

Program Information

Background

The Town of East Longmeadow is excited to offer an Adopt-a-Street opportunity for our businesses and residents. Through the Adopt-A-Street and Adopt- A-Spot programs, caring citizens take part in preserving and maintaining streets throughout the Town. A wide range of community organizations, like civic groups, businesses, schools, and churches, adopt sections of road in or near their communities and remove litter from those segments at least four times a year for a minimum of one year.

The benefits are significant:

- The program serves as an educational tool against littering and contributes to the Town's commitment to create a more livable and sustainable community.
- The program helps advance tourism, development and quality of life for all of our citizens by improving the appearance of our area.
- The program saves taxpayer dollars by performing a valuable public service on a volunteer basis.

Supplies

The participants will provide their own supplies including trash bags but will have the opportunity to have litter picked up by the DPW. A recognition sign will be provided by the Town with limited funding; however, the participant may contribute funds to pay for the sign. Groups are encouraged to adopt as large an area that is manageable based on the number of volunteers in their organization committed to the task.

Recognition

Participating organizations will be recognized for their contribution through the placement of one (1) Adopt-a- Block, Adopt-a-Street, or Adopt-a-Spot sign installed at the street/area the group agrees to “adopt.” The organization may also show their participation by advertising within their establishment, (ex. signage by the cash register, or notice in the window- (subject to building codes.) The organization will also be publicly recognized annually by the Town Manager at a Town Council meeting.

Application Guidelines

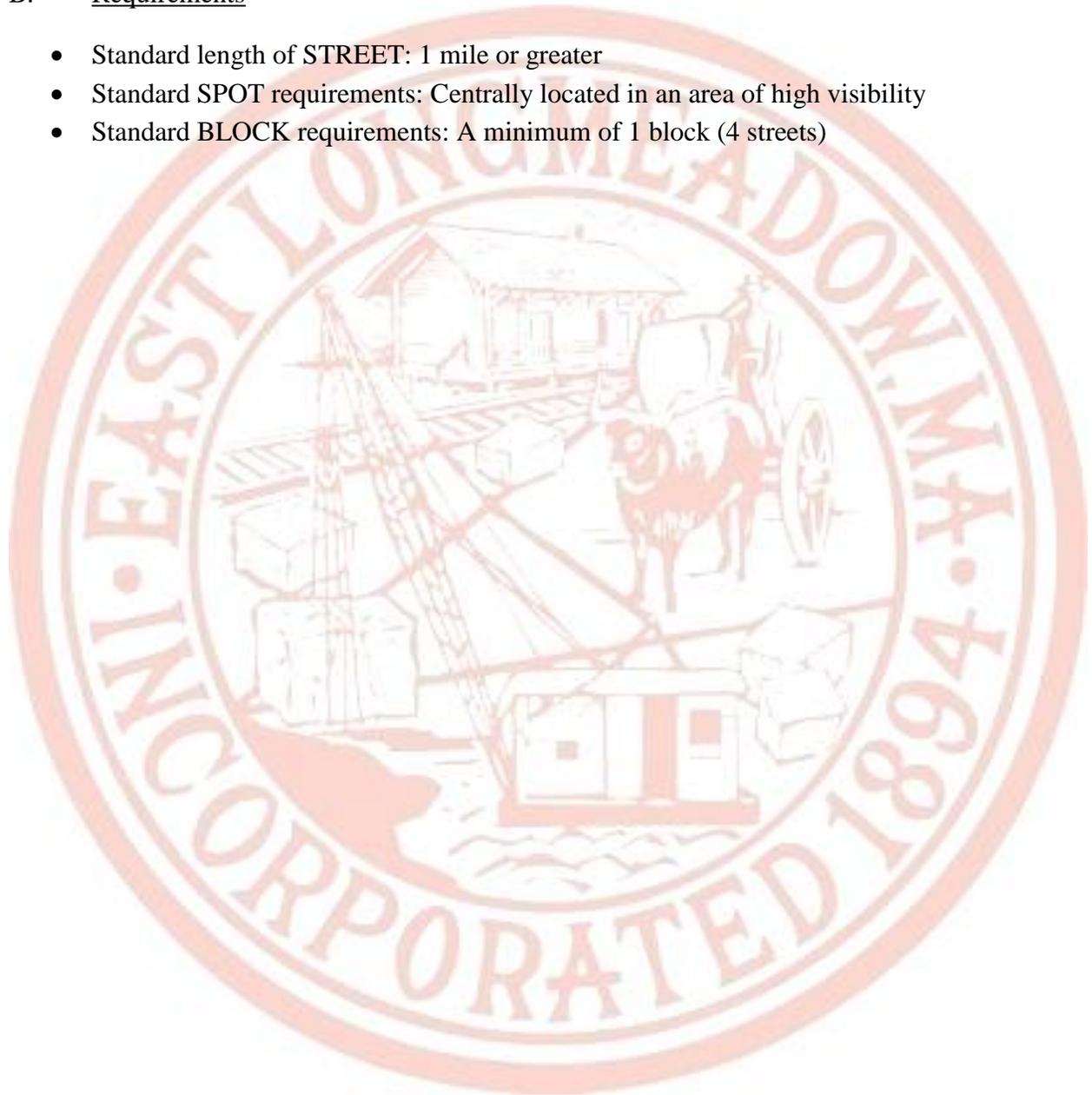
A. General

- All applications submitted **MUST** contain the exact location of the spot, street, or block and meet the requirements below.

- Participants should CALL the Health Dept 525-5400 x1106 for a current listing of priority streets, spots, and blocks available for adoption.
- Resources offered below are available to help with identification and location of the desired area. Please highlight the streets or spots.

B. Requirements

- Standard length of STREET: 1 mile or greater
- Standard SPOT requirements: Centrally located in an area of high visibility
- Standard BLOCK requirements: A minimum of 1 block (4 streets)



Adopt-A-Street Application

DATE: _____

In order to enhance the appearance of the roadsides, we request permission to:

A. Adopt-A-Street

STREET NAME: _____

FROM: _____

TO: _____ TOTALING _____ MILES.

B. Checklist

- Called Health Dept for listing of priority streets
- Attached map and highlighted street
- Street is at least 1 mile
- Have read and agree to Policies & Procedures, Frequently Asked Questions, & Safety Tips

Your Name (Please Print) _____

Signature _____

Title (If Applicable) _____

Address _____

Phone Number (Home) _____ (Work) _____

Approved: _____ Date: _____

Health Director

Adopt-A-Spot Application

DATE: _____

In order to enhance the appearance of the roadsides, we request permission to:

A. Adopt-A-Spot

SPOT LOCATION: _____

ADJACENT STREET 1: _____ ADJACENT

STREET 2: _____

B. Checklist

- Called Health Dept to secure street or spot
- Attached map and highlighted spot
- Spot is in a high visibility area
- Have read and agree to Policies & Procedures, Frequently Asked Questions, & Safety Tips

Your Name (Please Print) _____

Signature _____

Title (If Applicable) _____

Address _____

Phone Number (Home) _____ (Work) _____

Approved: _____ Date: _____

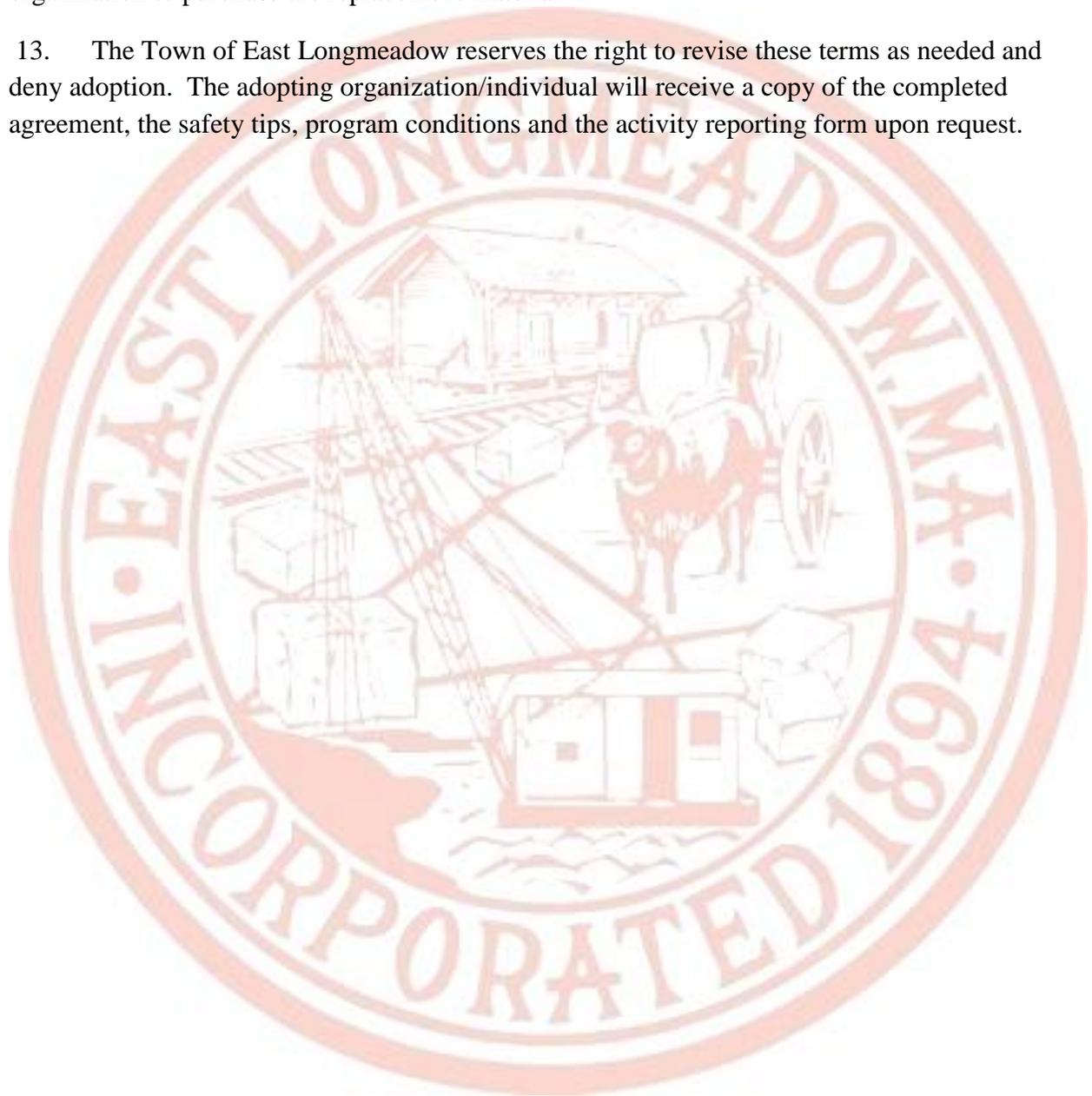
Health Director

Policies and Procedures

1. The organization shall identify a representative(s) to serve as a primary contact person.
2. The organization will complete the “Application” relating to the specific adoption.
3. The organization will complete two (2) cleanups and submit the “Activity Form” before sign installation.
4. The organization will complete the “Sign Request” form.
5. The organization will provide the Town with the dates that litter collections will be held in order to track progress. Although litter collection is normally done away from traffic, advanced notification will allow the Town to alert police and other Town officials about the activity.
6. The Town will identify with the organization specific locations where bagged litter will be placed for the Town to promptly collect and dispose of it after each collection event. Alternatively, the organization may arrange for small amounts of bagged litter to be set out for collection through the Town’s weekly residential trash collection program or at the organization or participant’s place of business.
7. Participants must follow the guidelines listed on the “Safety Guidelines.” The work of volunteers should be a positive experience, but dealing with trash and litter in public areas has risks. Safety of volunteers is crucial.
8. Reporting volunteer hours and the amount of material collected is a key part of measuring success.
9. Participants are required to adopt for a minimum of one (1) year. Litter pick up will be done on both sides of the roadway four (4) times a year, more often if necessary. Participants are encouraged to schedule two (2) of their four (4) pickups in April and October to coincide with statewide litter control cleanups and recycling month.
10. The Town recognizes the time required to volunteer for litter collection can be significant. The primary contact person must notify the Town and update the records if there is a leadership change. If the organization desires to discontinue the adoption, the primary contact person should notify the Town’s Recycling Coordinator and the agreement will be terminated.
11. Local community organizations such as civic, social or school groups and businesses will be allowed to adopt, as well as individuals 18 years or older. Groups with members less than 15 years old must be supervised by adults 18 years or older. There must be one (1) adult per eight (8) or fewer members. Each team should stay on one side of the road facing the traffic.

12. The adopting group, business, or individual shall be responsible for obtaining and paying for the signs, if the Town cannot obtain further funding. The Town will install them and perform routine maintenance, although if a sign is damaged it will be the responsibility of the adopting organization to purchase the replacement material.

13. The Town of East Longmeadow reserves the right to revise these terms as needed and deny adoption. The adopting organization/individual will receive a copy of the completed agreement, the safety tips, program conditions and the activity reporting form upon request.



Frequently Asked Questions

What are the responsibilities of an adopting organization/individual?

- The organization/individual agrees to maintain the spot/street through litter control.
- The organization agrees to maintain the grass cutting to meet city code requirements.
- Coordinate regular cleanups to maintain a litter-free site.
 - The participants may offer to purchase their recognition sign and advertise their efforts at their organization's location, subject to building codes.
- Participants will be required to adopt for a minimum of one (1) year, with at least four (4) cleanups per year.
- Participants should hold a meeting before cleanups to review safety and other guidelines.
- Participants are encouraged to separate and recycle appropriate materials for their benefit.
- After each cleanup, adopting individuals/organizations must file an activity report detailing the number of people involved, number of bags of litter picked up, how many bags of recyclable material were separated out of the litter and debris, and the hours spent on the cleanup activity. Printed forms can be provided by the Program Coordinator.

What are the responsibilities of the Town of East Longmeadow?

- The Town of East Longmeadow will supply the participants with safety information and if requested, a recognition sign. The safety materials can be picked up from the Town Hall Health Dept at 60 Center Square during normal work hours the week before the scheduled cleanup.
- Provide assistance to remove debris collected at the adopted site.
- Furnish appropriate forms for activity reports.

How the Adopt-A-Street/Adopt-A-Spot agreement can be terminated?

- The participating group or individual interferes with traffic.
- The participating group or individual is considered unsafe.
- There is clear notice of inadequate litter control or is inconsistent with the Adopt-A-Street Program.

Safety Tips

Do Not:

- Horse around or distract workers.
- Participate in a cleanup if using drugs or alcohol.
- Exert yourself.
- Pick up litter on construction sites.
- Pick up hazardous materials. Please contact the Fire Department, Public Works or Health Department to report the presence of the materials.
- Pick up litter during peak traffic times, if the designated area is a street. •
- Use power tools such as lawn mowers, tractors, chain saws, etc.

Do:

- Wear an orange/yellow safety vest if involved in the cleanup.
- Do wear light and bright colored protective clothing, as well as hard-soled shoes and work gloves. Sandals and open toe shoes should not be worn.
- Work only during daylight hours and good weather.
- Provide adult supervision for group member less than 15 years of age.
- Contact the Recycling Coordinator for any questions or concerns.

PLEASE FOLLOW THESE TIPS TO BE SURE YOUR LITTER PICKUP IS A SAFE ONE.

Activity Form

After Each Cleanup Activity Submit This Form and Return It To:

Town of East Longmeadow, Health Dept

60 Center Square

East Longmeadow, MA 01028

Office: (413)525-5400 x1108

Completed forms can also be emailed to Elizabeth.bone@eastlongmeadowma.gov

Adopting Organization/Individual _____

Adopted Location _____

(Address or Location)

Cleanup Date _____

Number of People Involved _____

Total Number of Hours _____ Total

Number of Bags of Litter _____

Recyclable Materials Collected:

(Example): # Of Bags ___ 4 ___ Pounds ___ 20 (if known) _ Recycled ___ Yes or No ___

Containers: # Of Bags _____ Pounds _____ Recycled _____

Paper/cardboard: # Of Bags _____ Pounds _____ Recycled _____

Other: # Of Bags _____ Pounds _____ Recycled _____

Totals: _____

Comments: _____

Signature: _____

Printed Name/Title: _____

Date: _____

Sign Request Form

A. Checklist

- Submitted two (2) “Activity Forms”

Your Name (Please Print) _____

Signature _____

Address _____

Phone Number (Home) _____ (Work) _____

Name to appear on sign _____

Approved: _____ Date: _____

Health Director

B. What Happens Next

- A sign will be placed with the perimeter of the adopted section.
- Only the name of the adopting group, business, or individual will be displayed on this sign.
- No slogans, logos, advertisements, or phrases will be allowed.

These signs will be the only ones used to promote this program