



## Adopt a Roadway Program

### Getting Started

### Waivers

Participant waivers must be completed and submitted to the Volunteer Coordinator prior to the first cleanup. Waivers for children under the age of 18 will need to be signed by their parent/guardian. Participants must be at least 14 years of age. You may need to distribute waivers to these people ahead of time to ensure that you have a waiver signed by each person. After each person has filled out a form, it is valid for two years. If a new person participates in a clean-up, then they still need to fill out a waiver. **All waivers need to be faxed or dropped off at City Hall, attention Volunteer Coordinator. (Fax: 503-625-5524) Waivers are available on the Adopt a Road section on the Volunteer Page of the website.**

### Schedule Cleanups

Once your application has been permitted, you will receive an email with your log-in and password information. Participants will service the road segment a minimum of four times a year. The suggested schedule is as follows:

Winter: January/February

Spring: April/May

Summer: July/August

Fall: October/November

Each quarter you are responsible for logging on to the Adopt a Road section on the City of Sherwood's website and setting up a date for your clean-up. The Adopt a Road webpage is located on the Volunteer page of the City of Sherwood's website, [www.sherwoodoregon.gov](http://www.sherwoodoregon.gov). (Departments -> Community Services -> Volunteer (in the bar at the top) -> Adopt-a-Road Log-in (on the right hand side under Volunteer) -> Click Already a volunteer? Log-in Here). You can schedule all of your clean ups at once for the entire year or one at a time, whichever is convenient for you. **Please schedule at least one week in advance.**

Please keep in mind when scheduling your group if you schedule for a Saturday shift, and need to pick up the supplies on a Friday, please "schedule" your group for the Friday as well. Also, if your group already scheduled your clean-ups for the year, you will find the dates indicated on the calendar. You will receive an automatic email reminding you when you have a cleanup in the near future.

### Pick Up Supplies

Once you have scheduled your clean up online, the Volunteer Coordinator will coordinate with the City of Sherwood Public Works Department to provide the necessary equipment you need. The morning of or the day before your event, you will need to go to Public Works and pick-up the bin containing the following:

- 2 Litter Patrol Signs
- Garbage Bags
- 12 Safety Vest (Let Events and Volunteer Coordinator know if you need more)
- Waivers sheets
- Sanitary gloves

Public Works is located at **15527 SW Willamette Street**. Office hours are 8-4:30 pm, Monday-Friday. The supplies will be put out on the right side of the building (where MOST of the cars are parked) by the dumpster.

### **Prepare Participants – Safety First!**

Please review the Safety Procedures (enclosed) with all participants every time.

### **Return Equipment**

Leave garbage bags that you have collected on the side of the road, out of the way of traffic. Public works will arrange to pick up the garbage bags.

Return equipment to Public Works.

### **Log Hours**

**After each clean-up, log-on to the Adopt A Road page on the City's website to complete the Adopt-Road Litter Removal Form. Enter in the number of volunteers, number of volunteer hours, total accumulative hours. (For example: if 5 people cleaned for 1/2hr each, then the total would be 2.5hrs) and number of trash bags collected.**

Thank you again for your participation, please feel free to call 503-625-4213 with any questions.

## Tammy Steffens

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