

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 unless the property is owned by the Adopting Organization, or the City has a signed Private Property Release.
- 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 signed Volunteer Risk and Release Agreement for each volunteer.
 - Collect trash bags and Safety Guidelines and 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:
 - Designated Representative needs to conduct a safety meeting with the volunteers to review the Safety Guidelines. Have all volunteers sign-in using the sign-in sheet provided by the Adopt A Waterway Coordinator.
 - Designated Representative needs to verify that all volunteers have provided a signed Volunteer Risk and Release Agreement.
- 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.