

Waivers

Participant waivers must be completed and submitted to the Adopt a Roadway Coordinator prior to the first cleanup. Waivers for children under the age of 18 will need to be signed by their parent/guardian. Participants must be at least 12 years of age. You may need to distribute waivers to these people ahead of time to ensure that you have a waiver signed by each person. After each person has filled out a form, it is valid for two years. If a new person participates in a clean-up, then they still need to fill out a waiver. All waivers need to be emailed or dropped off at Maintenance and Operations, attention Adopt a Roadway Coordinator (sean.garrison@mcminnvilleoregon.gov). Waivers are available on the Adopt a Roadway section on the Operations Page of the website.

Schedule Cleanups

Once your application has been permitted, you will receive an email with your clean-up approval. Participants will service the road segment a minimum of two times a year. The suggested schedule is as follows:

Spring: April/May

Fall: October/November

Each clean-up you are responsible for contacting the Street Maintenance Adopt A Roadway Coordinator and setting up a date for your clean-up. The Adopt a Roadway Coordinator can be reached by phone at 503-434-7316 or via email at sean.garrison@mcminnvilleoregon.gov. You can schedule all of your clean ups at once for the entire year or one at a time, whichever is convenient for you. **Please schedule at least one week in advance.**

Please keep in mind when scheduling your group if you schedule for a Saturday shift, and need to pick up the supplies on a Friday, please “schedule” your group for the Friday as well. Also, if your group already scheduled your clean-ups for the year, you will find the dates indicated on the calendar. You will receive an automatic email reminding you when you have a cleanup in the near future.

Pick Up Supplies

Once you have scheduled your clean up online, the Volunteer Coordinator will coordinate with the City of McMinnville Maintenance and Operations Division to provide the necessary equipment you need. The morning of or the day before your event, you will need to go to Maintenance and Operations and pick-up the bin containing the following:

- 2 Litter Patrol Signs
- Garbage Bags
- 12 Safety Vest (Let Events and Volunteer Coordinator know if you need more)
- Waivers sheets
- Sanitary gloves
- Litter grabbers

Maintenance and Operations is located at **1900 NE Riverside Dr.** Office hours are 7:30 am-3:00 pm, Monday-Friday. The supplies will be located in the office.

Prepare Participants – Safety First!

Please review the Safety Procedures (enclosed) with all participants every time.

Return Equipment

Leave garbage bags that you have collected on the side of the road, out of the way of traffic. Public works will arrange to pick up the garbage bags.

Return equipment to Public Works Maintenance and Operations.

Log Hours

After each clean-up, please return the completed Volunteer Roster to the Adopt a Roadway Coordinator. Enter in the number of volunteer hours, total accumulative hours. (For example: if 5 people cleaned for 1/2hr each, then the total would be 2.5hrs) and number of trash bags collected.

Thank you again for your participation, please feel free to call 503-434-7316 with any questions.

Sean Garrison

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