup volunteer** before each cleanup. Email completed forms to AAH Coordinator at tiffanys@plano.gov within 1-2 days of the cleanup.
- **Complete** the online **Report Form** at www.plano.gov/aah within 2 business days of cleanup. Bags of litter collected should be disposed of at the group's own dumpster (school/church campus or business location) unless the amount of litter collected is too large to transport. If so, email tiffanys@plano.gov and a crew will be dispatched to pick up the large amount. Request must be received Monday through Friday by 1:00 pm.

- **Utilize** safety vests and exert all due care and caution during cleanups.
- **Pay** \$160.00 to cover the cost of printing and installing two signs recognizing the adopting organization, plus an additional monthly prorated fee of \$14.00 (for-profits) or \$7.00 (non- profits) for those months the organization signs up before or after the contract period of October 1 through September 30. At the end of the first contract year, organizations will have the option to renew by paying a fee of \$80.00 (for-profits) or \$40.00 (non-profits).

THE CITY OF PLANO WILL BE RESPONSIBLE FOR THE FOLLOWING:

- **Provide and maintain the Adopt-a-Highway signage** at the beginning and the ending of the adopted roadway sections.
- **Recognize** participating groups through various means.
- **Provide** an initial supply of 6 safety vests, 6 litter sticks, and bags to each AAH group.
- **Collect** full bags of litter, if contacted for large quantities, from designated area at end of cleanups.
- **Maintain** quarterly cleanup records and provide information to Keep Texas Beautiful on required dates.

It is agreed by all parties the AAH partnership will be terminated and signage removed if the following occurs:

- **if maintenance of the contracted area is not being performed by the AAH partner according to the terms agreed upon above, and**
- **cleanups are delinquent 30 days past the current quarter, the AAH partnership will be terminated and signage removed.**

The road section will then become available for new partners to adopt.

SIGNATURE:	DATE:
PRINTED NAME:	TITLE:
ORGANIZATION:	
ADDRESS:	
CITY:	ZIP:
PHONE:	FAX:
EMAIL:	PROFIT or NON-PROFIT

FOR CITY OF PLANO AAH USE ONLY:	
DATE RECEIVED:	BY:
AMOUNT:	CHECK #: