



Town of Apple Valley

14955 Dale Evans Parkway • Apple Valley, California 92307

Dear Potential Volunteer,

Thank you for your interest in volunteering with the Town of Apple Valley Adopt-A- Street program! My name is Karen Lee Kelley and I am happy and proud to be the contact person for the Adopt-A-Street program. Feel free to contact me via phone or email anytime you have questions or want to report your clean-up activities.

Your program checklist, FAQ's, application, waivers and statement of commitment are enclosed. We do ask that you **adopt and clean a minimum of 1 mile stretch of road**, both sides of the street just within the first 10 feet from the roadway. The Town will put a sign at both ends but exact placement depends on traffic laws.

Once you have reviewed the material if you would like to proceed, please return the completed application, waivers and statement of commitment so that we can start your approval. Be sure to include your email address (*if you have one*) on your application!

Please keep the program checklist and FAQ's in case you have any future questions.

If your volunteer force ever changes from your original liability form, just add new volunteers to this form and return it to Town Hall before your clean up event. Please keep blank copies of the liability form handy, then fill it out and fax a new one each time your volunteer force changes.

Thank you again for your interest in the Adopt-A-Street program and for helping maintain "A Better Way of Life" in Apple Valley!

Sincerely,

Karen Lee Kelley
Adopt-a-Street Coordinator
kkelley@applevalley.org
Phone: (760) 240-7000 x 7074
Fax: (760) 240-7223



Town of Apple Valley
Adopt-a-Street
Program Information and Application

Thank you for your interest in our “Adopt-a-Street” program! This is a great opportunity to play an active role in the betterment of your community. We invite you to show your pride in Apple Valley and join our “Adopt-a-Street” family!

Program Checklist

1. Review requirements for participation and decide if you wish to participate.
2. Call to determine which streets may be available.
3. Complete the Adopt-a-Street Permit Application and return it to Town Hall, along with the Statement of Commitment.
4. Once approved by the Town of Apple Valley, we will return a signed copy of your permit, along with safety information.
5. Turn in your liability waiver(s) prior to your first clean up day.
6. Notify the Town at least two days prior to any clean up day and complete liability waivers.
7. Review safety requirements with your group each time you go on the street.
8. Keep your commitment to clean up at least **four times a year**.

Contacts:

Adopt-a-Street Coordinator.....**240-7000 x 7074**
Karen Lee Kelley, kkelley@applevalley.org

Return forms to: Town of Apple Valley Adopt-a-Street, Attn: Karen Lee Kelley,
14955 Dale Evans Parkway, Apple Valley, CA 92307

Enclosed information:

- Fact Sheet
- Application
- Statement of Commitment & Liability Waiver(s)
- Safety Information – Safe Work Habits



Town of Apple Valley
Adopt-a-Street
Frequently Asked Questions

1. **Who can adopt a street?** Individuals, non-profit organizations, businesses, government agencies, or any person or group of persons who want to “Take Pride in Apple Valley” can adopt a street. As-long-as you are a resident of Apple Valley or your business is in Apple Valley and have a **current business license** with the Town of Apple Valley.
2. **What streets are adoptable?** Most streets in Apple Valley are adoptable. Some areas may not be available due to safety concerns.
3. **How long are the street segments?** Streets are adoptable **in minimum one-mile increments** whenever possible. However, smaller stretches are available on a case-by-case basis.
4. **What does the work require?** You are agreeing to clean trash from your segment of road a minimum of four times a year, for a minimum of two years.
5. **How long is my contract application valid for?** We ask for a **minimum of two years** however you or the **Town may cancel anytime you are unable to meet the contract requirements**. Contracts may also be temporarily suspended due to road construction or other safety concerns.
6. **Who does the clean up work?** You may do the work yourself, with other volunteers, or hire a contractor to do the work for you as long as all parties have waives signed and on file before each cleanup activity.
7. **Can children participate?** Minors under age 18 must have a special liability waiver signed by a parent or legal guardian. The parent or guardian must accompany the minor or must assign responsibility to an adult representative of the Adopt-a-Street applicant.
8. **What does the Town of Apple Valley provide?** The Town will provide you with a **one-time kit** that includes trash bags, gloves, small first aid kit and a safety vest to get you started, along with recognition signs, and free pick up of the trash you collect by request.
9. **When will we get signs put up, and what can they say?** The Town will order sign(s) after you have completed your first clean up. **No products, political or religious messages, slogans, phone or fax numbers, email or website addresses, ham radio IDs or directions are permitted**. **Sign placement, size, content, location and scheduling of installation are at the sole discretion of the Town**. Road segments less than one mile will only receive one sign. And again, less than one mile stretches of road are only approved on a case by case basis.

Contacts:

Adopt-a-Street Coordinator..... 240-7000 x 7074

Karen Lee Kelley, kkelley@applevalley.org



Town of Apple Valley
Adopt-a-Street
Permit Application

APPROVAL: _____

PERMISSION IS REQUESTED TO ENCROACH ON THE STREET RIGHT OF WAY AS FOLLOWS:

Complete all items, NA if not applicable. Application is not complete until required attachment(s) are included.

APPLICANT _____ DATE OF APPLICATION _____

ORGANIZATION OR BUSINESS (IF APPLICABLE) _____
(Remember to ensure your Apple Valley business license is current & active if using a business & keep it up to date to retain your street)

ADDRESS _____

CITY, STATE & ZIP CODE _____

PHONE NUMBER _____ EMAIL _____

PROPOSED STREET: _____

→ FROM _____ TO _____

WORK TO BE PERFORMED BY Volunteers Own Forces Contract Forces

Anyone performing work must sign and return the enclosed liability waiver.

SIGN TO READ: (Maximum 3 lines; sign(s) Signs will only be replaced if unintentionally damaged beyond repair.

Line 1 _____

Line 2 _____

Line 3 _____

Signs: The Town will install sign(s) for your road segment within 90 days of completing your first clean up. Sign placement, size, content, location and scheduling of installation are at the sole discretion of the Town. Road segments of less than one mile may receive only one sign. The following rules for sign content are meant as a guide only. The Town reserves the right to reject or suggest modifications to any language submitted. Signs will only be replaced if unintentionally damaged beyond repair.

Prohibited language:

- Phone/fax numbers
- Addresses/directions
- Email/websites/ logos/ slogans
- Political or religious statements

Acceptable language:

- Names of individuals, families, clubs, churches and businesses
- “Friends of...”, “Family of...”, “In Memory of...”
- Positive statements; i.e., “Taking Pride in our Neighborhood”

ATTACHMENTS: STATEMENT OF COMMITMENT
LIABILITY WAIVER



Town of Apple Valley
Adopt-a-Street
Statement of Commitment

ADOPT-A-STREET STATEMENT OF COMMITMENT

The Adopt-a-Street Program is a partnership between the Town of Apple Valley and citizens of the Town to care for a mile or more of Town streets and participate in making Apple Valley a better place to live. Both the Town and the individuals or groups adopting the street(s) make a commitment to each other to perform certain activities for keeping the neighborhoods clean and safe.

The Adopter agrees to:

- Remove litter (*NO WEEDS*) along the designated section of a Town street a minimum of **four (4) times** a year for a minimum of two years. (*Every 2 years a “Renewal Statement of Commitment” will need to be completed*)
- Discuss safety precautions with project participants, request that participants sign in for each cleanup, and assure that all borrowed equipment and unused supplies are returned to the Adopt-a-Street Program following the completion of each project.
- Assure that all participants are responsible individuals, and that participating minors under the age of 18 are supervised by a parent or legal guardian and accepts responsibility to provide direct and responsible adult supervision for those minors not accompanied by a parent or legal guardian. **Any time you hold or participate in a clean-up event, every person involved must sign the waiver form and a copy must be mailed to the Town.**
- Notify the Town prior to each clean up activity, unless other arrangements have been made.
- Adhere to all safety guidelines provided, including to avoid potentially hazardous items such as heavy objects, syringes, needles, used condoms, animal bodies, etc.

The Town agrees to:

- Furnish an initial operating supplies start-up kit: e.g. litter bags, gloves, first aid kit and safety vest; and make arrangements for free removal and disposal of bagged litter from the project site area if needed.
- Furnish and install up to two Adopt-a-Street signs (*one for each direction of traffic*) with the Adopter's personalized message on each sign, after the first clean up has been completed.

I have read and reviewed this agreement and understand the terms of our participation. The undersigned agrees that the work will be done in accordance with the Town of Apple Valley Rules and Regulations and participation is subject to inspection and approval.

By:

_____ Date _____
Adopter

By:

_____ Date _____
Town of Apple Valley



Town of Apple Valley
Adopt-a-Street
Safety Information

Safe Work Habits

- Do not work on holiday weekends or 24 hours before holiday weekends.
- Do not work in rain or fog, when the road is wet or icy, or in the dark.
- Do not touch potentially hazardous materials such as powders, chemicals, weapons, sharp objects or dead animals. Contact your Town representative if you discover ANY hazardous materials or objects.
- Avoid overexertion and drink plenty of water.
- Do not consume alcoholic beverages or drugs before entering or while on the right-of-way.
- Stay within the first 10 feet from the roadway, do not clean beyond the 10 foot mark.

Safe Access and Parking

- If you drive to the work areas, try to carpool.
- Your cars may be parked on the right-of-way if they are parked completely off the pavement, and at least six feet from the edge of the pavement.
- Do not park in grassy areas where your vehicle's exhaust system could start a fire.
- Do not use your emergency flashers when parked.
- If you are working some distance from your vehicle, display a copy of your permit in your vehicle's windshield for Police identification. Improperly parked vehicles may be ticketed or towed by the Police.
- When you leave a work site in your vehicle, use your signals, consider the speed of the traffic and wait for an adequate gap in traffic to pull onto the pavement.

Safety When on Foot

- Exit and enter your vehicle on the side away from traffic whenever possible.
- Walk and work facing oncoming traffic wherever possible - be alert and keep an eye on traffic.
- Do not walk on the roadway, shoulders, bridges, or enter drainage facilities.
- Use caution when crossing streets. Use crosswalks and signals where available.

Safety Gear and Clothing

- We recommend safety vests and gloves whenever you are out on the roadside.
- Wear long pants and sturdy shoes or boots.
- Light-colored clothing, long-sleeved shirts and sunscreen are suggested.

Town of Apple Valley Adopt-A-Street (760) 240-7000 x 7074



TOWN OF APPLE VALLEY
**ADOPT-A-STREET RISK-ACKNOWLEDGEMENT
 AND INDIVIDUAL LIABILITY RELEASE**

MINORS (under 18 years of age)

Applicant Name: _____

Organization: _____

Date: _____

I, a participant and/or member of the above named applicant/organization Adopt-A-Street project, have read and do understand the requirements of the Adopt-A-Street Permit Application and the safety requirements attached to that permit. I acknowledge the potentially hazardous nature of the work involved and agree to abide by the terms of the permit and all applicable laws and regulations.

I do hereby release and discharge the Town of Apple Valley and its officers, agents and employees from all claims, demands and causes of action of every kind whatsoever for any damages, death, or injury which may result from my participation in the Adopt-A-Street program and my activities on or near the street right of way. I, as parent of the minor child listed below, do hereby grant my child to participate in the Adopt-A-Street program.

If I am unable to provide direct supervision of my child during the Adopt-a-Street activity, I grant permission for my child to participate under supervision of the above named applicant.

I further agree to indemnify and hold harmless the Town of Apple Valley and its officers and employees from any liability for any damages, death, or injury resulting from any negligence or willful wrongdoing on my part during my participation or my child's participation in the Adopt-A-Street program and my activities or my child's activities on or near the street right of way.

SIGNATURE	HOME ADDRESS	HOME PHONE
Minor's name:		
Parent/guardian signature:		
Minor's name:		
Parent/guardian signature:		
Minor's name:		
Parent/guardian signature:		
Minor's name:		
Parent/guardian signature:		
Minor's name:		
Parent/guardian signature:		

**All participants under the age of eighteen must have the additional signature of their parent or legal guardian
 This form must be returned to the Town's representative prior to participant's entry into the right of way.**