

ADOPT-A-STREET  
APPLICATION AND INFORMATION  
PACKET



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# Adopt-a-Street Program Application

## **I. APPLICANT INFORMATION**

Volunteer Group\* Name: \_\_\_\_\_

Representative\*\* Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Representative Phone: \_\_\_\_\_

Representative E-Mail: \_\_\_\_\_

\* The Volunteer Group can consist of a group of individuals, youth organization, business (large and small), civic and non-profit organization, religious group, fraternity, sorority, schools, etc.

\*\*The Representative is a person lawfully authorized to act on behalf of the organization/Volunteer Group and designated by the group as the only contact for the City on all matters related to the Program.

## **II. PROPOSED LOCATION & LANGUAGE FOR THE "ADOPT-A-STREET" SIGN**

Prior to completing this Section II, contact the City's Program Coordinator (520) 723-6077 to: (1) verify whether your desired Street Section is available, and (2) submit your proposed language for the Volunteer Recognition Sign.

### ***Proposed Street Section***

Only 1-2 mile sections of a major and collector street will be considered by the City.

Street Name: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

### ***Proposed Language for the Adopt-a-Street Program Volunteer Recognition Sign***

Only two lines of text are permitted with a maximum of fourteen characters per line. There are four options for the language on the Volunteer Recognition Sign:

- Option 1: The name of the entity.
- Option 2: The name of an individual.
- Option 3: The phrase "Friends of ... (name).
- Option 4: The phrase "Family of ... (name).

Line 1: \_\_\_\_\_ (max. 14 characters)

Line 2: \_\_\_\_\_ (max. 14 characters)

### **III. APPLICATION REQUIREMENTS AND SUBMITTAL INSTRUCTIONS**

1. The Representative must review this Application, which includes the attached Agreement (Appendix A), the Participant Agreement & Waiver (Exhibit 1), the Program Information (Exhibit 1), the Terms & Conditions (Exhibit 3), and the Attendance Form and Activity Report (Exhibit 4).
2. As part of the application process, the Representative must submit the following to the City:
  - i. One (1) completed Application, which is signed by the Representative;
  - ii. One (1) Agreement (Appendix A), which is signed by the Representative;
  - iii. Participant Waiver forms (Exhibit 1), which are signed by *each* person who will participate at a Pickup Event, including Representative; and,

The above must be submitted in person or by mail to:

City of Coolidge  
Adopt-a-Street Program  
131 W. Pinkley Ave.  
Coolidge, Arizona 85128

### **IV. SIGNATURE**

The Representative named below represents that he/she is legally authorized to act on behalf of the Volunteer Group named in this Application, which includes the authority to submit this Application on behalf of said Volunteer Group.

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Representative Name

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Representative Signature

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Date

## Agreement (Appendix A)

THIS ADOPT-A-STREET AGREEMENT ("Agreement") is made and entered into this day of \_\_\_\_\_, 20\_\_\_\_, by and between the City of Coolidge (the "City") and \_\_\_\_\_ (the "Volunteer Group").

- A. The City adopted an Adopt-a-Street Program ("Program"), a description of which is contained in the attached Exhibit 1, which is incorporated herein by this reference.
- B. The purpose of the Program is to enable community members to participate in enhancing the overall appearance of Coolidge streets by volunteering to pick up trash, litter, and weeds from designated sections of roadway frontage at least four times per year for a minimum of two years (at least one clean up every three months).
- C. The Volunteer Group desires to adopt a Street Section as part of the Program (the "Street Section").

### I. Definitions:

As used in this Agreement, the terms below shall be defined as follows:

- (1) "Representative" shall mean the person authorized by Volunteer Group to sign this Agreement on behalf of the Volunteer Group. The Representative shall be the only contact for the City on all matters related to the Program, unless the City agrees otherwise.
- (2) "Participant" shall mean all individuals that participate in the Program in any way (including the Representative), and the personal representatives, assigns, heirs, and next of kin of said individuals. No person under the age of 10 shall be a Participant or present at a Pickup Event.
- (3) "Trash" shall mean trash, litter, debris, and weeds located along the Street Section.
- (4) "Pickup Event" shall mean a one-day event when The Volunteer Group picks up Trash along the Street Section and places such Trash in bags. Pickup Events shall occur during daylight hours and clear visibility weather conditions only.
- (5) "Releasees" shall mean the City of Coolidge and its officers, past and present employees, agents, representatives, successors and assigns.

II. Term, Renewal, Termination: The Agreement between the Volunteer Group and the City shall be effective for two (2) years upon execution by both parties, unless earlier terminated as provided herein. Following this two (2) year term, the City may renew the Agreement if it determines the Volunteer Group maintained its Street Section as required. The City shall have the right to terminate this Agreement at any time.

### III. General:

- (1) No Participant shall consume or be under the influence of alcohol or drugs while participating in the Program.
- (2) Participants ages 10-17 must be supervised by an adult Participant and have parental consent to participate in the Program.
- (3) No Participant shall wear headphones during the Pickup Event.
- (4) The City may impose additional terms and conditions as needed.
- (5) The City may discontinue the Program at any time.

### II. Volunteer Group Obligations:

- (1) The Volunteer Group agrees to conduct at least four (4) Pickup Events per year, for a period of two (2) years, in accordance with the terms and conditions of this Agreement and the attached Exhibit 1, Exhibit 2, Exhibit 3, and Exhibit 4, which are attached hereto and incorporated herein by this reference.
- (2) The Volunteer Group agrees to submit to the City its Application.
- (3) When maintaining the Street Section, the Volunteer Group agrees to comply with all laws and regulations, including but not limited to the City of Coolidge Code and the attached Program Terms & Conditions, a copy of which is attached and incorporated herein as Exhibit 2. The City shall have the right to prohibit

participation should the Volunteer fail to supervise its Participant in such a way that seriously endangers the safety of others, causes damage to any property or person, or harms the reputation of the Program.

- (4) The Volunteer Group shall be responsible for providing each Participant with the Participant Waiver in the form attached hereto and incorporated herein as Exhibit 3. Each Participant shall review and sign the Participant Waiver. The Participant Waiver must be signed by the parent or legal guardian of a minor Participant (ages 10-17). The Representative shall deliver all the signed Participant Waivers to the City prior to conducting any Pickup Event.
- (5) Prior to any work along Street Section on the day of the Pickup Event, each Participant shall also review and sign the Attendance Form and Activity Report, a copy of which is attached and incorporated herein as Exhibit 4;
- (6) At least two (2) weeks prior to its proposed Pickup Event date, the Representative must contact the City to schedule the date and time of the Pickup Event with the City. The City shall have the discretion to approve or deny the proposed date and time.
- (7) The Representative must provide the City at least two (2) weeks' prior notice when requesting trash bags for a Pickup Event, and when requesting City collection of the bags filled with Trash.
- (8) Participants must wear the safety vests at all times during the Pickup Event. The City can provide safety vests to Participants, if requested by the Representative at least 2 weeks prior to the Pick-up event. The Representative is responsible for inspecting Participants' vests for defects and appropriate sizing prior to the vest being worn.
- (9) The Volunteer Group shall be responsible to ensure that no person under the age of 10 is present at the Pickup Event.
- (10) A liability insurance certificate will not be required when Pick Up is performed by volunteers only.

### III. City Obligations:

- (1) Subject to availability, the City agrees to provide trash bags to the Volunteer Group if requested by the Representative at least 2 weeks prior to the Pickup Event.
- (2) The City will provide for the collection of trash bags upon two (2) weeks' prior notice by the Representative.
- (3) The City will provide safety vests if requested by the Representative at least 2 weeks prior to the Pickup Event.
- (4) Following the successful completion of the Pickup Event and during the remainder of the term of this Agreement, the City will be responsible for the purchase, placement, and maintenance of the Volunteer Recognition Signs. The Volunteer Recognition Signs will recognize the Volunteer Group for its participation in the Program. The City reserves the right to edit and approve the wording of the Volunteer Recognition Signs. If a Volunteer Recognition Sign requires repair or replacement due to vandalism or other damage, the Volunteer Group will have the option to pay for its repair or replacement. If the Volunteer Group decides not to pay for its repair or replacement, the City will not repair or replace the Volunteer Recognition Sign.

IV. Waiver, Release, and Indemnification: Volunteer Group does hereby release and forever discharge and hold harmless Releasees from any and all liability and claims, demands, rights of action, or actions, of whatever kind of nature, either in law or equity, which arise or may hereafter arise from the activities of the Volunteer Group and/or its Participants related to the Program. The Volunteer Group understands and acknowledges that the execution of this Release discharges and will discharge City from any liability or claim that the Volunteer Group and/or its Participants may have against the City with respect to any bodily injuries, personal injuries, illnesses, death, or property damage which may result from the activities of the Volunteer Group and/or its Participants related to the Program. Volunteer Group further understands that the City assumes no responsibility for and is not obligated in any way to provide financial assistance or other assistance, including but not limited to medical, health, or disability insurance in the event of injury, illness, death or damage. Volunteer Group agrees to hold harmless and indemnify City from any legal matter, lawsuit, or litigation arising from Program activities. Volunteer Group expressly agrees that this release is intended to be as broad and inclusive as permitted by the laws of the State of Arizona.

V. Assumption of the Risk: Volunteer Group recognizes and understands that the activities with City shall include, but is not limited to, inherently hazardous activities such as working in an potentially dangerous environment, pulling weeds, picking up Trash on or along public paths, roads and streets, standing on uneven surfaces, standing near fast-moving vehicles, dealing with graffiti and damaged property, loading and unloading, working in extreme heat, and traveling to and from the Street Section. Volunteer Group hereby expressly and specifically assumes such risks of injury or harm and releases and discharges City from, and waives any and all liability for, any injury, illness, death, or property damage resulting from the Program activities of the Volunteer Group.

VI. Insurance: All Participants are expected and encouraged to arrive at the work site with their own health insurance plans in effect. The City shall not provide insurance.

VII. Other: Participant understands and acknowledges that this Agreement shall be governed by and interpreted in accordance with Arizona law and any action at law or in equity relating to this Agreement shall be tried in a court of Pinal County Arizona. Participant expressly agrees that if any portion of this Agreement is held invalid, the balance shall continue in full legal force and effect. Volunteer Group agrees that in the event that any clause or provision of this Agreement shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions hereof which shall continue to be enforceable. Volunteer Group hereby grants and conveys to City all right, title, and interest in any and all photographic images and/or video or audio recordings made by City during the activities of Volunteer Group and its Participants with City, including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings. Volunteer Group understands that City is not agreeing to employ said Volunteer Group, and that no employer/employee relationship exists between the parties. Volunteer Group understands this is the complete and only agreement between the parties.

The Representative named below represents that he/she is legally authorized to act on behalf of the Volunteer Group.

Name of Volunteer Group: \_\_\_\_\_

\_\_\_\_\_  
Name of Representative

\_\_\_\_\_  
Representative Signature

\_\_\_\_\_  
Date

## **Adopt-A-Street Program Information** (Exhibit 1)

### **GENERAL INFORMATION**

#### **PURPOSE:**

The Adopt-a-Street Program enables community to participate in enhancing the overall appearance of Coolidge streets by volunteering to pick up and bag the trash, litter, debris, and weeds (collectively "Trash") within the designated sections of roadway frontage ("Pickup Event") at least four times per year for a minimum of two years (at least one clean up every three months).

#### **WHO CAN ADOPT-A-STREET?**

Coolidge residents, private corporations, non-profit organizations, civic organizations, religious organizations, neighborhood associations are eligible to participate. Participants must be willing to accept the rules and responsibilities associated with the Program and have the enthusiasm and dedication to make Coolidge a better place to live. No individual under the age of 10 may participate in the Program or be permitted in the right-of-way for any reason. Minor Participants (ages 10-17) must be supervised by an adult Participant and have parental consent to participate in the Program

#### **WHAT STREETS ARE AVAILABLE?**

Only major and collector streets in 1-2 segments will be assigned. As a first step, the applicant must communicate with the Program Coordinator at (520)-723-6077 to determine which street segments are available. This information will need to be included on the Application.

#### **WHAT IS REQUIRED OF PARTICIPANTS?**

The group's Representative\* must submit the Application and Agreement

A two-year commitment is required. Over the course of these two years, participants commit to picking up litter and weeds along both sides of the designated Street Section at least four Pickup Events per year (at least one clean up every three months).

Each participant will be required to comply with City safety rules and requirements. This includes wearing an approved safety vest.

Participants must report any safety concerns and issues to the City's Program Coordinator.

The City can provide for the pick up trash bags and safety vests upon proper notice.

\*The Representative is a person lawfully authorized to act on behalf of the organization/Volunteer Group and designated by the group as the only contact for the City on all matters related to the Program.

#### **WHEN CAN PICKUP EVENTS OCCUR?**

Pickup Events can occur during daylight hours and clear visibility weather conditions only. The Representative will be required to contact the Program Coordinator to schedule Pickup Events.

#### **WHERE CAN PICKUP EVENTS OCCUR?**

Pickup Events will occur along the frontage portion only. No work shall occur within roadways or median islands. Sidewalks and traffic lanes are to be kept open and unobstructed at all times.

#### **WHAT HAPPENS WITH THE CONTAINED TRASH?**

Participants must place the Trash in trash bags and place the filled bags along the sidewalk. If no sidewalk exists, participants must place the trash bags at back of curb (not on roadway). The Representative will be required to contact the Program Coordinator to schedule trash pickup.

#### **WHAT WILL THE CITY PROVIDE?**

Following the successful completion of the first Pickup Event, The City will provide and install Volunteer Recognition Signs that identify the Volunteer Group for its commitment to the Program. Volunteer Recognition Signs will be located near the beginning and end of each adopted Street Section during the



commitment period. At the end of the commitment period and in the event the Volunteer Group fails to perform the requisite Pickup Events, the City will remove the Volunteer Recognition Signs and make the street section available to others.

The City will also provide trash bags and scheduled Trash pickup services upon proper request. Please contact the Program Coordinator at 520-723-6077 for further information.

#### **WHAT WILL THE VOLUNTEER RECOGNITION SIGNS LOOK LIKE?**

There are four options for the Volunteer Recognition Signs:

- Option 1: The name of the participant organization/group;
- Option 2: The name of an individual;
- Option 3: The phrase "Friends of ... (name)"; or
- Option 4: The phrase "Family of ... (name)".

Only two lines of text are permitted with a maximum of fourteen characters per line.

This Program operates at the City's discretion and may be discontinued at any time.

#### **ADOPT-A-STREET APPLICATION PROCESS**

1. The Representative must contact the City's Program Coordinator (520) 723-6077 to confirm that the requested street segment is available for adoption and to submit proposed language for the Volunteer Recognition Sign. This must be done **prior** to completing and signing the **Application** and **Agreement**.
2. The Representative must then complete and sign the **Application** and **Agreement**, sign the **Participant Waiver**, and obtain one signed **Participant Waiver** for each person who will participate at a Pickup Event. The Representative will submit all such documents to the City, either in person, via the City's website or by mail to:

**City of Coolidge  
Development Services Department  
Adopt-a-Street Program  
131 W. Pinkley Ave.  
Coolidge, Arizona 85128**

3. Once the City approves the Application, the Representative must schedule the cleanup events with the Program Coordinator.
4. No later than two (2) weeks prior to a Pickup Event, the Representative will notify the City's coordinator on whether trash pick-up by the City will be needed for this Pickup Event.
5. No later than three (3) business days after each Pickup Event, the Representative will provide to the City the **Attendance Form and Activity Report**, which has been completed by the Representative and signed by each Participant, including the Representative.

## **Program Terms and Conditions** (Exhibit 2)

### **I. Policy**

The City has a direct interest in reducing trash, litter, debris and weeds (collectively "Trash") within City street frontages. The City's Adopt-a-Street Program ("Program") encourages volunteer groups to pick up and bag Trash from designated sections of roadway frontage, subject to the rules and conditions specified herein. Volunteer Recognition Signs will be furnished and installed by the City as provided below.

### **II. Volunteer Group Eligibility**

Groups of individuals, private corporations, and non-profit organizations.

### **III. Rules and Conditions**

1. A 2-year volunteer commitment is required, with a minimum of 4 Pickup Events per year (at least 1 Pickup Event every 3 months).
2. Participating Volunteer Groups shall designate a Representative to act on behalf of the Volunteer Group, coordinate Pickup Events, and oversee Pickup Events.
3. The Representative shall ensure that each interested participant reviews the **Program Information** ([Exhibit 1](#)) and the **Program Terms & Conditions** contained herein, and each Participant reviews and signs the **Participant Waiver** ([Exhibit 3](#)) prior to participating in the Program. The Participant Waiver must be signed by the parent or legal guardian of a minor Participant (ages 10-17). The Representative shall also be responsible for scheduling Pickup Events with the City and submitting all **Participant Waivers** to the City's Program Coordinator prior to the Pickup Event. The Representative shall not permit any person to participate at a Pickup Event if the City does not have in its possession said person's signed **Participant Waiver**.
4. On the day of the Pickup Event, the Representative shall ensure that each participant reviews and signs the **Attendance Form and Activity Report** ([Exhibit 4](#)). The Representative shall be for submitting each **Attendance Form and Activity Report** to the City's Program coordinator no later than three (3)-business days following the Pickup Event. The City will supply Trash bags upon request of Representative. The City shall also remove and dispose of Trash bags when timely requested by the Representative.
5. The Volunteer Group may request specific street section (1-2 miles in length), but there is no guarantee such a request will be approved by the City.
6. Minors under the age of 10 shall not participate in the Program. The Representative shall ensure no minor under the age of 10 participates or accompanies a participant at the Pickup Event for any reason. The Representative shall ensure that a minor Participant (ages 10-17) has a signed Participant Waiver by the minor Participant's parent or legal guardian. The Representative shall ensure there is adequate supervision by adults over the age of 21.
7. Following the successful completion of the first Pickup Event, the City will furnish and install the Volunteer Recognition Signs. The City reserves the right to edit the wording of the sign and has final approval of the sign. If the sign has to be replaced due to vandalism or other damage, the organization may be required to pay for its replacement. Allow approximately one month for sign placement or replacement.
8. All Participants are expected and encouraged to arrive at the work site with their own health insurance plans in effect. The City shall not provide insurance. The City shall not provide worker's compensation insurance.
9. A liability insurance certificate shall not be required if the Trash pickup is performed by volunteers only.

10. This Program operates at the City's discretion and may be discontinued at any time. The City of Coolidge may impose additional conditions as needed.

#### **IV. Safety Requirements**

The Representative shall provide each Participant with a copy of the Program rules and safety requirements prior to participation and ensure the following:

1. No person shall be permitted to participate unless physically able to do so without limitation.
2. Participants must wear brightly colored clothing or safety vests at all times when located at or near streets. Participant vehicles must be parked in appropriate parking areas. Participants should also wear long sleeves, pants, gloves, hats, flat boots or hard-soled shoes. Participants should not wear shorts, tank tops or sandals.
3. No work shall occur on medians or on any traveled portion of the roadway. Trash pickup shall occur during City-approved hours only. No pickup shall occur after daylight hours and/or during poor weather conditions (i.e. poor visibility, rain). Participants shall keep away from any roadway construction or maintenance projects. Participants shall stay out of utility installations, culverts, and drainage structures.
4. Participants shall not distract motorists and shall avoid abrupt or erratic movements. Horseplay of any kind is strictly forbidden. Sidewalks and traffic lanes must remain unobstructed at all times.
5. Participants shall work in groups, facing oncoming traffic at all times.
6. No person below the age of 10 is permitted at or near the work sites.
7. Participants shall cross roadways at designated locations.
8. Participants shall not pick up heavy objects.
9. Participants shall not pick up hazardous materials, such as car batteries, animal carcasses, hypodermic needles and syringes, or any other object that appears questionable. Participants shall report hazards to the City's Program Coordinator.
10. Participants shall use caution during hot days and when encountering cacti, animals, steep slopes, slippery surfaces, shards of glass, sharp rocks, insects, barbed wire, traffic, and other unusual circumstances.
11. At least one Participant at a Pickup Event site shall be experienced in administering first aid, including CPR.
12. At least one first aid kit shall be readily available at a Pickup Event site. In case of emergency, transportation to the nearest medical facility shall be readily available.
13. Hydration and sunscreen shall be available in sufficient quantity to meet Participants' needs.
14. Anyone under the influence of alcohol or illegal drugs must be asked to leave the work site. Alcoholic beverages are strictly prohibited.

**Participant Waiver** (Exhibit 3)

Name: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

I, \_\_\_\_\_, desiring to participate in the City of Coolidge's "Adopt-a-Street" Program ("Program"), hereby agree to release, hold harmless and indemnify the City of Coolidge, its officers, agents and assigns, and its members, officers, agents and assigns (collectively the "City"), from any and all liability and claims of injury, death, and damage of whatsoever nature which may be incurred by me as a result of my voluntary participation in the Program.

I represent and certify that I have read the **Program Terms & Conditions** (Appendix B), and I hereby agree to its terms. I understand that I will not receive any compensation for my participation in the Program. I understand that the City assumes no responsibility for and is not obligated in any way to provide financial assistance or other assistance, including but not limited to medical, health, or disability insurance in the event of injury, illness, death or damage. I explicitly acknowledge that my participation in the Program will not be covered by workers compensation.

Assumption of the Risk: I understand that participation in the Program involves picking up and bagging trash, litter, debris, and weeds along a roadway, which may expose me to dangerous and hazardous activities and materials, including but not limited to the following: Extreme heat and other weather conditions; dangerous objects; uneven ground; hard, jagged and/or slippery surfaces; bodies of water; flooding, falling rocks; lightning; monsoon weather; broken glass; cacti; thorny and poisonous plants; snakes and other wild animals; steep slopes, sharp rocks, scorpions and other insects; barbed wire; fast moving vehicles; hazardous materials and liquids; hazards from strenuous physical activity over extended periods of time; hazards from traveling over or near public roads, trails, railway tracks, bodies of water, and facilities open to the public; hazards from carrying or using sharp tools, improper use of equipment, defective or malfunctioning equipment, heavy backpacks, tools, and other gear; hazards from random acts of violence. I agree and warrant that if at any time I believe conditions to be unsafe, I will immediately discontinue further participation in the activity. I further represent and certify that I am physically able to participate in Program activities without limitation.

I hereby grant and convey to the City of Coolidge all rights, title, and interest in any and all photographic images and video or audio recordings made by the City of Coolidge during the Program activities, including but not limited to, any royalties, proceeds or other benefits derived from such photographs or recordings.

I certify that either I am 18 years of age or older as evidenced by my signature below.

\_\_\_\_\_  
Participant Signature \_\_\_\_\_  
Participant name (print): \_\_\_\_\_ Date

Minor Participants (ages 10-17)

By my signature below, I certify that I am the parent or legal guardian of the Participant, that the Participant is 10 years of age or older, that I consent to the Participant's participation in the Program, and that I agree to the terms and conditions of this Wavier and the Program Terms & Conditions on behalf of the Participant.

\_\_\_\_\_ Date: \_\_\_\_\_  
Participant's Parent or Legal Guardian Signature  
Participant's Parent or Legal Guardian name (print): \_\_\_\_\_

*Signed "Participant Waivers" must be submitted to the organizations' designated Representative.*

**Attendance Form and Activity Report** (Exhibit 4)

No later than 3 business days after each Pickup Event, the Representative shall provide to City one Attendance Form and Activity Report that is signed by each participant at the Pickup Event.

**REPORT**

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Representative: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Pickup Location: \_\_\_\_\_

Number of Participants \_\_\_\_\_

Number of Hours \_\_\_\_\_

Approximate number of bags filled \_\_\_\_\_

**ATTENDANCE FORM**

Participant Name (print)

Signature

Date

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