Stillwater Adopt-A-Site Program Application

The City of Stillwater and Sustainable Stillwater (SustSTW) believe that the success of the City's recycling program depends on proper preparation of recyclable materials and clean drop-off sites. To enhance the City's recycling program, and to encourage community involvement, the Stillwater Adopt-a-Site Program has been established.

By this agreement, ______ ("Applicant"), and all of its authorized participants, agree to abide by the program requirements and safety guidelines set forth by the City of Stillwater and SustSTW for the Adopt-A-Site Program.

The City of Stillwater and SustSTW recognizes Applicant as the adopting organization for the following site (select one):

□ Babcock Park parking lot, 19th Ave. & Western Rd.	□ Husband St. & Airport Rd.
Skyline Elementary, Sunrise Ave. & Grandview St.	807 S. Perkins Rd.

The Adopt-A-Site Program operates on a calendar year (Jan. 1 to Dec. 31) basis. The terms of this agreement become effective upon execution hereof and remain in effect until December 31, ______. Thereafter, this agreement is subject to annual renewal.

Applicants will be expected to complete ______"Meet, Greet & Clean-ups" before December 31, _____. Thereafter, Applicants will be expected to complete four (4) Meet, Greet & Clean-ups between January 1 and December 31, for each additional year they remain in the program. Failure to complete program obligations may preclude future adoptions by Applicant.

Applicant will not hold the City of Stillwater or SustSTW responsible for any injuries suffered or damages that occur as a result of participation in the program. The City of Stillwater and SustSTW retain the right to terminate this agreement for any reason.

Signature of Project Coordinator

Date

Signature of City Representative

Date

Organization:

Please print the name of your organization, exactly as you want it to appear on the Adopt-A-Site sign. We will try to put the full name on the sign. If we can't, we will have to shorten the name. Please indicate below the shortest reduction or abbreviation you will accept.

Abbreviated Or	ganization Name:		
Name of the Pro	oject Coordinator:		
Address: _			
Phone:	Fax:	Email:	

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>	Clean-ups	<u>Approval</u>	Clean-ups
Date	Year 1	Date	Year 1
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 S tillwater's recycling program.

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

Adopt-A-Site Location:			
Contact Person:			
Address:			
	Email:		
Organization:			
Meet, Greet & Clean-up Da	ite:	_ Number of	of Hours:
Number of Volunteers:			
Number of Visitors Greeted	1:		
Number of Large Trash Bag	gs of Debris Collected:		
Drop-off Participant Questi name/number for follow-up	ons for Sustainable Stillwater (list	a question and	d participant
Comments (condition of sit	e, containers, signage):		
More guides are needed:	Stillwater Recycling Guides	Yes	No
	Stillwater Yard Waste Guides	Yes	No
Signed:	Date:		
*	eted form within two weeks of the tillwater, 2817 West 27th Avenue,		

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

Adopt-A-Site Location:			
Contact Person:			
Address:			
	Email:		
Organization:			
Meet, Greet & Clean-up Da	ite:	_ Number of	of Hours:
Number of Volunteers:			
Number of Visitors Greeted	1:		
Number of Large Trash Bag	gs of Debris Collected:		
Drop-off Participant Questi name/number for follow-up	ons for Sustainable Stillwater (list	a question and	d participant
Comments (condition of sit	e, containers, signage):		
More guides are needed:	Stillwater Recycling Guides	Yes	No
	Stillwater Yard Waste Guides	Yes	No
Signed:	Date:		
*	eted form within two weeks of the tillwater, 2817 West 27th Avenue,		

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

Adopt-A-Site Location:			
Contact Person:			
Address:			
	Email:		
Organization:			
Meet, Greet & Clean-up Da	ite:	_ Number of	of Hours:
Number of Volunteers:			
Number of Visitors Greeted	1:		
Number of Large Trash Bag	gs of Debris Collected:		
Drop-off Participant Questi name/number for follow-up	ons for Sustainable Stillwater (list	t question an	d participant
Comments (condition of sit	e, containers, signage):		
More guides are needed:	Stillwater Recycling Guides	Yes	No
	Stillwater Yard Waste Guides	Yes	No
Signed:	Date:		
*	eted form within two weeks of the 'tillwater, 2817 West 27th Avenue,		v v

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

Adopt-A-Site Location:			
Contact Person:			
Address:			
	Email:		
Organization:			
Meet, Greet & Clean-up Da	ite:	_ Number of	of Hours:
Number of Volunteers:			
Number of Visitors Greeted	1:		
Number of Large Trash Bag	gs of Debris Collected:		
Drop-off Participant Questi name/number for follow-up	ons for Sustainable Stillwater (list	a question and	d participant
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