



Doylestown Township Adopt-A-Road

OVERVIEW

Doylestown Township's Adopt-A-Road Program is designed to remove litter and debris from roads within Doylestown Township. This program establishes partnerships with volunteer groups, local organizations and individuals to improve the quality of the roads and the environment. Doylestown Township provides guidance and equipment to foster safe and effective cleanups. Each and every participant in this program contributes to the positive appearance of the road network, the community and the environment.

Participants volunteer to remove litter along an adopted Township road for a minimum of two (2) years. The assigned routes will be one mile of road length and will be cleaned four (4) times per year.

Adopting groups may be an individual, a club, a business or group of citizens. There is no cost or fees to participate. However, the minimum age for participants is eight (8) years of age. Groups with members between the ages of eight (8) and 17 must be supervised by adults 18 years or older in the ratio of one (1) adult per four (4) participants. Warnings will be issued if the appropriate amount of clean ups are not completed/reported and will result in loss of involvement and recognition.

Each group will designate a Primary Group Coordinator who will act as the liaison between their group and Doylestown Township. The Group Coordinator will be responsible for overseeing the group and administering the agreed upon rules to the individuals in the group. The Group Coordinator will work closely with Doylestown Township's Special Projects Coordinator.

Adopting groups must notify staff of the dates of clean up two (2) weeks in advance. All clean ups will be done between the hours of 9am and 3pm to avoid unsafe conditions at dawn and dusk.

The group, individual, or business is required to re-register after two years. The group also has the right to terminate the undertaking after two years. If the group wishes to terminate before the two (2) year period is up, they must supply written notice to the Township's Special Projects Coordinator one (1) month in advance.



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425 Wells Road
Doylestown, PA 18901



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Objective

The purpose of the Doylestown Township's Adopt-A-Road Program provides citizens of the Township an opportunity to control litter and improve the appearance of the roads, community and environment.

Program in Brief

A group, individual or business may adopt a road for litter control for a minimum of two years. After two (2) years the group, individual or business must re-register to continue to participate. The group must abide by the safety rules and guidelines of the program. The Township will provide safety gear (vests and signs) but the group will be responsible to be properly equipped (clothing, water, etc.). The Township does not supply trash bags or trash bag pickup. The participant shall dispose of the trash collected and is encouraged to separate trash and recyclables. There are no fees for participation. The group will be recognized with signs on the road for the duration of their active participation. The sponsorship runs for two (2) years but if the sponsor wishes to abandon their adopted road throughout the two year period they must supply written notice one (1) month in advance.

Application Process

1. Registration form sent from Primary Group Coordinator (via mail or email) to the Special Projects Coordinator (SPC).
2. SPC ensures the road is available.
3. If road is available, SPC prepares orientation packet and mails it to the Primary Group Coordinator.

Participant Registration Process

1. Once a group has officially adopted a road, anyone who would like to participate in cleanup events on behalf of the group must complete the Individual Participant Release Form. These forms must be filled out and sent back to the Township's Special Project Coordinator.
2. The active participants shall participate in a safety training session at Doylestown Township once every 2 years. (If your group can not make it to the Township building, the Primary Group Coordinator must watch the safety video. He/she can relay the information and/or the group can watch the video on their own). Videos can be viewed on the Township website under the Adopt-A-Road Page.
3. The Group Coordinator coordinates with the Special Project Coordinator and picks up safety gear from the Township Building before the scheduled clean up date.
4. If the Public Works Department assistance is required, the Group Coordinator will communicate with the SPC and the SPC will coordinate with the Public Works Department.



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Cleanup Process

1. The group must notify the staff 2 weeks in advance of their clean up dates.
2. All the Individual Participant Release Forms must be reviewed by Group Coordinator and forwarded to the Special Projects Coordinator. Only volunteers who have filled out the Individual Participant Release Form are approved to participate in cleanups.
3. The group coordinator picks up safety gear from the Township on a scheduled date.
4. On the day of cleanup, the Group Coordinator is responsible for ensuring all participants completed an Individual Participant Release Form AND that the Work Day Sign in Sheet is completed before any work begins.
5. Groups should conduct cleanups following all safety rules and guidelines.
6. Within five days of cleanup, the Group Coordinator should send the SPC the completed Work Day Sign in Sheet. This form can be sent via mail, faxed or sent via email.

Abandonment/ Termination

The group, individual, or business has the right to terminate the undertaking after two years. If the group, individual or business wishes to terminate before the two year period is up, they must supply written notice to the Township's Special Projects Coordinator one month in advance.

Doylestown Township also has the right to terminate this undertaking at any time by providing written notice to the APPLICANT if the APPLICANT does not comply with the Terms and Conditions; if the applicants work is unsatisfactory, unsafe or if it causes conflict with traffic, or if at any time the program is suspended or discontinued.



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Doylestown Township Adopt-A-Road

REGISTRATION FORM

Program Name: Adopt-A-Road
Program Contact: Special Projects Coordinator
Email: spc@doylestownpa.org

PLEASE PRINT ALL INFORMATION

SPONSOR INFORMATION:

Name of Sponsor (Specify Organization, Group or Individual)

Mailing Address, City, State, Zip Code)

PRIMARY GROUP COORDINATOR INFORMATION:

NAME: _____

E-MAIL: _____

PHONE NUMBER: _____

LIST THE ROADS IN ORDER OF PREFERENCE TO ADOPT:

1.) _____

2.) _____

3.) _____

State Roads are not eligible for the Doylestown Township Adopt-A-Road Program. These Road include: Almshouse Road, Lower State Road, Edison-Furlong Road, Pebble Hill Roads (Sugar Bottom to Boro), Swamp Road/Route 313 Old Dublin Pike, Ferry Road, Pine Run Road, Limeklin Road (Boro to Pine Run), Sandy Ridge Road (west to Route 202), Bristol Road and Sugar Bottom Road.

I have read and agree to the terms and conditions.

I have reviewed the safety rules and guidelines.

PRIMARY GROUP COORDINATOR SIGNATURE

DATE



Doylestown Township Adopt-A-Road

Individual Participant Release Form

VOLUNTEER LIABILITY WAIVER

Program Name: Adopt-A-Road
Program Contact: Special Projects Coordinator
Email: spc@doylestownpa.org

I, the undersigned, being the volunteer involved in the adopt-a-road project put on by Doylestown Township (hereinafter referred to as the Project) or being the parents or legal guardian of such a volunteer in the Project in consideration of my or another's participation in the Project, I hereby, for myself and any volunteer for who I am a parent or legal guardian release, discharge, hold harmless, and forever acquit the Doylestown Township and their officers, agents, representatives, and employees from any and all actions, causes of action, claims or any liabilities whatsoever, known or unknown now existing or which may arise in the future, on account of or in any way related to or arising out of participation in the Project. Further, I assume all liability of any non-participants who accompany me.

PARTICIPANTS AGE (IF A MINOR) _____

PRINT NAME OF PARTICIPANT'S PARENTS OR LEGAL GAURDIAN (IF A MINOR)

SIGNATURE OF PARTICIPANT'S PARENTS OR LEGAL GAURDIAN (IF A MINOR)

PARTICIPANTS NAME (PLEASE PRINT)

DATE

SIGNATURE OF PARTICIPANT

* You must sign the liability waiver to participate.



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(215) 348-9915
FAX: (215) 348-8729

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WORK DAY SIGN IN SHEET

NAME OF SPONSOR: _____
(Specify Organization, Group or Individual)

PRIMARY GROUP COORDINATOR: _____

DATE: _____

All participants have reviewed the safety rules, guidelines and safety videos.

<u>VOLUNTEER NAME (PRINT)</u>	<u>SIGN IN (INITIAL)</u> <u>+ START TIME</u>	<u>SIGN OUT (INITIAL)</u> <u>+ STOP TIME</u>
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____
4 _____	_____	_____
5 _____	_____	_____
6 _____	_____	_____
7 _____	_____	_____
8 _____	_____	_____
9 _____	_____	_____
10 _____	_____	_____
11 _____	_____	_____
12 _____	_____	_____
13 _____	_____	_____
14 _____	_____	_____



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GROUP NAME SPECIFICATIONS

Provide group name for the sign below.

The maximum number of lines on the nameplate is three with a maximum number of 16 characters per line. The Roads Superintendent and the group must agree upon any abbreviations used.

* There shall be no business logos, commercial advertising, displayed hashtags (#), social causes or political activism or the use of events on recognition signage.

* Doylestown Township, at its cost, will provide and install permanent signs noting the Program and the applicant's name. This sign is not to be altered by the applicant in any way.

FOR EXECUTION BY THE TOWNSHIP

TOWNSHIP ROAD NAME: _____ TOWNSHIP ROAD #: _____

ROADS SUPERINTENDENT: _____ DATE: _____

*This form shall be scanned and copied for office use and records keeping purposes.



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PARTICIPATION CHECKLIST

- ✓ Registration Form completed.
- ✓ Signature of acceptance of program Overview and Safety Rules and Guidelines.
- ✓ Acceptance of the Terms and Conditions for participants in the program.
- ✓ Liability Release Forms completed and signed by each participants after safety orientation meeting. These forms are given to the Special Projects Coordinator for Township records.
- ✓ Group Sign Specifications completed and given to the Special Projects Coordinator.
- ✓ Work Day Sign In Sheet is completed and given to the Special Projects Coordinator within five (5) days before any work begins.
- ✓ Safety gear and signs are picked up from the Township before clean up event and returned after the event.



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TERMS AND CONDITIONS FOR PARTICIPATION

1. Subject to acceptance of the Terms and Conditions, Doylestown Township grants permissions to the applicant to adopt one mile of a township road for a minimum period of two (2) years beginning on the approval date of the registration form and subject to the Township's terminations rights. It will become eligible for renewal every two (2) years.
2. Doylestown Township will provide safety materials and provide links to PennDOT's safety material and videos. Videos and links are found on the Adopt-A-Road page on the Doylestown Township website at www.doylestownpa.org.
3. The applicant will conduct litter pickup at the location set forth in the application for a minimum of two (2) years, subject to at least two (2) week's advance notification to the Doylestown Township's Special Projects Coordinator. The applicant must make arrangements to pick up the safety gear provided by the Township including safety vests, gloves and "Litter Crew Ahead" signs.
4. Doylestown Township will not supply trash bags or bag pickup. The applicant must provide their own trash bags. Doylestown Township does encourage the applicant to separate trash and recyclable material.
5. The applicant shall verify each member has viewed the on-line safety materials and other guideline materials supplied by Doylestown Township. Every person participating in the litter clean-up must view the on-line safety materials provided by Doylestown Township and PennDOT. The Primary Group Coordinator must present the safety information to any potential participants. Furthermore, the applicant shall attend an on-site safety briefing at Doylestown Township. If all participants cannot attend, the Primary Group Coordinator must present the information to their group prior to each clean-up.



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TERMS AND CONDITIONS FOR PARTICIPATION

6. Doylestown Township will provide, install, and maintain the permanent signs nothing the program and the applicant's name. These signs must be approved by the Roads Superintendent and follow the group name sign specifications. Doylestown Township will replace signs as necessary due to normal wear and tear.
7. There shall be no business logos, commercial advertising, display hashtags (#), social causes or political activities or use of events on recognition signage.
8. Applicants have the right to terminate this undertaking after two (2) years. If the applicant wishes to terminate before the two (2) year period is up, written notice must be supplied to Doylestown Township's Special Projects Coordinator one month in advance. Doylestown Township also has the right to terminate an applicant if the applicant does not comply with the Terms and Conditions or if the work is unsatisfactory, unsafe, or it is causes conflict with traffic, or if at any time the program is suspended.

We look forward to working with you, and thank you for volunteering to Adopt-A-Road!



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