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CLARK COUNTY  
WASHINGTON

*Superior service that is responsive and cost justified*

**PUBLIC WORKS**

## **Volunteer Agreement and Code of Conduct**

Clark County Public Works (Public Works) and \_\_\_\_\_  
(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.

Public Works hereby authorizes the Volunteer Group to participate in the Adopt-A-Road program by picking up litter, and conducting other enhancement work with prior written approval from the Volunteer Program Coordinator within the assigned section of road. By signature below, the Volunteer Group acknowledges awareness that the safety of volunteers is of primary importance and agrees to the following terms and conditions.

### **The Volunteer Group agrees to:**

1. Pick up litter a minimum of three (3) times per year for a period of two years. Additional cleanups may be done as necessary to maintain a neat appearance.
2. Reserve safety equipment and cleanup supplies from the Clark County Volunteer Program Coordinator two (2) weeks in advance of the cleanup and pick up the equipment and supplies during regular business hours.
3. Conduct activities with safety in mind and comply with the Adopt-A-Road Safety Rules and any other conditions that may be required by Public Works.
4. Designate a Volunteer Group Leader who will ensure that all participants have read all the safety and training information and will oversee all volunteer activities.
5. Instruct each volunteer in the Adopt-A-Road Safety Rules before participating in roadside activities.
6. Ensure that each volunteer signs the Volunteer Informed Consent/Release Form prior to their participation in each cleanup.
7. Leave filled trash bags by the roadside for pickup and disposal by Public Works and provide the Volunteer Program Coordinator with the specific location of the filled trash bags. Alternately, the Volunteer Group may dispose of the bags at a volunteer's residence or at the Public Works Operations Center located at 4700 NE 78<sup>th</sup> Street, Vancouver, WA 98665.
8. Return to Public Works in good condition the safety kits and unused cleaning supplies furnished by Public Works within two business days following each use. Abstain from use of County equipment/resources for personal use.
9. Complete a Cleanup Results Form and return with the Informed Consent/Release Form within 2 business days following each cleanup activity.
10. Report any injuries incurred by volunteers during cleanup activities to the Volunteer Program Coordinator as soon as possible.
11. Have at least one supervising adult over 21 years of age present for every five (5) minors (younger than 18 years of age) during cleanup activities. All minors participating must be at least thirteen (13) years of age. The parent or guardian of each minor under the age of

eighteen (18) years must complete, sign and submit to the Volunteer Group Leader a Minor Participation Permission Form prior to that minor's participation in the Adopt-A-Road Program.

12. Return all forms to the Volunteer Group Leader. The Volunteer Group Leader will be responsible for collecting the forms and returning them to the Volunteer Program Coordinator.

13. Treat other volunteers, members of the public and county employees with respect and dignity.

**If, in the sole judgment of Public Works, the Volunteer Group is not meeting the terms and conditions of this agreement, Public Works may terminate the adoption Agreement immediately and remove the group's Adopt-A-Road signs.**

**Public Works agrees to:**

1. Provide safety training information and a list of safety rules to the Volunteer Group Leader prior to the first cleanup.
2. Furnish the Volunteer Group with safety equipment and cleanup supplies, including trash bags, for volunteers to use during cleanup activities.
3. Remove the filled trash bags from the roadside.
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 within six (6) months after the first clean-up event.
6. Coordinate, at its discretion, publicity efforts with the Volunteer Group to solicit local media coverage.

**Volunteer Group Informed Consent/Release:**

On behalf of \_\_\_\_\_, Volunteer Group,  
\_\_\_\_\_, Volunteer Group Leader, has read the terms and conditions for participation and reviewed the Adopt-A-Road safety training videos and information.

- 1) Volunteers in this program are under the supervision of our group and not Clark County. 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) The Volunteer Group Leader will conduct a safety briefing that includes instruction on the Adopt-A-Road Safety Rules, for all volunteers prior to each cleanup event.
- 3) Volunteers recognize that this program will expose them to traffic along roadways, as well as other potential hazards. The Volunteer Group must provide the Volunteer Program Coordinator with a copy of the Adopt-A-Road Volunteer Informed Consent/Release form with names and signatures of every individual volunteer in the cleanup within two days following each work activity.
- 4) The Volunteer Group and its volunteers, collectively and individually, agree to release and forever discharge Clark County, its elected officials, agents, 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 the volunteer's participation in the Adopt-A-Road Program or any of its activities.

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

**Cleanup activities, Other Considerations, Terms, and Conditions:**

Public Works recommends that the Volunteer Group have at least one person on the crew with current, valid First Aid certification during cleanup events. Public Works also recommends that the Volunteer Group have a cellular phone on site in case of emergency. Please leave pets at home. Do not remove political signs from the right-of-way. Recycling is an accepted and encouraged activity. Volunteer groups are responsible for taking recyclable materials to transfer stations. Public Works 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, Public Works will notify the Volunteer Group and the Agreement will be restored. This Agreement is not assignable or transferable, either in whole or in part.

The term of this Agreement shall commence on:

\_\_\_\_\_, The Agreement will automatically renew every two (2) years unless terminated by Public Works or the Volunteer Group. Upon termination of this Agreement, the Adopt-A-Road sign(s) shall be removed and remain the property of Public Works.

**Volunteer Group Leader**

By

\_\_\_\_\_  
Signature Date


\_\_\_\_\_  
Print Name

**Clark County Public Works**

By \_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Print Name Print Position With Public Works

Locator # \_\_\_\_\_

 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.