



# KEEP OV BEAUTIFUL ORGANIZER REGISTRATION FORM

Event Number# [ ] Volunteer Coordinator [ ] Organization Name [ ]

Coordinator: Phone #1 [ ] Phone #2 [ ] Email: [ ]

Date of Clean up: [ ] Start Time: [ ] AM/PM [ ] End Time: [ ] AM/PM [ ] Were you able to clean entire area?  Yes  No

Street [ ] From [ ] To [ ] Was Safety Briefing completed?  Yes  No

Did you REPORT YOUR LITTER?  Yes  No Did you pick up items you could not put in a bag?  Yes  No

Number of litter bags: [ ]

## GENERAL OBLIGATIONS AND RESPONSIBILITIES

- By signing the registration form, the volunteer group agree to abide by all the requirements of the program.
- Work shall only be conducted during daylight hours.
- Children younger than **12 years old shall not participate or be permitted within the right of way** as a part of the event.
- The group shall provide at least one adult 21 years of age or older to supervise every ten participants between 12 and 18 years of age.
- Each participant (or parent or guardian of a minor participant) must sign the Volunteer Registration Form before work commences within the right of way. The Organization Coordinator representing the group will ensure that all participants sign the Volunteer Registration Form prior to the event.
- This event activities is limited to litter cleanup and does not include any sign maintenance, road maintenance, landscape trimming, weed control or other activities not directly related to the gathering of trash.
- Volunteers are to perform their cleanup activities by walking on foot.
- No animals (pets, horses, etc.) and no motorized or off-road vehicles such as ATVs are permitted in the right of way during the cleanup activity.



**Town of Oro Valley**  
Public Works Department

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## COMMUNITY BEAUTIFICATION DAY ADMINISTRATIVE GUIDELINES

### 1. GROUP CONTACT PERSON/SUPERVISOR

Each group is required to select a group contact person/supervisor to be “In Charge.” The contact person is responsible for:

- Ensuring completion of safety training with all members of group.
- Pick up grabbers, vests, trash bags and segment map
- Individuals may reach the Town Event Representative: \_\_\_\_\_.

Prior to event - Phone: \_\_\_\_\_

Day of the event - Phone: \_\_\_\_\_

- Individuals may reach the Organization Coordinator: \_\_\_\_\_.

Prior to event - Phone: \_\_\_\_\_.

Day of the event - Phone: \_\_\_\_\_.

### 2. GRABBERS, SAFETY VEST AND TRASH BAGS

- Grabbers, safety vest, trash bags may be picked up at the coordinated pick up site:

Site Location/Time: \_\_\_\_\_

- The grabbers, safety vests, unused bags must be returned to the coordinated drop off site.

Site Location/Time: \_\_\_\_\_

### 3. SAFETY

- The provided video and corresponding brief is part of the safety training regardless of the road assignment. The group contact person/supervisor must watch through the video and assure that the volunteers within their group have as well prior to the clean-up event.

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- **Working near traffic:** Always wear bright yellow safety vests when working on sidewalks or near traffic. Please stay out of the street and always be aware of your surroundings and keep an eye on other volunteers, too.
  - Participants will walk on the shoulder of the road, not on the road itself, while picking up trash or walking to and from vehicles. Roadway shoulders areas can be slippery and hazardous. Please take extra precaution.
  - You may come across hazardous materials in your work, such as hypodermic needles, broken glass, etc. If you find any hazardous materials or anything that you cannot identify, **FLAG IT, WALK AWAY FROM IT AND CALL THE GROUP LEADER.** Never attempt to pick up any of these items. If you have already touched the item, before realizing what it was, wash your skin with water immediately. If available, use soap, after rinsing off your skin with water. Notify the PW Department contact person of the flagged hazardous item when calling to request a litter bag pickup.
  - **Reporting injuries and near-miss accidents:** In the event of injury while volunteering, please notify the Town Event Representative and Organization Coordinator. If emergency services are needed, the site coordinator will immediately call the Oro Valley Police.
  - **Outdoor preparedness:** All participants should wear gloves and close-toed shoes. Sunscreen, sunglasses, and wide-brimmed hats are also recommended.
  - **Stay hydrated:** Stop to take breaks and drink water.
  - **Tool safety:**
    - Carry tools carefully to avoid hitting others. It is best to carry tools vertically with the tool pointed down.
    - Always use the right tools for the job. Ask a team leader if you are unsure.
    - Never allow children to play with tools. They should be supervised at all times.
    - Keep tools close to you. When not in use, neatly place tools out of the way.
  - **First Aid kits:** If provided by your organization please keep these easily accessible. If you do not have one, and are in need of assistance, please call the Town Event Representative. If an emergency, please call 911, then the Town Event Representative and Organization Coordinator.

#### 4. PROCEDURE

- Each team will be assigned a roadway section on one side of a roadway. Teams will not be asked to cross the roadways.
- Fill the bags  $\frac{3}{4}$  of the way. Tie a knot at the top of the bag to avoid trash from blowing out of the bag between the clean-up and their removal.
- Assemble filled bags at one or two locations. Keep the bags as far away from the edge of the road as possible. Please do try to keep them in sight so that the Town of Oro Valley PW Maintenance Crew is able to find them.