



**ADOPT-A-TOWN-ROAD  
APPLICATION / PERMIT**

The Town of Cedarburg (the \*Town\*) and the volunteer group (the \*Group\*) named below, recognize the need and appeal of litter-free roads. The Group is hereby applying for a permit in the Adopt-A-Town Road program.

Please complete this application and submit it to the Cedarburg Town Hall @ 1293 Washington Ave. Cedarburg, WI 53012.

Group name as it should appear on the sign (14 spaces on each of the 3 lines)


GROUP NAME	
MAILING ADDRESS	FAX #
CITY,STATE,ZIP CODE	PHONE#
CONTACT PERSON NAME	CONTACT PERSON PHONE #
MAILING ADDRESS	APPROX. # PARTICIPATING IN EACH CLEAN UP
CITY, STATE, ZIP CODE	# OF TIMES YOUR GROUP PLANS TO PICK UP (MIN. 3)

Town road section you want to adopt – List Alternate Sections in order of preference

ROAD NAME & NUMBER	FROM	TO

By Signature below, the Group acknowledges the hazardous nature of the work and agrees to the terms and conditions stated on the attached page to this form.

Signature of Authorized Group Representative – must be 18 yrs or older	DATE
TITLE	

PERMIT APPROVAL –The Town approves this permit for the Group to participate in the Adopt-A-Town Road Program for the section identified above. The Group accepts the responsibility of picking up litter on this section of roadway. The Town reserves the right to modify or cancel this permit at any time. Please notify the Town with any group information change.

Town Adopt-A-Town Road Coordinator Signature	Date	Permit#
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**A container with all the supplies needed for road clean up is available at Town Hall**

**TOWN OF CEDARBURG  
YOUR SAFETY COMES FIRST**

Welcome to Adopt-a-Town Road Program. To protect you while you're on the work site, the Town of Cedarburg has designed safety guidelines that shall be reviewed before each cleanup session:

**THINK SAFETY**

Be very careful out there	Be a member of your team
Be mentally alert	Always work in daylight
Be in good physical shape	Don't work in bad weather
Don't horse around on the worksite	

**GET ORGANIZED**

- ❖ Organize your workers into crews before you load the car pool
- ❖ There should always be an adult supervisor (crew chief) for each 5-6 workers
- ❖ Review the safety rules with all workers before proceeding to the road segment
- ❖ The crew chief shall be the safety \*watchdog\*
- ❖ The crew chief shall keep the workers together as a team
- ❖ Be prepared with a first aid kit
- ❖ Know where your nearest hospital or emergency room is located and the best route to reach it before you begin to work
- ❖ Know where the nearest telephone is located
- ❖ Know the physical condition and special needs of your crew
- ❖ Keep an adequate supply of vests, flags and trash bags

**WHAT TO WEAR**

- ❖ Always wear your safety vest
- ❖ Hiking boots or shoes with thick soles to prevent foot damage with sharp objects
- ❖ Wear work gloves
- ❖ Tall grass is the home for ticks. Make the tick's access to your body difficult. Tuck your pant cuffs into your socks/boots. Check your body for ticks as soon as possible when you get home
- ❖ If you are sensitive to the sun, bring along a cap, a long sleeve shirt and sunscreen lotion
- ❖ Leave your headset stereo/radio at home

**TRANSPORTATION**

- ❖ Carpool to your road segment to use as few vehicles as possible
- ❖ Park parallel to the road, as far off the pavement as possible before unloading your crew
- ❖ Stop and display the safety signs (at both ends of your road segment) before unloading your crew
- ❖ Park on the same side of the road that you plan to work
- ❖ Always work facing traffic
- ❖ Drive your crew to the opposite side when your crew switches sides
- ❖ Do not allow your crew to walk across the pavement

**WHEN YOU'RE ON THE SITE**

- ❖ Never work on bridges, tunnels, overpasses or steep ground
- ❖ Stay away from mowing or construction operations
- ❖ Stay off park equipment
- ❖ Stay alert for snakes, poison ivy and stinging insects
- ❖ Avoid over exertion
- ❖ Bring lots of water to drink while you work, especially on hot, humid days
- ❖ Alcoholic beverages are not permitted on the site

**HANDLING THE LITTER**

- ❖ Do not touch or pick up anything that you cannot identify. It may be a hazardous item. Instead mark the item with a flag. Hazardous materials are commonly found in closed metal containers
- ❖ Any item the group does not want to pick up should be flagged
- ❖ Don't jump or step on your trash bag to pack more in. You have lots of trash bags
- ❖ Place filled trash bags along the shoulder of the site
- ❖ Recyclable materials shall be kept separate from other trash
- ❖ When you are finished, remove your safety signs

## **TERMS AND CONDITIONS**

1. The Group and its members are to be considered as volunteers and not as officers, employees, or agents of the Town of Cedarburg. Any injuries, claims, liabilities, suits or costs thereof, whatsoever, arising from the Group or Group members' activities relating to this permit shall be sole responsibility of the Group or its individual members
2. The Group agrees to indemnify and hold harmless the Town of Cedarburg from any injury, cost, suit, liability or award arising from the issuance or exercise of this permit, or because of any adverse effect upon any person property attributed to the works of the Group
3. Participants in the Group agree to obey and abide by all laws and regulations relating to safety and such terms and conditions as may be required by the Town for special conditions that may exist on a particular adopted section
4. The Group shall pick up litter a minimum of three (3) times a year between April 1 and November 1. the Group shall not work beyond its section limits
5. The Group shall not pick up litter on medians, bridges, in tunnels, on over passes or around other structures that would pose a danger
6. The Group shall supply one adult supervisor for every 5-6 workers
7. The Group shall review the safety rules with all participants before proceeding to the road segment
8. All participants shall be at least 11 years of age or in the 8<sup>th</sup> grade. No other persons shall be present at the work site
9. All participants shall wear safety vests
10. Traffic safety signs shall be displayed properly during litter pick up. Groups shall work on only one side of the road at a time
11. When the Group encounters closed containers or items suspected to be hazardous, these items shall not be touched. Items of serious concern should be noted and reported to the Town office
12. The Group shall place filled trash bags at the designated pick up site
13. the Group shall pick up required supplies and materials from Town Hall
14. Unused materials and supplies furnished by the Town shall be returned as soon as possible after the pick up, to the town for use by other Groups
15. The Group shall submit a tentative schedule of pick up dates to the Town Hall. The Group shall not collect litter during the following holiday periods: Memorial Day extended weekend, July 3-5 and Labor Day extended weekend
16. Within 24 hours of a collection, the Group shall contact the Town of Cedarburg, Town Hall
17. The Group shall make arrangements for off road parking to the worksite if possible. All vehicles at the pick up site shall be parked at the nearest cross street if possible or as far as possible from the pavement edge when parking on the road
18. The Group may keep any recyclable materials

### THE TOWN OF CEDARBURG AGREES TO THE FOLLOWING:

1. Provide safety vests, trash bags, and traffic safety signs
2. Remove the filled trash bags as soon as possible after the pickup