



City of Tybee Island 2019 Adopt-A Program

Contractual Obligations & Safety Guidelines

**Thank you for your interest in the Adopt-A Program with the City of Tybee Island!
All volunteer groups are making at least a one-year commitment and
subject to the following conditions.**

1. Any organization, business, individual, family, city, county, state or federal agency is welcome to apply for participation in the City of Tybee Island Adopt-A Program.
2. Children ages 12 and under are welcome to be a participant in litter pickup but must be supervised by one adult for every three children. Minors' **Participant/Volunteer Waiver** must include the name of the minor and the adult approving participation and signed by the child's parent or legal guardian.
3. For groups that adopt an area in which a dune(s) is located, there is to be only one designated participant from the group to enter the dune area to remove litter if necessary. The designated dune participant must be above the age of 12 years old and approved by the volunteer group leader.
4. Groups can only adopt areas considered safe and appropriate for such activities. Areas that are unsafe for volunteer litter pickup and are not eligible for adoption.
5. All participants should dress appropriately to the normal expected conditions of their area; the designated dune participant and any participant that is in a high traffic area are required to wear one of the safety vests provided by the City of Tybee. Appropriate attire/products pertaining to the environmental factors of the area should be worn/used during litter pickups (ie: bare legs and open shoes should be avoided in marsh or dune areas, baseball caps and sunglasses aid in sun protection).
6. An **Annual Agreement** and **Participant/Volunteer Waiver** must be completed and submitted by the volunteer group leader to the City of Tybee Island upon joining the Adopt-A Program and at the beginning of each calendar year. Every individual participant in litter pickups must sign the **Participant/Volunteer Waiver** provided with the **Annual Agreement**. *Any new individual participant joining subsequent pickups with a volunteer group must sign the Adopt-A Program **Pickup Report Form**, showing agreement to the City of Tybee Island **Contractual Obligations & Safety Guidelines** and **Participant/Volunteer Waiver**.*
7. An Adopt-A Program **Pickup Report Form** must be completed and returned to the City of Tybee Island as soon as possible after every pickup completion. The litter collected in the buckets by an Adopt-A group must be properly disposed of after pickup completion. Groups should recycle any recyclable items found in appropriate receptacles. The volunteer group leader should contact the City of Tybee Island immediately if the group's area contains an item that they are not able to dispose of themselves.



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8. Volunteer groups are expected to pick up their adopted areas at least once per month, for a minimum of twelve months per year. Your group may pickup your area on any date throughout the month and are welcome to pickup the area more often than the monthly requirement so long as a **Pickup Report Form** is submitted after each pickup.
9. Participants are required to wear a safety vest during litter pickups along certain designated areas. Two safety vests are provided per group at the beginning of their tenure, depending upon the number of participants that sign the initial **Participant/Volunteer Waiver** and the area adopted. Adopt-A Program groups must purchase at cost for those groups who misplace any materials provided by the City of Tybee Island.

The City of Tybee Island Will Provide:

- **Annual Agreement, Contractual Obligations & Safety Guidelines, Participant/Volunteer Waiver**, and 12 copies of the **Pickup Report Form**
- Two safety vests per group, depending upon the number of participants that have signed the initial **Participant/Volunteer Waiver** and the area the group has adopted
- Trash buckets and hand held grabbers, the number of each provided will depend on the number of participants that have signed the **Participant/Volunteer Waiver** and the area the group has adopted
- Orientation training

Note: Adopt-A Program **Annual Agreement** and **Participant/Volunteer Waiver** must be up-to-date to receive supplies for the program.

How to Get Started

Carefully read all the terms and conditions of the **Contractual Obligations & Safety Guidelines** and **Participant/Volunteer Waiver**. Organize your group and get commitments and signatures on the **Participant/Volunteer Waiver** and complete the **Annual Agreement**, submit both to Robyn Rosner in the Community Development Office at the City of Tybee Island.

How the Program Works

Each volunteer group adopts a street, park, marsh, beach crossover, beach, or other area on Tybee and agrees to remove litter from that area at least once every month for a one-year period. Your group may schedule a pickup for any day within each month.

The filled litter buckets are properly disposed of, recycling when possible, by the group immediately after the pickup and the volunteer group leader will submit a **Pickup Report Form** to Robyn Rosner at the City of Tybee Island as soon as possible by dropping off the form at City Hall or sending via mail/email. If a new volunteer participant has joined the group, s/he may sign the **Pickup Report Form**, showing agreement to the City of Tybee Island **Contractual Obligations & Safety Guidelines** and **Participant/Volunteer Waiver**.



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Agreement/Participant Waiver Conditions

- **Annual Agreement** and **Participant/Volunteer Waiver** must be completed annually and whenever a group nominates a new volunteer group leader. The volunteer group leader is the designated contact person and responsible for informing the volunteer group and participants about our agreement, waivers, obligations and safety guidelines.
- **Annual Agreement** and **Participant/Volunteer Waiver** are not transferrable.
- The City of Tybee Island or the volunteer group leader may cancel participation any time the **Annual Agreement** requirements are not met. Reasons that the City of Tybee Island might remove a group from participation in the Adopt- A Program include:
Participant/Volunteer Waivers are not submitted annually; monthly pickups are not performed; **Pickup Report Forms** are not submitted; discrepancies are noticed between the **Annual Agreement**, **Participant/Volunteer Waivers** and **Pickup Report Forms**.
- **Annual Agreement** may be temporarily suspended by the City of Tybee Island for safety reasons.

Safety Suggestions

- DO carpool to litter pick-up area
- DO keep work groups to a manageable size
- DO hold safety meeting with group prior to every litter pickup
- DO be aware of possible contact with poisonous plants, stinging insects, ants and snakes
- DO consider the possibility of any participant's known allergies prior to litter pickup
- DO make participants aware that they are working in a potentially dangerous environment
- DO NOT remove hazardous material, including hypodermic needles, animal carcasses, heavy objects, and tires
- DO NOT pick up items in construction areas
- DO NOT pick up litter during inclement weather, hours of darkness or peak traffic hours
- DO NOT allow participants to consume alcoholic beverages while participating