

# ADOPT A STREET

**PROGRAM GUIDE**





## Welcome to Our Program

Dear Prospective Volunteer:

Thank you for your interest in the City of Alexandria's Adopt-a-Street Program, funded in part by Keep Louisiana Beautiful. This Program Guide is designed to help you understand the program and get involved. Please see the contents attached along with the application you will need to complete and return. Once you and your volunteers are part of the program, there are documents you should complete for each cleanup.

Please read each section of this Guide and contact the Program Coordinator at 318-441-6032 or [adoptastreet@cityofalex.com](mailto:adoptastreet@cityofalex.com) if you have further questions.

Sincerely,

Sandra Washington  
Interim Director of Public Works



## Fact Sheet

- The Adopt-a-Street Program involves volunteer organizations picking up litter on the roadside of local streets and state rights of way.
- The cleanup area may be as much as the volunteer organization can control, but no less than ½ mile long.
- The organization must adopt a particular park, street, right of way, or other area for a period of two years.
- The organization must maintain the adopted area a minimum of four (4) times per year with two (2) of the four events scheduled as citywide cleanup days.
- The organization may be requested to collect litter when the appearance of the adopted area is determined to be unacceptable by the City of Alexandria Public Works Director.
- All organizations must conduct a safety meeting prior to each cleanup event and each participant must attend.
- Each participant must sign a Hold Harmless Agreement and obtain a parental consent and Hold Harmless Agreement signed by their legal guardian if a minor. Safety meeting attendance must be documented on forms provided by the City.
- Safety meeting documentation and Hold Harmless Agreements shall be delivered to the City of Alexandria Division of Public Works prior to a scheduled cleanup.
- The organization shall notify the City, in writing, of any changes to its organizational leadership.
- The City of Alexandria will provide two Adopt-a-Street signs, one at each end of the adopted section to show where the organization is working. Signs will display the organization's name but no addresses or phone numbers are allowed.
- The City will provide cleanup kits, which include garbage bags and safety equipment, to the volunteers along with garbage pickup service.
- The program is a great way for community-based organizations or groups and businesses to show their involvement in the community.
- If you are interested in getting involved, contact [adoptastreet@cityofalex.com](mailto:adoptastreet@cityofalex.com) or call 318-441-6032.



## Frequently Asked Questions

### 1. What is the Adopt-a-Street Program?

It is a program where organizations take on the responsibility of picking up litter on a specific section of roadway. Volunteer organizations are recognized by having their name on two roadside signs provided by the City of Alexandria.

### 2. How do organizations adopt a street?

- Contact the Adopt-a-Street Program Coordinator [adoptastreet@cityofalex.com](mailto:adoptastreet@cityofalex.com) or 318-441-6032
- A member of our staff will discuss with you which street(s) are available for adoption and send you a Program Guide which contains forms to complete.
- After completion of the application, and review by our Program Coordinator, arrangements will be made to finalize the adoption.

### 3. What about streets outside of the City of Alexandria?

The City of Alexandria Adopt-a-Street Program only involves local streets within the City.

### 4. Isn't working along the road too dangerous for volunteers?

Each volunteer's safety is extremely important to us. Therefore, the leaders of each Organization, along with the initial volunteers, are required to attend a safety meeting prior to each cleanup. In addition, safety vests and brightly colored garbage bags will be provided.

### 5. If someone is injured while participating in the Adopt-a-Street Program, who is responsible for their injuries?

The Adopt-a-Street Program is a volunteer program. All volunteers agree to participate in this program at their own risk and must exercise extreme care and caution while participating in each cleanup. During the adoption process, each member of the organization will be required to sign a Hold Harmless Agreement and/or a Parental Consent Form for minor children.

### 6. Is there a minimum length of street to be considered?

Yes, a minimum of 1/2-mile-long is necessary for operational efficiency and bookkeeping. Exceptions may be made for difficult areas on a case-by-case basis.

### 7. How long is an adoption period?

An adoption period is two years minimum. The agreement can be renewed upon approval from the City.



- 8. How many times per year does an organization have to pick up litter along the adopted street?**  
Each adopted street must be cleaned of litter four times per year. Two of the cleanup events will be citywide coordinated events.
- 9. Once the organization's volunteers fill up the garbage bags, who picks them up?**  
Once the Program Coordinator has been notified by an organization that trash pickup has been completed, the City will schedule pickup of the bags.
- 10. Who provides the Adopt-a-Street Signs?**  
The City of Alexandria will provide two Adopt-a-Street signs, one sign at each end of the adopted street section. The signs will provide the sponsoring organization's name in sufficient detail to identify the organization. Organizations also have the option of placing their organization's name on the sign. Final sign art must be approved by the City. No street address or telephone number will be included on the signs. The City will maintain the signs.
- 11. How soon after adoption will the organization be recognized with an Adopt-a-Street sign?**  
Volunteers will be recognized for participation in the Adopt-a-Street program within 60 days after the first cleanup.
- 12. What are the steps of a cleanup event?**

  - The organization must notify the City of its intent to have or participate in a cleanup event.
  - The organization must conduct and document a safety meeting prior to each cleanup event reviewing the Safety Guidelines as well as the Bag It, Move It, Leave It instructions, the Garbage Bag Placement diagram and any other pertinent information.
  - The organization must have the Hold Harmless agreements signed (Parental Consent forms must be signed for minors) and give those documents to the City program coordinator prior to the event.
  - All participants or volunteers must complete a Hold Harmless Agreement and/or Parental Consent form to participant at any clean up.
  - The organization must coordinate to ensure there are enough adult supervisors of minors during each cleanup event.
  - The organization must ensure children young than age **10** do not participate.
  - The organization must complete a post-cleanup report and provide that information to the City following the event.

## Application





## Acceptance and Conditions

The adopting organization agrees to participate in the program by 1) picking up litter along the specified roadway within the time limits agreed upon below, 2) following the Safety Tips and procedures as described in the Safety Guidelines, and 3) signing release of liability forms.

If, after reasonable inquiry, and in the sole discretion of the City of Alexandria, it is found that the adopting group is not meeting the terms and conditions of this agreement, upon thirty (30) days' notice, the Department of Public Works may terminate the adoption agreement.

Minor participants under age ten (10) are prohibited from participating in this program at any capacity. Minor participants age ten (10) and above shall at all times be supervised by adults age 21 or older. It is the responsibility of the adopting organization to provide adequate supervision of all minor participants. The City of Alexandria will provide two Adopt-a-Street signs, one at each end of the adopted street section. The City of Alexandria retains the right to reject, without cause or explanation, any symbol or seal the City of Alexandria determines unacceptable. Final signs must be approved by the City. Organizations will be recognized via their name on the permanent signs for participation in the Adopt-a-Street program within sixty (60) days after the first cleanup.

The City of Alexandria recognizes \_\_\_\_\_ as the adopting organization and promoting a litter-free environment on the section of roadway described as \_\_\_\_\_ between \_\_\_\_\_ and \_\_\_\_\_ in the community for a period beginning on \_\_\_\_\_ and ending on \_\_\_\_\_ with cleanup to be four times per year.

\_\_\_\_\_  
Adopt-a-Street Program Coordinator

\_\_\_\_\_  
Print Name of Authorized Signature for Group

\_\_\_\_\_  
Authorized Signature for Group

\_\_\_\_\_  
Date

<b>Anticipated Cleanup Months</b>		
(Coordinator to circle all that apply)		
Jan	Feb	Mar
Apr	May	Jun
Jul	Aug	Sep
Oct	Nov	Dec



# Hold Harmless Agreement

To be completed prior to each cleanup event with the signature of each participant age 18 and over. Participants under age 18 shall have a Parental Consent agreement to participate.

\_\_\_\_\_ (Date)

I/We have read and understand the safety tips provided by the City of Alexandria Department of Public Works.

I/We will abide by these safety tips at all times.

I/We agree to indemnify and hold harmless the City of Alexandria, its officers, directors, agents, employees, and volunteers from and against any and all claims, demands, actions, losses, liabilities, costs, and expenses, including reasonable attorneys' fees and damages of any nature whatsoever to any person or property, arising out of the performance or non-performance of this Agreement, regardless of whether caused in part by a party indemnified hereunder.

Print Name	Address	Signature
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____





# PARENTAL CONSENT FORM

To be completed prior to each cleanup which includes participants under age 18. Children younger than age 10 may not participate.

I, \_\_\_\_\_ am the parent or legal guardian of \_\_\_\_\_, (hereinafter referred to as "child"). The undersigned does hereby grant the aforementioned minor child permission to participate in the Adopt-a-Street program. I attest that the minor child is age (10) or older. I acknowledge and agree that the nature of the volunteer services performed by my child may involve physical activity, contact with unidentified objects and substances or unfamiliar people, travel to and from work locations and other risks.

I further acknowledge that my child may be on or near City streets and lifting heavy objects while performing volunteer services associated with the Adopt-a-Street program. As the undersigned parent/legal guardian, I willingly and knowingly agree to allow my child to volunteer and hereby assume any and all risks associated with the above-described activities. I agree to release and hold harmless the City of Alexandria, its departments and/or employees from any and all claims, demands, actions, losses, liabilities, costs, and expenses, including reasonable attorneys' fees and damages of any nature whatsoever to any person or property, from all liability for such risks, including, but not limited to, risk of any accident, injury, illness or death to person or property which my child may sustain while participating in the Adopt-a-Street program.

The undersigned understands that the minor child volunteer will not be supervised/chaperoned by any personnel under the employ of the City of Alexandria. It is the sole obligation of the adopting Organization to provide adequate adult supervision at all times to all the minor child volunteer participants as outlined and agreed by Organization in the Adopt-a-Street Agreement. I also understand that my child will not be compensated for participating in the Adopt-a-Street volunteer program.

The undersigned further acknowledges that he/she has read this release and fully understands each and every one of the provisions in this release and he/she hereby voluntarily gives their express consent to abide by the terms of this release.

\_\_\_\_\_  
Name of Minor Child

\_\_\_\_\_  
Print Name of Parent or Guardian

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Emergency Contact

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



## Equipment Kit Contents

The City of Alexandria will provide garbage bags and safety vests to the organization. In addition, each organization will receive 10 equipment kits which will include:

- 1 portable “Road Work Ahead” sign
- 10 safety vests
- Grabber hand tools
- Gloves
- Hand sanitizer
- Face masks
- Reusable tote bags

The Organization can maintain the kits for each of their events or return their kits to the City to ensure items are maintained and replaced.



# Completion Form

This form is used by the Adopt-a-Street Program Coordinator to keep track of program participants and the frequency of projects they are involved in. **Please remember to complete and return a copy of this form after each cleanup.**

Cleanup completion date: \_\_\_\_\_

Group leader: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name of organization: \_\_\_\_\_

Street adopted: \_\_\_\_\_

Number of miles adopted: \_\_\_\_\_

Number of volunteers that participated: \_\_\_\_\_

Number of minor participants: \_\_\_\_\_

\*Please attach a copy of Parent Consent forms for each minor.

Number of hours the cleanup lasted: \_\_\_\_\_

Approximately how many bags of trash: \_\_\_\_\_

We anticipate our next cleanup will be on (date): \_\_\_\_\_

Were there any unusual incidents or injuries during the cleanup? \_\_\_\_\_

If so, please describe: \_\_\_\_\_

Please email to [adoptastreet@cityofalex.com](mailto:adoptastreet@cityofalex.com)

Or mail to:

**City of Alexandria Adopt-a-Street  
Program Coordinator  
PO Box 71  
Alexandria, LA 71309**



## Safety Guidelines

Each group leader must conduct a safety meeting prior to each event. During this meeting, the group leader should review the following safety guidelines; the Bag It, Move It, Leave It Guidelines and the Garbage Bag Placement diagram along with any other pertinent information. Following the safety meeting, the group leader should have each participant complete the Hold Harmless Agreement and provide the agreement to the City.

- Wear your safety vest and bright colors at all times during the cleanup events.
- If you must cross the street, do so as a group using flaggers on both sides.
- Always park legally at a safe place when at the work area.
- Review the area for hazards before beginning.
- Do not touch possible hazardous materials. Contact your group leader who will notify the City.
- Dress appropriately for weather conditions. Long pants are highly recommended at all times.
- Always face oncoming traffic while working, if possible.
- Always be alert and have an escape route planned.
- Designate a lookout person with large groups.
- Wear protective gloves, sturdy boots or closed-toe shoes.
- Hats and sunscreen are recommended.
- Do not walk on the roadway.
- Never work in a median or center of the road.
- Avoid over exertion.
- Have a first aid kit available and know where it is located.
- Have water or other refreshment available for all participants.
- Never consume alcoholic beverages before or during the work period.
- Have transportation to medical services available.
- Do not enter or reach into drainage facilities.
- Do not touch or come near dangerous wildlife.
- Do not touch poisonous or thorny plants.
- Never work along the road in the dark or low light conditions.
- Do not work in the rain or fog.
- Do not work when the road is wet or icy.
- Do not use devices such as headphones or earbuds while working.
- Do not work on high-traffic-volume days such as holidays or the day before holiday weekends.
- Be sure of your footing on slopes, uneven ground, and unstable conditions such as rocks or loose soil.
- The most important tip is to use good judgment and stay alert.



## Guidelines for Items to Bag, Move or Leave

### **BAG IT**

These items may be placed in a bag -- small items made of paper, cardboard, plastic, Styrofoam, wood, rubber, glass, or metal.

### **MOVE IT**

These items should be placed alongside your stacked bags at the edge of the shoulder:

- Items with pointed edges that might tear a bag.
- Large items that would prevent a bag from being properly tied closed.
- Heavy items that could tear a bag provided that the item can be moved without causing physical injury.

If in doubt, leave the item alone!

### **LEAVE IT**

1. These items should be left where found without taking further action:

- Items that could cause physical injury if moved.
- Any item in an unsafe location (within two (2) feet of a traffic lane or on unstable ground, etc.).

2. Report these items to the Program Coordinator that day, or on the next working day, during normal business hours. Also record these items using the Alex Connects app on your smartphone.

- Items you are not permitted to bag or move that will not be easily visible to the garbage pickup crews collecting your filled bags. If possible, place a filled bag near the item to mark its location.
- Securely closed items containing hazardous substances

3. Report these items to the Program Coordinator as soon as possible:

- Any item that you cannot identify and suspect may be hazardous
- Items with hazardous material labels
- Items that could pose an immediate danger
- Items that could be crime-scene evidence

Keep a safe distance away from the item and do not disturb it in any way!

### **Items of Concern:**



### **Hazardous Substances**

- Any item that you cannot identify and suspect may be hazardous
- Spills of liquid or powdery substances
- Fuels, motor oils, transmission fluids, petroleum products
- Antifreeze
- Batteries
- Paints
- Human urine, bloody waste (gauze, etc.)
- Syringes, labeled medicines, unlabeled medicines, and other drug paraphernalia
- Items with hazardous material label
- Animal carcasses

### **Extremely Hazardous Items /Possible Crime-Scene Evidence**

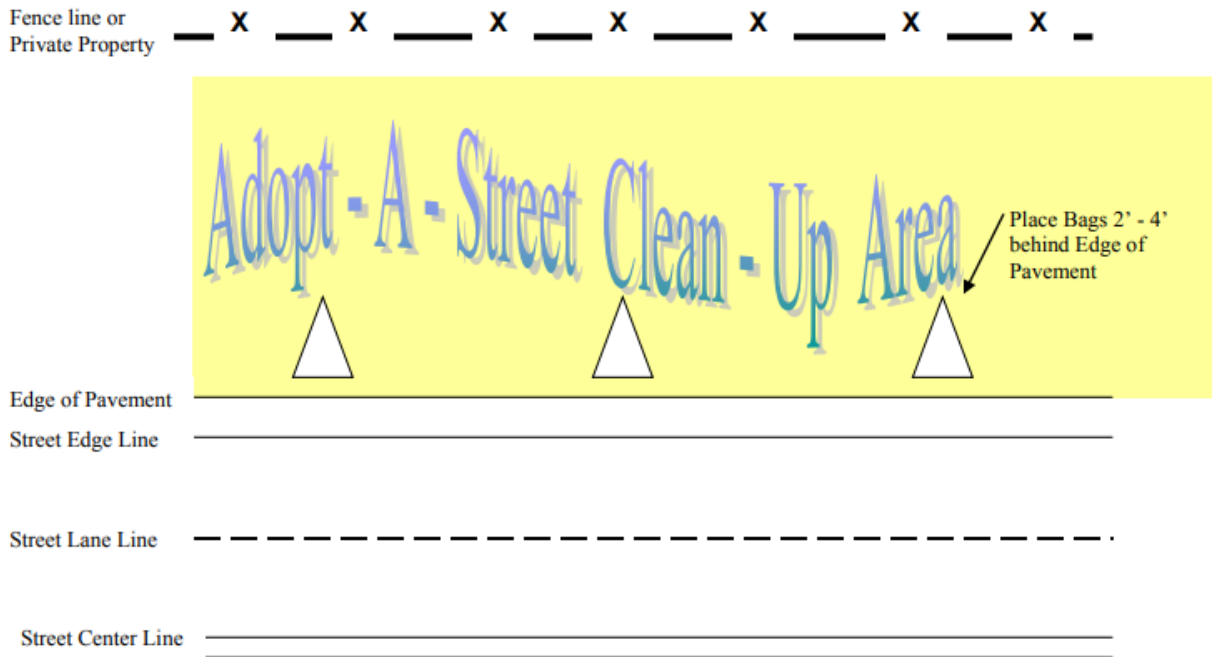
- Bloody items that may be crime-scene evidence
- Explosives, possible bombs (capped pipes, wrapped packages, etc.)
- Weapons (guns, knives, etc.), unspent ammunition

**In a life threatening emergency always call 911!**



# Garbage Bag Placement Plan

Please review the following diagram with your organization. You can see where to safely place your bags so that City sanitation crews will be able to pick them up.





## Suggested Adoption Locations

The streets listed below are either major thoroughfares or have been reported as streets that need periodic cleaning. Of course, there are many, many others in the City, and the program is willing to work with your organization to find the best fit.

<b>Street Suggestions</b>
Jackson Street
3 <sup>rd</sup> Street
Texas Avenue
Broadway Avenue
Versailles Blvd.
Cottonwood Street
Monroe Street
Elliott Street
Lee Street
Mason Street
Overton Street
Lisa Street
Rapides Avenue
Prescott Road

Adopted portions of streets must be at least one half mile long. The streets are adopted on a first-come, first-served basis. Streets that are main thoroughfares are priority. If a group has members who are minors, a street with adequate shoulders and/or sidewalks is preferred. Busy streets without sidewalks must be cleaned during periods of low traffic (i.e. on the weekend during early morning hours).