



**CITY OF CONCORD  
ADOPT-A-STREET PROGRAM AGREEMENT**

The City of Concord and \_\_\_\_\_ (name of business, organization, or individual) recognize the need and the desirability of litter free and visually improved streets.

The Adopt-a-Streets program has been established for community and civic organizations as well as private businesses and industry to contribute toward the effort of maintaining cleaner and more beautiful roadsides.

As indicated by their signatures on the back of this agreement, the individual participants of the named entity are aware of the nature of the work which is to be performed and have agreed to follow the City of Concord’s rules, policies, safety guidelines and instructions. If the above named entity enters into a contract with a business, organization or individual to clean the entity’s adopted street (contract service), the contract service agrees that it is aware of the nature of the work which is to be performed and has agreed to follow the City of Concord’s and the North Carolina Department of Transportation’s rules, policies, safety guidelines, safety procedures, and instructions. The individual participants agree not to hold the City of Concord, it’s officials, staff, or agents responsible for any injuries they, their employees or their agents may suffer or damages that they, their employees, or their agents may cause or suffer as a result of participation in the program and have agreed that signs bearing the group’s name shall be installed solely at the discretion of the City of Concord.

If the above named entity enters into contract with a business, organization or individual to clean its adopted section of street, it agrees to notify the Transportation Director for the City of Concord in writing within ten calendar days of agreement with contractor and acknowledges that failure to notify the Transportation Director for the City of Concord of such action may result in termination of the agreement.

The City of Concord recognizes the above named entity as the adopting organization for:

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Street Name	Street Description (point to point)
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The above named entity volunteers to pick up litter at least **once every three months** (or more if necessary) along its section of street and promote a better environment in the community. This Agreement shall be valid for a period beginning \_\_\_\_\_, 20\_\_, and ending **June 30th** \_\_\_\_\_, 20\_\_. Either the entity or the City of Concord may cancel this agreement upon 30 days written notice.

**Section Below to be Completed By Adopting Group  
ADOPTING GROUP CONTACT PERSONS**

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**Signature:** \_\_\_\_\_  
PRIMARY GROUP CONTACT PERSON

Mr.  Ms.

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Street Address                      P.O. Box No.

\_\_\_\_\_  
City                      State                      Zip Code

Home Phone: (\_\_\_\_) \_\_\_\_\_

Work Phone: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

**Signature:** \_\_\_\_\_  
SECONDARY GROUP CONTACT PERSON

Mr.  Ms.

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Street Address                      P.O. Box No.

\_\_\_\_\_  
City                      State                      Zip Code

Home Phone: (\_\_\_\_) \_\_\_\_\_

Work Phone: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

**Note: For all college or university student groups, one contact person must be group's advisor**

**This Section To Be Completed By Adopting Group:**

- Yes, We Will Recycle**
- No, We Will Not Recycle**
- A Contract Service Will Be Hired to Clean Our Adopted Street**

**PLEASE READ CAREFULLY THE SIGNATORY INSTRUCTIONS BELOW BEFORE SIGNING CONTRACT**

1. Signatures of individual group members participating in one or more litter pickups are required in the spaces provided below. No person may sign for another person.
2. A parent/guardian is required to sign for a volunteer under 18 years of age. An Adopt-A-Street Program Youth Participation Release Form which must be signed by a parent/guardian to authorize a youth's participation in the program is available.

## ADOPTING GROUP SIGNATURES

The following persons will participate in one or more litter pickups. By their signatures they agree to abide by the City of Concord's and the North Carolina Department of Transportation's rules, policies, safety guidelines and instructions and to not hold the City of Concord, it's officials, staff, or agents responsible for any injuries they may suffer or damages that they may cause or suffer as a result of participation in the Adopt-A-Street program.

**Primary Group Contact Person**

**Adopting Group Name**

\_\_\_\_\_  
**Signature** **Date**

\_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State \_\_\_\_\_  
 Phone No. (\_\_\_\_) \_\_\_\_\_

**Second Group Contact Person**

\_\_\_\_\_  
**Signature** **Date**

**Group Participant Signatures**

\_\_\_\_\_  
 Signature Date

\_\_\_\_\_  
 Signature Date

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 Signature Date

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**Approved:** \_\_\_\_\_ (for City use only)  
 Transportation Director

**Reviewed:** \_\_\_\_\_  
 City Attorney, Deputy City Attorney, or Assistant City Attorney



CITY OF CONCORD
ADOPT-A-STREET PROGRAM

YOUTH PARTICIPATION RELEASE FORM

(form may be reproduced for additional participating youths)

(Group Name)

As the parent / guardian of the minor child name below between the ages of twelve through seventeen, I hereby give permission for him/her to participate in one or more City of Concord Adopt-A-Street roadside cleanups. By my signature I release the City of Concord, its officials, staff, or agents from any liability or responsibility for any injuries or damages he/she may cause or suffer as a result of participation in the City of Concord Adopt-A-Street program.

PRINT NAME OF MINOR CHILD

RESIDENCE

PRIMARY TELEPHONE NUMBER (RESIDENCE)

TELEPHONE NUMBER (OTHER)

Signature: PARENT OR GUARDIAN

Mr. Ms.

Print Name:

Date:

Street Address P.O. Box No.

City State Zip Code

Home Phone: ( )

Work Phone: ( )

Email:

Signature: WITNESS

Mr. Ms.

Print Name:

Date:

Street Address P.O. Box No.

City State Zip Code

Home Phone: ( )

Work Phone: ( )

Email:



**ADOPT-A-STREET PROGRAM  
SAFETY PROCEDURES  
LITTER PICKUP FOR ADOPT-A-STREET VOLUNTEERS**

**Hazard Review**

**Moving Traffic  
Animals  
Slip, Trip, or Fall**

**Poisonous Plants/Insects/Snakes  
Unknown/Unlabeled Substances  
Hidden/Sharp or Broken Objects**

**Overcrowding of  
Workers**

1. Review safety rules and regulations, appropriate dress and other pre-pickup checks.
2. Park in areas that: provide safe entrance and exit of the pickup area; do not create potential conflicts with other vehicles and with equipment operating near the work area; and provide maximum protection for workers getting in and out of the vehicles.
3. Wear appropriate personal protective clothing as described in the For Your Safety section of "Safety Rules and Guidelines for Volunteers".
4. Take extra precaution to prevent heat and cold stress when working in extremely hot or cold temperatures.
5. Be aware of poisonous plants, insects, snakes, animals and animal waste products and carcasses. It is a good practice to wear long-sleeve shirts, gloves and high-top boots to protect against unforeseen hazards.
6. Be aware of routes for medical care in case of emergency. It is good practice to face oncoming traffic while on foot.
7. Be aware of loose material, tripping hazards, uneven ground and other obstructions. Do not pick up in ditches.
8. Allow ample space for each employee to work safely.
9. Place tools in a safe position so that sharp points are not exposed.
10. Be aware of hidden obstructions that may have sharp edges and broken glass, especially in grassy areas.
11. Be aware of hazardous materials and objects and notify proper authorities or your local Adopt-A-Street Coordinator.
12. Use caution when handling trash bags containing broken or sharp objects.
13. Place trash bags where they can be easily retrieved by City of Concord crews and well clear of street traffic.
14. If you dispose of your group's litter-filled bags, use proper lifting techniques when loading trash bags.

**Transportation**

Phone (704) 920-5362 • Fax (704) 795-0404



## **ADOPT-A-STREET PROGRAM SAFETY PROCEDURES LITTER PICKUP FOR ADOPT-A-STREET VOLUNTEERS**

### **All Volunteers must:**

- view the NCDOT's Adopt-A-Highway safety video prior to participation in a cleanup at <https://www.youtube.com/watch?v=doEdIuhrrzo&feature=youtu.be>
- wear an approved orange safety vest provided by the City of Concord
- park all vehicles clear of the roadway and on the same side of the street where volunteers are working
- be 12 years of age to participate in a cleanup.
- furnish adequate supervision by one or more adults 21 years of age or older for groups that have participants 12-17 years of age.
- pick up litter only during daytime hours.
- not pick up trash on the road surface and shall stay off the road at least 5-feet from the pavement edge.
- obey all safety rules and guidelines.
- conduct a safety meeting for all participants prior to each cleanup and go over Safety Rules and Guidelines for Volunteers and Safety Procedures for litter pickup.

### **For your safety:**

- wear light-colored clothing that covers arms and legs.
- wear leather shoes or boots, gloves, a hat and safety glasses.
- wear clothing that will not divert attention of motorists during cleanup activities.
- work in small groups.
- face oncoming traffic when picking up litter and look up often to ensure that no vehicle is encroaching your work area.
- stay well clear of any construction.
- stop work in inclement weather.
- during warm weather months, drink plenty of fluids – take breaks – avoid overexertion.
- during cold weather months, dress warmly with layered clothing.
- be alert for snakes, stinging insects, and poisonous plants.
- do not remove hazardous substances or dead animals (notify your Adopt-A-Street Coordinator and tell him/her the location of the material or animal).
- avoid contact with noxious weeds and areas where herbicides were applied.
- carpool to the site to reduce number of vehicles.
- use proper lifting and bending techniques.

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**Volunteers must not:**

- use or possess illegal drugs or alcohol during a cleanup.
- pick up trash on bridges, on overpasses or in tunnels.
- pick up trash on a median.
- pick up what appears to be hazardous material (notify your Adopt-A-Street Coordinator if you encounter hazardous objects or holes, guy wires, and other hidden obstacles in the ground).
- attempt to squeeze bags to make room for more trash (injuries from broken or jagged objects can result from this practice).

**In Case of Emergency:**

- have an adequate first-aid kit immediately available.
- select an emergency room/hospital and know the route from the work area to the designated place of treatment facility.
- have transportation immediately available.

**For the safety of City of Concord crews:**

- group the orange bags together and where practical place them at least 8-feet from the side of the road to make the job of collecting bags easier and safer for our City of Concord employees.



**ADOPT-A-STREET SIGN DESIGN FORM**

**Adopt-A-Street Applicant:** \_\_\_\_\_

**Agreement No.** \_\_\_\_\_

Because of space limitations on Adopt-A-Street signs, the blocks below are designed to allow both the applicant and the sign fabricator to come to an agreement that is practical and convenient.

There is a maximum allowance of 2 lines on a sign, with each line having a maximum of 12 spaces. The sign format is shown below. If the name is 12 spaces or more per line, the sign fabricator may find it necessary to use an abbreviation.

The sign fabricator will make the sign as it is written in the spaces below. Specific requests, therefore, must be discussed with your Adopt-A-Street Coordinator.

1. Enter the name of your group, as you want it to appear on the sign panel. **(ABBREVIATION MAY HAVE TO BE USED).**
2. Enter only the name of the organization, a business or person.
3. Logos, slogans, messages, dates telephone numbers, Internet addresses, etc. are not permitted on signs.
4. Use only one character per space.
5. Skip one space between each word.
6. Sign fabricator will center the lettering on the sign panel.

**(PLEASE PRINT ONE LETTER PER BOX (SPEACES AND PUNCTUATION MARKS COUNT AS ONE LETTER)).**

**Two lines with 12 spaces per line: Sign size is 24" x 10" (See Attached Example)**


Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Tele. No. \_\_\_\_\_  
 Email: \_\_\_\_\_

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 Phone (704) 920-5362 • Fax (704) 795-0404



