



Adopt A Mile

Leader's Guide





Adopt A Mile PROCEDURES

- ✓ Pick a date to clean your mile.
- ✓ Have every member of your group sign a Hold Harmless Agreement to be kept on file at the Town Hall. Copies can be made from the Agreement in this guide or are available at the Town Hall.
- ✓ Call Ashley Lanham, phone 966-7057, at least 72 hours prior to schedule a date you would like to pick up the equipment to arrange checkout of supplies and safety equipment. ***Supplies are limited. Call early to reserve your date.***
- ✓ You will receive safety cones, safety vests, trash bags and a video from the Tennessee Department of Transportation outlining proper safety procedures. The video must be shown at your safety meeting before the first scheduled cleanup by your organization.
- ✓ Pick up of equipment is at the Farragut Town Hall, 11408 Municipal Center Dr., across the street from the Post Office. Town Hall hours are 8 a.m. to 5 p.m., Monday through Friday.
- ✓ Arrange a meeting place and car pool to your Adopt A Mile location on your cleanup date.
- ✓ Observe safety rules during your cleanup. Use gloves and avoid any dangerous and/or hazardous materials.
- ✓ Leave the filled garbage bags on the side of the road. Please make sure to set them off the road. We do not want a car to hit them and ruin your cleanup efforts.
- ✓ Please notify the Town Hall that you have completed your pick up. The Town's public works crew will dispose of your garbage bags as soon as possible. (Usually the same day or the next day).
- ✓ Return your safety equipment and unused trash bags to the Town Hall within 72 hours during Town Hall hours listed above.



Adopt A Mile **SAFETY RULES FOR ORGANIZATIONS**

- Hold a safety meeting before each pickup to review the safety rules.
- Wear safety vests on the outside of clothing, gloves, leather shoes or boots, long sleeves, hats and light colored clothing.
- Car pool to minimize the number of vehicles at the site. Park off the road.
- Place safety cones at the beginning and end of each work area. Do not place cones on the road and do not stop or detour traffic.
- Work in pairs. Each pair should be with a working group of 4 to 6 people.
- Always face oncoming traffic.
- Work only during daylight hours.
- Do not pick up during peak travel times.
- Stay clear of construction areas.
- Do not pick up items from the pavement or a median.
- Pick up items in the right-of-way only (usually indicated by the placement of utility poles).
- Do not work in inclement weather.
- Avoid overexertion. Take breaks.
- Do not remove hazardous materials. Please note the existence of any materials not suitable for pickup and notify the Town of Farragut when returning equipment.



Adopt A Mile
ORGANIZATION INFORMATION

Date of Application _____

Organization Name _____

Adopt A Mile Coordinator _____

Mailing Address _____

City/Zip Code _____

Daytime Phone _____

Email _____

Name of Desired Adopt A Mile Road _____

Name to appear on Adopt A Mile signs. Leave space between words. (The Town reserves the right to abbreviate or change where necessary).

Please return all forms to:

Ashley Lanham
Administrative Assistant
Town of Farragut
11408 Municipal Center Dr.
Farragut, TN 37934
Fax # 675-2096

For Town of Farragut Use Only

Contract Start Date _____

Contract End Date _____



Adopt A Mile
HOLD HARMLESS AGREEMENT

My signature below indicates that I acknowledge the fact that working in the area of roads can be a hazardous activity, and that I accept the risks associated with this work. Furthermore, I do hereby release and hold harmless the Town of Farragut, its officers and employees, from any and all liability are based upon allegations of negligence.

I agree that the work being done is voluntary and not directed by the Town of Farragut. The Town of Farragut assumes no duty or responsibility in the event of injury or damage to person or property.

This statement shall continue in force until such time as I revoke it.

Group Name _____

Signature _____

Print Name _____

Date _____

Volunteers under age 18 are required to have parental consent from both parents.
Please sign below.

Parent or Guardian signature _____

Parent or Guardian signature _____

Print Name(s) _____

Date _____



Adopt A Mile
STATEMENT OF UNDERSTANDING

The Town of Farragut is grateful to have _____
(organization/group name)
become a part of the Town's Adopt A Mile program. Your participation with this program will help Farragut become an even cleaner community in which to live, work and play.
_____ (hereafter called the "Organization") has expressed a desire to perform litter pickup on _____ beginning at _____ and ending at _____.

In consideration of the mutual benefits to be derived, the parties agree to the following:

The Town of Farragut agrees to provide the Organization:

- List of safety rules.
- Safety vests, traffic cones and trash bags.
- Removal of filled trash bags from the side of the road on the next regular workday.
- Two Adopt A Mile recognition signs with the organizations name after the completion of the first pickup. Wording, abbreviation, etc. will be at the discretion of Town staff. The signs will be placed at a safe area within the adopted mile in each direction.

The Organization agrees that it will provide the following:

- Each member must sign a Hold Harmless Agreement, which must be on file with the Town of Farragut *prior* to the first cleanup. Participants ages 11 to 17 must be supervised by at least one adult.
- Adopt a mile section of road for a minimum of two years.
- Cleanup at least four times a year, one time each quarter. Groups may clean their area more often, is so desired. If the Organization misses one quarter, they will be expected to schedule a cleanup within the first month of the next quarter along with the regularly scheduled cleanup for the quarter. The contract will become void and the signage removed if the Organization does not comply with these regulations.
- Require workers to listen to safety rules at the beginning of each cleanup.

- Each participant must wear safety vests and work within the safety area defined by the cones. Traffic cannot be stopped during a cleanup.
- Obtain required supplies of vests, traffic cones and trash bags by calling Ashley Lanham in the Parks and Leisure Services Department at least 78 hours in advance. You may pick up your supplies during the Town Hall’s regular business hours, Monday through Friday, 8 a.m. to 5 p.m.
- Return vests, traffic cones and unused trash bags to the Town Hall within 72 hours of your scheduled pick up.
- Be aware of the hazardous nature of the work. The Organization recognized and agrees that the work being done is voluntary and not directed by the Town of Farragut. The Town assumes no duty or responsibility in the event of injury or damage to person or property.
- Organizations may choose to separate items for recycling and cash them in for the Organization’s benefit at a local recycling center.

By signing below, I acknowledge that I understand and/or have informed the organization that will be performing the functions of the Adopt a Mile program of the terms and conditions spelled out herein upon which the Town of Farragut; and that I and/or the members of the organization have agreed to those terms and conditions and authorized me to sign on their behalf.

By signing below, I and/or those in my organization agree that no person in the United States shall, on the grounds of race, color, national origin or disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance.

By signing below, I and/or those in my organization agree that they will report any accidents, incidents or deficiencies with the physical facility during the event to the Town of Farragut staff person on duty or if staff is not present, will report the accident, incident or deficiency within 24 hours to Janet Curry at the Farragut Town Hall, 865-966-7057.

Name of Organization Date

Authorized Signature of Organization Date

Town of Farragut Administrative Assistant Date



Adopt A Mile
THINGS TO REMEMBER

Please remember these agreements...

- This contract is for 2 years.
- Organizations agree to cleanup their mile at least four times a year – once each quarter. (You may clean more often, if so desired.)
- Organization name signs will be ordered by the Town of Farragut after the Organization has completed the first cleanup.
- Safety vests must be worn during cleanup, and signs and traffic cones must be in place.
- Participants must be 11 years of age and over. Adults must supervise groups under the age of 18.

Adopt A Mile/Greenway volunteers should not pick up any hazardous materials including needles, broken glass, etc. Please use this form to notify Town staff.



TOWN OF FARRAGUT

Adopt A Mile/Greenway

Hazardous Material and Pickup Reply Form

Contact Name and Organization: _____

Contact Number: _____

Date of Equipment Pick-up: _____

Date of Trash Pick-up: _____

Policy: Please list the exact location of hazardous materials (glass, needles, etc.) Please describe in detail any items that may be dangerous and need to be addressed by Town of Farragut staff.

Do you want bags picked up on roadside? Please check yes or no.

Yes ____ No ____

(If you have answered no, then you are responsible for disposing of the trash yourself.)

Please feel free to call if you may have any problems or concerns. You can reach me at 966-7057 or email at alanham@townoffarragut.org. Thank you again for your participation.

Please attach this sheet to the equipment bucket and return to the Farragut Town Hall.