

## ADOPT-A-STREET PROCEDURES FOR VOLUNTEER GROUPS

Welcome to the Metro Beautification and Environment Commission Adopt-a-Street program! This program provides a way to show pride in your community and is a great inexpensive project that generates publicity and recognition for your group's activities through the display of your group's name on the Adopt-A-Street signs along your adopted route.



The following procedures will help you organize and complete your pickup events.

- **Please review and complete the Adopt a Street Program registration at [StopLitter.Nashville.Gov](http://StopLitter.Nashville.Gov). The registration form must be completed online and approved before your first litter pickup event.**
- Schedule a date **before the first pickup event** to hold a safety briefing for your volunteer group. Each volunteer involved in picking up litter **must review** the volunteer safety guidelines, and sign a release statement certifying this.
  - Parents of children 12 to 17 years old must read the volunteer safety guidelines with their child/children, and sign the parental consent portion of the release statement. (*Tennessee law requires that parents assume the responsibility for their minor children.*)
- Contact the Metro Beautification and Environment Commission office at 615-862-8418 to schedule a time during regular weekday business hours to obtain your materials prior to your pickup event.
- Metro Beautification will provide you with volunteer safety guidelines, volunteer liability release forms, caution signage, bags, gloves and safety vests.
- Safety vests must be worn at all times during the pickup by the volunteers.
- You will be loaned two orange caution signs. These signs are required by state and federal regulations to protect the safety of workers in a work zone. A sign must be placed at the beginning and the end of your stretch of adopted roadway facing oncoming traffic during your pickup events.
- Return all Volunteer Liability Release forms to the Metro Beautification and Environment Commission Office at 750 S. 5<sup>th</sup> Street, Nashville, TN 37206 **before** your first scheduled pickup.
- **VERY IMPORTANT:** If you have new volunteers participating in subsequent pickup events, Metro Beautification requires that they read the volunteer safety guidelines and sign the liability release forms. All release forms **must** be on file in our office **before** volunteers are given permission to do litter pickup on roadways.

- **After each litter pickup event, please contact the Metro Beautification and Environment Commission office at 862-8148 so we can pick up the bags from the roadside.** At this time, **please also let us know how many bags your group picked up.** It is very important that you report to us. It allows us to keep up-to-date records of your activities and ensures that your group gets recognition for its contributions.
- Please return your materials (safety vests, any leftover litter bags, caution signs, etc.) to our warehouse within three (3) days following your pickup event.
- After your group completes its first pickup, recognition signage will be installed.
- If you have a telephone number or address change, please let us know. Also, please let us know if a new group coordinator is assigned as the contact for your group so we can keep accurate and up-to-date records of your group.