



Volunteer Agreement & Code of Conduct

The Town of Warwick Department of Public Works, herein after called the "DPW" and _____, hereinafter called the "Volunteer Group", are entering into this Agreement to permit the Volunteer Group to contribute toward the effort to control litter and enhance roadside and neighborhood appearance. The DPW does hereby authorize the Volunteer Group to participate in the **ADOPT-A-ROAD Program** by picking up litter, and conducting other enhancement work if specified, within the assigned section of road. By signature below, the Volunteer Group Leader acknowledges awareness that the safety of volunteers is of primary importance and agrees to the following terms and conditions.

The Volunteer Group does hereby agree to:

1. Pick up litter a minimum of two times per year for a period of three years. Additional cleanups may be done as necessary to maintain a neat appearance.
2. Reserve safety kits containing clean-up supplies and materials from the ADOPT-A-ROAD program staff two weeks in advance of the clean up and pick-up the kits during regular business hours.
3. Conduct activities with safety in mind and any other conditions that may be required by the DPW.
4. Instruct each volunteer in the "ADOPT-A-ROAD Safety Rules" before participating in roadside activities.
5. Ensure that each volunteer signs a Volunteer Informed Consent/Release form prior to their participation in each cleanup.
6. Leave filled trash bags by the roadside for pickup and disposal by the DPW and provide the ADOPT-A-ROAD program staff with the specific location of the filled trash bags.
7. Treat other volunteers, members of the public, and Town employees with respect and dignity.
8. Provide the DPW copies of the Completion Form and Consent/Release agreement with names and signatures of individual Volunteers in the cleanup within seven calendar days following each and every clean-up activity.
9. Return to the DPW in good condition the safety kits, advance warning signs and unused trash bags furnished by the DPW within two business days following each use. Abstain from use of Town equipment/resources for personal use.
10. Report any injuries incurred by volunteers during cleanup activities to the ADOPT-A-ROAD program staff within two working days of the injury.
11. Adhere to all Town rules and policies (including the Workplace Violence Prevention Policy, Nondiscrimination and Anti-Harassment Policy and Procedures, and the Town Code of Ethics) and comply with all federal, state and local laws.
12. Not to accept tips, meals, or otherwise accept payment for volunteer work or use the volunteer position to obtain special consideration of any type.

If, in the sole judgment of the DPW, the Volunteer Group is not meeting the terms and conditions of this agreement, the DPW may terminate the adoption Agreement immediately and remove the group's ADOPT-A-ROAD signs.

The DPW does hereby agree to:

1. Provide a list of safety rules to the Volunteer Group Leader prior to the first cleanup.
2. Furnish the Volunteer Group with safety equipment and trash bags for Volunteers to use during cleanup activities.
3. Remove the filled trash bags.
4. Assist the Volunteer Group, in cleaning up litter and/or debris under unusual circumstances (i.e., when large, heavy, or hazardous items are found).
5. Furnish and install an ADOPT-A-ROAD sign(s) with the Volunteer Group name or acronym displayed at the assigned area following completion of the first clean-up event.
6. Coordinate, at its discretion, publicity efforts with the Volunteer Group to solicit local media coverage.

Other Considerations, Terms, and Conditions:

Volunteers shall be 18 years of age or older unless prior approval is granted by the DPW as indicated below.

Minors age ____ and above may participate in clean-up events: _____ YES _____ NO

If participation of minors is approved, one supervising adult must be present for every four minors during cleanup events.

It is recommended that the Volunteer Group have at least one person on the crew with a valid First Aid Card during Clean-up activities.

It is also recommended that the Volunteer Group have a cellular phone or radio on site in case of emergency.

Recycling is an accepted and encouraged activity. Volunteer groups are responsible for taking recyclable materials to transfer stations.

The Department is authorized to suspend this Agreement temporarily if road maintenance and/or construction is required within the limits of the assigned area. Once these activities have been completed the Volunteer Group will be notified and the Agreement restored.

This Agreement is not assignable or transferable, either in whole or in part.

The term of this Agreement shall commence on: _____, and shall be renewed every three years unless terminated by the DPW or the Volunteer Group. Upon termination of this Agreement, the ADOPT-A-ROAD sign(s) shall be removed and remain the property of the DPW.

VOLUNTEER GROUP INFORMED CONSENT/RELEASE:

On behalf of _____, Volunteer Group, I have read the terms and conditions for participation and reviewed the ADOPT-A-ROAD safety rules, and I agree and acknowledge the following:

- 1) Volunteers in this program are under the control and supervision of our group and not Town of Warwick. Our organization will evaluate all Volunteers to determine that they are suitably responsible individuals who will abide by the ADOPT-A-ROAD Safety Rules and use due care and caution while participating in this cleanup program.
- 2) Each Volunteer will be instructed in the ADOPT-A-ROAD safety rules prior to participation in the program.
- 3) The Volunteer Group Leader will conduct a safety briefing for all volunteers prior to each cleanup event.
- 4) Volunteers recognize that this program will expose them to traffic along roadways, as well as other potential hazards. It is the Volunteer Group's responsibility to provide the DPW with a copy of the ADOPT-A-ROAD Volunteer Informed Consent/ Release form with names and signatures of individual Volunteers (or parent/guardian) in the cleanup within seven days following each and every work activity.
- 5) The Volunteer Group and its volunteers, collectively and individually, agree to release and forever discharge Town of Warwick, its officers and employees from all claims, action, or damages of every kind and description which may accrue to or be suffered by any volunteer by reason of their participation in the ADOPT-A-ROAD Program or any of its activities in which they participate.

I CERTIFY THAT I AM AUTHORIZED TO SIGN THIS AGREEMENT ON BEHALF OF OUR VOLUNTEER GROUP, AND CONSENT TO ITS TERMS.

VOLUNTEER GROUP LEADER

TOWN OF WARWICK

Signature Date

Signature Date

Print Name

Print Name

Organization

Town of Warwick Department of Public Works

Organization