



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 sign the Adopt-A-Street Memorandum of Understanding. This MOU must be turned in to Metro Beautification and Environment Commission 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 880-3319 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. 5th 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.