



REGISTRATION PACKAGE

INDIVIDUALS, FAMILIES or GROUPS





Step by Step Guide to SDG Adopt-A-Road Program

1. Choose your section of a County Road and Adopt-A-Road Team
2. Complete the application form and email to adoptaroad@sdgcounties.ca or drop off in person
3. Pick-up equipment and training kit at SDG County Administration Office, 26 Pitt St., Cornwall
4. Pick-up litter along your designated section of County road at least twice per year (spring/fall)
5. Leave the garbage bags under your Adopt-A-Road sign



Participant Application Individual, Family or Group

The United Counties of Stormont, Dundas and Glengarry collects personal information under the Municipal Freedom of Information and Protection of Privacy Act for the purpose of processing your application and general communication. For questions regarding the collection of personal information, please contact the Adopt -A-Road Coordinator at adoptaroad@sdgcounties.ca

<input type="checkbox"/> New Application <input type="checkbox"/> Renewal		Not-for-Profit Registration Number:	
Contact Information (Please Print)			
Name to Appear on Sign:		Number of Participants:	
Main Contact Information			
Main Contact:			
Address:	City:	Postal Code:	
Phone:			
Email: *mandatory			
County Road to be Adopted			
Along	From	To	Approx. Distance
<i>Example: County Road 12</i>	<i>Loyalist Crescent</i>	<i>401 Overpass</i>	<i>3 km</i>

Return this form to:
 Adopt-A-Road Coordinator
 The United Counties of Stormont, Dundas and Glengarry,
 Transportation and Planning, 26 Pitt Street, Cornwall, ON K6J 3P2
 T: (613) 932-1515 x3
 Email: adoptaroad@sdgcounties.ca
www.sdgcounties.ca/adopt-a-road



Statement of Commitment

Individual, Family or Group

The Adopt-A-Road Program is a cooperative effort between the United Counties of Stormont, Dundas and Glengarry and the residents of SDG who wish to contribute to the appearance of their community. Both parties therefore commit to perform certain activities for keeping cleaner and safer County Roads.

THE ADOPTER agrees to:

1. Remove litter along a two km or more section of a County Road twice per year for a minimum of two years.
2. Ensure that appropriate tools and equipment are used during clean-up and avoid direct contact with items that have the potential to be hazardous or injurious. Items that may be harmful, such as corrosive material, disease related objections and animal parts shall not be touched. Hazardous litter and exceptionally heavy or unyielding objects shall be reported immediately to the Program Coordinator.

THE UNITED COUNTIES OF SDG 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 pick-up location.
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-Road 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.

Adopter

Address

City, Postal Code

Phone Number

Date



Release and Waiver Agreement

Individual, Family or Group

This agreement affects your legal rights. Please read carefully.

TO: THE UNITED COUNTIES OF STORMONT, DUNDAS AND GLENGARRY, ITS OFFICERS, EMPLOYEES, DIRECTORS AND VOLUNTEERS (“the municipality”)

ASSUMPTION OF RISK

I am aware that engaging in an Adopt-a-Road Program activity may involve certain risks, dangers and hazards including but not limited to contact with dangerous debris, slips or trips and falls on slippery or uneven surfaces and collision with passing traffic.

I have read the Guide to Safe Litter Clean-Up and I agree to wear a safety vest and gloves while participating to minimize any such risks and I freely accept and fully understand and assume all risks and dangers associated with this activity.

RELEASE OF LIABILITY AND WAIVER OF CLAIMS AGREEMENT

By participating in the Adopt-a-Road Program, I hereby agree as follows:

- 1) To waive any and all claims that I have or may in the future have against “the municipality”.
- 2) To release “the Counties” from any and all liability for any loss, damage, injury or expense that I or my next of kin, heirs, executors, administrators, successors or assigns may suffer as a result of participating in the Adopt-A-Road Program due to any cause whatsoever, including negligence on the part of “the municipality”.

This release shall be effective and binding on my heirs, next of kin, executors, administrators, successors and assigns in the event of my death. I am aware that by signing this release I am waiving certain legal rights that my heirs, next of kin, executors, administrators and assigns may otherwise have against “the municipality”.

I have read and understood this Release prior to signing it. (A parent or legal guardian signature is required for participants under 19)

Signed at _____ this _____ day of _____, 20____.

Participant	Address	Witness

Parent/Legal Guardian (if participant is under 19 years of age)	Address	Witness



Guide to Safe Litter Clean-Up

The role of the Contact Person

The Contact person is responsible for submitting all required documentation to the United Counties of SDG Adopt-A-Road Program Coordinator, and serves as the liaison between the Counties 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 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-Road 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-Road 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.