Adopt A Waterway Program Checklist

- Create an Adopt A Waterway Volunteer Group (Adopting Organization)
- Choose a Designated Representative and an Alternate Contact Person for the Adopting Organization.
- Select an available site to be formally adopted at https://www.sgcity.org/transportationandengineering/adoptawaterway and meet with the Adopt A Waterway Coordinator. Privately owned property will not be permitted to be adopted.
- Meet with the Adopt A Waterway Coordinator to discuss the following forms:
  - Program Agreement
  - Enrollment Form
  - Volunteer Risk and Release Agreement
  - Safety Guideline and sign-in sheet
  - Cleanup Data Form
- At least one week prior to the event:
  - Inform the Adopt A Waterway Coordinator in writing (or email) of the date of the intended activity.
  - Provide a signed Volunteer Risk and Release Agreement for each volunteer.
  - Collect trash bags, the Safety Guidelines and a sign-in sheet from the Adopt A Waterway Coordinator. Contact the Adopt A Waterway Coordinator for locations where trash should be placed for city pickup.
  - The city recommends each volunteer of the adopting organization wear high visibility vests, gloves, boots or sturdy shoes, pants, long sleeves, etc. The city does not provide these items.
- Day of the event:
  - The Designated Representative needs to conduct a safety meeting with the volunteers to review the Safety Guidelines and have all volunteers sign-in using the sign-in sheet provided by the Adopt A Waterway Coordinator.
  - The Designated Representative needs to verify that all volunteers have provided a signed Volunteer Risk and Release Agreement before they begin work.
- Within two (2) weeks following the event:
  - Submit the Clean Up Data Form to the Adopt A Waterway Coordinator.
  - Submit the volunteer sign-in sheet to the Adopt A Waterway Coordinator.
  - City will post the Adopt A Waterway sign at the appropriate trail or waterway location following the group's first clean-up event.