



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.** 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

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.

REGISTER YOUR ADOPTION WITH KEEP PENNSYLVANIA BEAUTIFUL

Once you have permission from the landowner, **register your adoption** by completing the Adoption Registration form and submitting it to Keep Pennsylvania Beautiful. Contact information can be found at the end of this document.

It is important to note that for insurance liability purposes adoptions must be registered with Keep Pennsylvania Beautiful before any cleanup occurs. 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

Cleanup supplies (gloves, bags and vests) can be obtained by registering your spring cleanup annually with the **Great American Cleanup of PA (March 1 through May 31)** at www.gacofpa.org.

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

SELECT A DATE FOR YOUR LITTER CLEANUP

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

BE CERTAIN VOLUNTEER RELEASE FORMS ARE SIGNED

Be certain that all participants sign a **volunteer release form** and parents of participants under the age of 18 sign a **parental consent form**. We recommend an **adult to child ratio of 1 to 8 and no one under the age of 12 work along busy roads or intersections**. Completed forms should be forwarded to the Keep Pennsylvania Beautiful office. Volunteer release forms and parental consent forms are available on our website - <http://www.keeppabeautiful.org/keep-it/adoption-program/adoption-forms/>.

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.
 - If deemed necessary, safety signs may be available to borrow from your local municipality to warn motorists of cleanup work.
- 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. After the cleanup, arrange for the collected trash to be disposed of properly and **report the amount of trash collected to Keep Pennsylvania Beautiful. To report cleanup results go to**

<http://www.keppabeautiful.org/keep-pennsylvania-beautiful-get-involved/>.

Adoption Cleanup Reporting Forms are also available on our website.

REQUEST YOUR RECOGNITION SIGNS

Keep Pennsylvania Beautiful provides one recognition sign 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 sign. **Signs will be shipped directly to the municipality or landowner for installation.** *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.

ADOPTION FORMS – SAFETY GUIDELINES, VOLUNTEER WAIVER FORMS

Visit <http://www.keppabeautiful.org/keep-it/adoption-program/adoption-forms/>

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

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