



proud past, promising future

CLARK COUNTY
WASHINGTON

Superior service that is responsive and cost justified

PUBLIC WORKS

Volunteer Group Leader Checklist

Before clean-up

- Select a preferred date.
- Call 360-397-6118 ext. 1627 **at least two (2) weeks prior to your cleanup** to check availability and reserve your safety kit(s). Each safety kit includes equipment for fifteen (15) people.
- Pick up safety kit(s) from your specified maintenance office location (4700 NE 78th Street, Vancouver, WA 98665)

Day of clean-up

- Review the Adopt-a-Road Safety Rules with your volunteers at every cleanup.
- Have all volunteers sign the Informed Consent/Release form.
- Make sure that there is at least one (1) adult, 21 years of age or older, for every five (5) minor volunteers under the age of 18.
- Every volunteer under age 18 must also submit a Minor Participation Permission form signed by a parent or guardian on file with Clark County Public Works.
- Check for current, certified First Aiders.
- Check for cellular phones, and exchange numbers.
- Be safe and have fun!

After clean-up

- Notify program coordinator of how many bags need to be picked up and location of bags.
- Return the safety kit(s) in good condition within two (2) business days of your cleanup to the Public Works Operations Center.
- Complete the Cleanup Results Form either on-line or on paper. The on-line form can be found at www.parkhero.org. Please return the paper form with your safety kit.
- Please return the signed Informed Consent/Release Form and all Minor Participation Permission Forms with your safety kit.
- If you took pictures, and want to share them with us, you can submit them via e-mail to karen.llewellyn@clark.wa.gov.



For other formats, contact the Clark County ADA Office
Voice (360) 397-2322, **Relay** 711 or (800) 833-6388,
Fax (360) 397-6165, **E-mail** ADA@clark.wa.gov.

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