

Stillwater Adopt-A-Site Program

As Coordinator of your organization's Adopt-A-Site project it is important that you make sure your group abides by the program requirements and safety guidelines that follow.

Each Coordinator should take a few minutes before each Meet, Greet & Clean-up to conduct a brief review of the following safety tips and your own organization's safety rules. Your safety is our number one concern. Please be alert and safety conscious at all times. If you have any questions or suggestions, please contact us.

PROGRAM REQUIREMENTS:

1. An adult supervisor, over the age of 18, must be present at all times during an Adopt-A-Site Meet, Greet & Clean-up.
2. Each group must complete at least four (4) Meet, Greet & Clean-ups during the calendar year (January 1 to December 31). In the first year, the total number of required Meet, Greet & Clean-ups will be adjusted according to the number of months remaining after the date the adoption is approved, as follows:

<u>Approval</u> <u>Date</u>	<u>Clean-ups</u> <u>Year 1</u>	<u>Approval</u> <u>Date</u>	<u>Clean-ups</u> <u>Year 1</u>
January	4	July	2
February	4	August	2
March	4	September	1
April	3	October	1
May	3	November	0
June	3	December	0

3. Stillwater Adopt-A-Site Program progress reports are to be submitted within two weeks of each Meet, Greet & Clean-up. Failure to submit the appropriate number of reports prior to December 31 of each year will constitute a breach of the agreement. If a group breaches the agreement or requests to be discontinued, the sign will be removed from the site and the area will be made available for another group to adopt. Failure to complete obligations will preclude future adoptions by your organization.
4. Each Meet, Greet & Clean-up should last a minimum of three hours. Suggested times are from 9 a.m. to noon or 1 p.m. to 4 p.m. on Saturdays. In addition to general clean up, participants will:
 - Greet recyclers, help them with their recyclable materials and distribute recycling guides.
 - Answer questions about sorting materials and note questions for SustSTW.
 - Call Allied Waste Systems if the recycling containers are full (leave message on weekends).
 - Call City of Stillwater if the grounds need maintenance (yard work, fence mending, etc.)
 - Responsibly dispose of clean-up debris.

Stillwater Adopt-A-Site Program

SAFETY GUIDELINES:

- Take as few cars as possible to the Meet, Greet & Clean-up.
- Park vehicles clear of the roadway.
- Be alert to changes in the weather and take appropriate precaution.
- Do not over exert yourself, especially on hot days.
- Do not attempt to handle hazardous substances (e.g. car batteries, pesticide containers).
- Avoid noxious weeds (e.g. poison ivy).
- Use caution as you work near any street.
- Cross streets only at crosswalks.
- Wear light colored clothing.
- Wear heavy gloves.
- Wear sturdy shoes or boots.
- Have a first aid kit on-site.
- Look out for each other.
- Have a cellular phone on hand.
- Wear high visibility safety vest when working within 10' of roadway.

ADDITIONAL ITEMS:

- Rakes or brooms (depending on whether the site grounds are gravel or asphalt).
- Trash bags, dust pans, notepad, pen, camera.
- Stillwater Recycling Guides.
- Stillwater Yard Waste Guides.

PUBLICITY SUGGESTIONS:

- Publicize pre/post event in local papers, newsletters, calendars of events, etc.
- Take photographs to accompany press releases/stories.

Questions or Problems?	Call:	Sustainable Stillwater (405) 624-1677
Site Recycling Pick-up:	Call:	Allied Waste Systems (405) 377-3880 Dispatch Office
Site Grounds Maintenance:	Call:	City of Stillwater (405) 742-8269 Sanitation
Off-site Illegal Dumping:	Call:	Payne County Environmental Enforcement Officer (405) 742-8089 Brian Henckel

THANK YOU FOR CONTRIBUTING TO THE SUCCESS OF STILLWATER'S RECYCLING PROGRAM.

Stillwater Adopt-A-Site Program
Progress Report 1 of 4

Adopt-A-Site Location: _____

Contact Person: _____

Address: _____

Phone: _____ Email: _____

Organization: _____

Meet, Greet & Clean-up Date: _____ Number of Hours: _____

Number of Volunteers:

Number of Visitors Greeted:

Number of Large Trash Bags of Debris Collected:

Drop-off Participant Questions for Sustainable Stillwater (list question and participant name/number for follow-up):

Comments (condition of site, containers, signage):

More guides are needed: Stillwater Recycling Guides Yes ____ No ____
 Stillwater Yard Waste Guides Yes ____ No ____

Signed: _____ Date: _____

*Return completed form within two weeks of the end of your project to:
Sustainable Stillwater, 2817 West 27th Avenue, Stillwater, OK 74074*

Stillwater Adopt-A-Site Program
Progress Report 2 of 4

Adopt-A-Site Location: _____

Contact Person: _____

Address: _____

Phone: _____ Email: _____

Organization: _____

Meet, Greet & Clean-up Date: _____ Number of Hours: _____

Number of Volunteers: _____

Number of Visitors Greeted: _____

Number of Large Trash Bags of Debris Collected: _____

Drop-off Participant Questions for Sustainable Stillwater (list question and participant name/number for follow-up):

Comments (condition of site, containers, signage):

More guides are needed: Stillwater Recycling Guides Yes ____ No ____
 Stillwater Yard Waste Guides Yes ____ No ____

Signed: _____ Date: _____

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Stillwater Adopt-A-Site Program
Progress Report 3 of 4

Adopt-A-Site Location: _____

Contact Person: _____

Address: _____

Phone: _____ Email: _____

Organization: _____

Meet, Greet & Clean-up Date: _____ Number of Hours: _____

Number of Volunteers: _____

Number of Visitors Greeted: _____

Number of Large Trash Bags of Debris Collected: _____

Drop-off Participant Questions for Sustainable Stillwater (list question and participant name/number for follow-up):

Comments (condition of site, containers, signage):

More guides are needed: Stillwater Recycling Guides Yes _____ No _____
 Stillwater Yard Waste Guides Yes _____ No _____

Signed: _____ Date: _____

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Stillwater Adopt-A-Site Program
Progress Report 4 of 4

Adopt-A-Site Location: _____

Contact Person: _____

Address: _____

Phone: _____ Email: _____

Organization: _____

Meet, Greet & Clean-up Date: _____ Number of Hours: _____

Number of Volunteers: _____

Number of Visitors Greeted: _____

Number of Large Trash Bags of Debris Collected: _____

Drop-off Participant Questions for Sustainable Stillwater (list question and participant name/number for follow-up):

Comments (condition of site, containers, signage):

More guides are needed: Stillwater Recycling Guides Yes ____ No ____
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