

Dear Volunteer,

Thank you for your interest in our Adopt-A-Street program. To ensure the program runs safely and smoothly, please follow the guidelines below.

Once a location for your Adopt-A-Street is agreed upon, please fill out and review your contract carefully. Sign the back of it and return it to our office. When we receive your signed contract, we will then place an order for your Adopt-A-Street sign and have it predominately placed along your adopted area.

When you plan your first clean up, please contact our office about a week in advance. We will supply you with garbage bags, safety vests and gloves. You, or someone from your group, will need to come to our office to pick up the supplies during the working hours of 8-5. We are located at 101 N. Main St., 3rd floor City Hall in the Public Works Department.

Please inspect your adopted street at least every 2 months. If the area is litter free, please contact us and let us know that you have checked the area and no cleaning is needed. If cleaning is needed, you will need to organize a cleanup. Make sure all your volunteers wear safety vests and sign a Waiver of Liability form. Place all trash bags in a central location for pickup. After the cleanup is completed, please fill out and send in the Clean-Up Report. Call or email us to indicate where the trash bags have been placed. The City will only pick up trash bags, no large debris. If there are less than four bags, please dispose of them yourselves.

Keep any left over bags, vests and gloves for the next cleanup.

Thank you again for your willingness to become a valued volunteer for Keep Winston-Salem Beautiful.

Sincerely,

George Stilphen
Executive Director