

Adopt-A-Street • Bike Trail • City Right of Way Volunteer Guidelines

APPLICATION & CONTRACT

- Complete and submit application to KRCB
 - **Keep Riverside Clean & Beautiful (KRCB) • 3985 University Ave. • Riverside, CA • 92501**
Phone – 951.683.7100 x212 • Fax – 951.683.2670 • Email – celias@riverside-chamber.com
- Upon an application being turned in, KRCB and the adopting organization agree on a one-mile stretch of *Street, Bike Trail or City Right of Way* to be adopted, located within the City of Riverside
- The application is then confirmed

CLEANUP/MAINTENANCE

- Cleanup/maintenance projects are to be organized and managed by the adopting organization/group *six times* over a one-year period
 - Remove litter from streets & drains
 - Remove graffiti & tape from street poles & utility boxes
 - Pile palm fronds
 - Rake up weeds & green waste
- A completed report form for each cleanup/maintenance project is required
 - Report forms can be filled using any of the methods listed below:
 - On-line at www.krcb.com/adoptastreet.cfm
 - Included in KRCB's tool loan packet, available at KRCB's office (as seen above)
- Remove all collected trash bags from their *Adopted Street, Bike Trail or City Right of Way* and **place trash bags in home or business garbage bins to be picked up during weekly collection**

TOOL LOAN

- KRCB can loan out the following supplies: gloves, vests, trash pickers, trash bags, shovels, rakes, brooms
 - A full list of tools can be found by contacting KRCB's Project Coordinator (as seen above)
- To ensure tool availability, **please submit requests at least one week before the desired pickup date.**
- Volunteers pick up tools at the Greater Riverside Chambers of Commerce (3985 University Ave.) between the hours of 10:00 AM and 4:00 PM

Next

GRAFFITI REMOVAL

- KRCB provides graffiti removal packs to be used during a cleanup/maintenance project for utility boxes/signs/poles/guard rails
- If you spot graffiti near your site, please call it in to the City of Riverside by dialing **311**: 951-826-5311 or use the **311 app**. (*Available in your app store*)

SAFETY RULES

- **Each volunteer must complete the City of Riverside/KRCB waiver form**
 - Waiver forms must be filled out on both sides by each volunteer on a *yearly* basis
 - One waiver form per volunteer is to be kept on file with KRCB for each year
- **Volunteers work WITHOUT City of Riverside/KRCB supervision, and WITHOUT traffic control**
- An adult volunteer who is designated team leader is responsible for conducting a safety briefing to all volunteers
 - Read aloud the “Project Instructions and Safety Requirements” from the back-side of the waiver form before each cleanup/maintenance project
- Volunteers under 14 years of age *must* be accompanied by a volunteer over 18 years during cleanup/maintenance projects
- Gloves, closed-toe shoes, and safety vests required entire during cleanup
- Masking requirements will follow CDC, CDPH, and Cal/OSHA guidelines at the time of the event

RECOGNITION SIGNS

- Each adopted organization receives two recognition signs at the entrance on either side of *Adopted Street, Bike Trail or City Right of Way* **after** KRCB approves the application
- The adopting organization’s name will be printed on the signs, as decided by the adopting organization and disclosed to KRCB – 26 characters are the maximum
 - The application contains a section to indicate the name of your business/organization ***“as it is to appear on the recognition signs”***
 - Signs measure 24” x 30”
 - **Please no phone numbers, logos and websites**

CANCELLATION

- Cancellation of *Adopted Street, Bike Trail or City Right of Way* if the adopting organization does not:
 - Conduct their first cleanup/maintenance project within 60 days **after** application is approved
 - Submit a report form indicating *six* cleanups within one year
- KRCB’s Project Coordinator will:
 - Send the organization a “reminder” that a cleanup/maintenance project be organized and reported within 60 days