



Keep Pennsylvania Beautiful Adoption Program Guidelines

Welcome to **Keep Pennsylvania Beautiful Adoption Program**. The purpose of this program is to provide individuals and groups an opportunity to keep places they care about trash free. **We ask adopters to clean their adopted area at least twice a year. Community adoptions provide residents an opportunity for a community-wide cleanup once a year.** Areas eligible for adoption include:

- Locally Maintained Roadways (for state maintained roads, contact PennDOT's Adopt-A-Highway program)
- Greenways (including trails, waterways, pathways, parks, or any other space designated for recreation or land protection)
- Parking Lots
- City Blocks
- Vacant Lots
- Communities

Communities can be adopted if:

1. *A community of 5000 people or more is in compliance with Act 101, providing curbside recycling programs for its residents, or*
2. *A community of less than 5000 people offers its residents options for voluntary recycling, and*
3. *A letter of support from the local municipality is provided to Keep Pennsylvania Beautiful indicating a municipality's commitment to supply manpower, equipment, and disposal options as needed for a community-wide cleanup once/year.*
4. *Commit to one cleanup per year.*

Only areas safe for volunteers should be considered for adoption.

What You Need To Do

DESIGNATE A PRIMARY CONTACT

Whether an individual, family, business, school, structured/non-structured group, or government entity is requesting an adoption, **one individual, 18 years or older, will serve as the primary contact person.** This person will be responsible for contacting the property owner, registering the adoption, organizing litter cleanups, periodically reporting cleanup results to Keep Pennsylvania Beautiful, and communicating safety guidelines to participants the day of the cleanup(s).

GET PERMISSION FROM THE LANDOWNER OR MUNICIPALITY

After deciding on the location you would like to adopt, speak to the landowner. Landowners could be: local government, state park or forest personnel, local business owners or private landowners. **The landowner must give you permission to enter the property for the cleanup and to place a sign recognizing the adoption to be erected. If the road/area is privately owned, get permission to enter in writing from the landowner.** If you do not know who owns the land, call the tax assessor's office in your county.

SELECT A DATE FOR YOUR LITTER CLEANUP

Schedule your litter cleanup(s) keeping in mind weather, traffic patterns, visibility, and convenience. Always pay close attention to the safety of the volunteers. It is a good idea to select a second date as a backup.

REGISTER YOUR ADOPTION WITH KEEP PENNSYLVANIA BEAUTIFUL

Once you have permission from the landowner and have chosen a date to clean up your area, **register your adoption** by returning the attached registration form by mail or fax.

It is important to note that for insurance liability purposes adoptions must be registered with Keep Pennsylvania Beautiful. Unregistered adoptions will not be considered a Keep Pennsylvania Beautiful event and WILL NOT be covered under Keep Pennsylvania Beautiful general liability insurance.

DETERMINE THE SUPPLIES AND SERVICES NEEDED

Once your adoption location has been registered, determine supplies and services you will need for your litter cleanups and identify potential partners who can help.

Supplies and services include:

- Fluorescent color safety vests
- Garbage bags
- Trash pick-up and/or disposal
- Work gloves
- "Work Crew Ahead" signs (for road cleanups)
- Drinking water

Potential partners include:

- Local waste haulers, landfills, and transfer stations
- Local municipal officials
- County recycling coordinator
- PennDOT
- Hardware or home supply store
- Local convenience stores and grocery stores

BE CERTAIN VOLUNTEER RELEASE FORMS ARE SIGNED

Be certain that all participants sign a **volunteer release form** (provided) and parents of participants under the age of 18 sign a **parental consent form** (provided). We recommend an **adult to child ratio of 1 to 8**. The Primary Contact should keep signed forms on file. *Volunteer release forms and parental consent forms are also available on our website.*

MAKE SAFETY A TOP PRIORITY

Keep Pennsylvania Beautiful places the highest priority on safety of both volunteers and the public. Cleanups can be hazardous and common sense should be used at all times. Things to consider and communicate to all that will be participating in the litter cleanup(s) include:

- Wear a long sleeve shirt, long pants, sturdy soled shoes, and work gloves.
- If working along a roadway, face oncoming traffic and wear a fluorescent colored safety vest or bright colored clothing and work on one side of the road at a time.
- Be careful when handling broken glass and other sharp objects.
- Always have a first aid kit and make sure that everyone knows its location.

Do not remove known hazards such as chemicals, hypodermic needles, or propane tanks. If something looks unsafe, it probably is – contact your local authorities and report the situation. **Visit our website for additional safety guidelines.**

REPORT YOUR RESULTS TO KEEP PENNSYLVANIA BEAUTIFUL

Keep Pennsylvania Beautiful adoptions require a minimum of two cleanups a year with the exception of community cleanups that require a community wide cleanup once a year. After the cleanup, arrange for the collected trash to be disposed of properly and **report the amount of trash collected to Keep Pennsylvania Beautiful**. If you cleanup your adopted area more frequently than twice a year, you can report the amount of trash collected after each cleanup or keep track of the information and report to Keep Pennsylvania Beautiful twice a year. **To report cleanup results fill out and mail or fax the reporting form provided.** *Adoption Cleanup Reporting Forms are also available on our website.*

Optional: If possible, provide the names and contact information of the cleanup participants. This information is used for volunteer recognition purposes.

REQUEST YOUR RECOGNITION SIGNS

Keep Pennsylvania Beautiful provides up to two recognition signs for an adoption, but the municipality or landowner will determine the placement of the signs and needs to be willing to provide a sign post and erect the signs. Order your signs by completing the form provided and fax or mail to Keep Pennsylvania Beautiful. **Signs will be shipped directly to the municipality or landowner.** *Adoption Sign Order Forms are also available on our website.*

DISCONTINUING YOUR ADOPTION

The adoption individual/group or Keep Pennsylvania Beautiful can terminate the adoption at any time. If you wish to terminate your adoption, please contact us and we will arrange to have the adoption signs removed.

KEEP PENNSYLVANIA BEAUTIFUL CONTACT INFORMATION

Mailing Address: Keep Pennsylvania Beautiful - Adoptions
105 West Fourth Street
Greensburg, PA 15601

Web Address: www.keppabeautiful.org

E-mail: Stephanie Larson at slarson@keppabeautiful.org

Phone: 724-836-4121 ext. 104

Fax: 724-836-1980



Empowering Pennsylvanians to make
our communities clean and *Beautiful.*