



## *City of Crystal Lake*

### Adopt-A-Highway Program

The City of Crystal Lake's Adopt-A-Highway Program is entirely a volunteer effort focused on reducing trash and debris that is left alongside the City's main thoroughfares. Volunteer groups adopt a one-half to one mile stretch of roadway for a two-year period with clean-up occurring at least four times per year. Only City owned streets are eligible for adoption through this program. The City will recognize these groups through the placement of signs along the portion of roadway that the volunteer group has maintained.

Please see the attached documents for available streets, applications and general rules.

Please contact the Public Works Department at 815-356-3614 for any additional questions.

Date Received: \_\_\_\_\_



## City of Crystal Lake

### Adopt-A-Highway Program Application

**Application Type:** First Time Applicant or Renewal

Group Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Type of Group: Civic Group or Not for Profit or Private Enterprise/Commercial

Number of participants: \_\_\_\_\_

Number of supervising adults: \_\_\_\_\_

Number of participants between the ages of 10-17: \_\_\_\_\_

**Group Coordinator and Traffic Supervisor**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**Lettering to Appear on Adopt-A-Highway Sign:**

Only 17 characters per line, maximum of 2 lines, leave space between words.


Section of roadway to be adopted:

First Choice:

Road Name: \_\_\_\_\_

Second Choice:

Road Name: \_\_\_\_\_

Each group shall sign an agreement with the City of Crystal Lake before participating in the program.

Signature of Group Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Please return all forms to: 100 W. Woodstock St. Crystal Lake, IL 60014 ATTN: Public Works



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### Adopt-A-Highway Program Terms and Conditions

1. Participating groups must be Crystal Lake affiliated organizations with a Crystal Lake address.
2. All members of the group must be at least ten years of age. No person under ten years of age may participate.
3. All members of the group must abide by all rules and regulations of this program.
4. All participants in the program, or a parent or guardian of minors participating in the program, must sign a copy of the Program Agreement in order to participate.
5. All participants must view the Adopt-A-Highway safety presentation before the first cleanup.
6. One adult (over the age of 18) group supervisor must be present for every five youths (under the age of 18) present.
7. Groups must assign a Group Coordinator (over the age of 18) who will be responsible for the scheduling of pickup, safety of the group and equipment pickup and return.
8. The Group Coordinator shall conduct a pre-pickup safety talk with all members and volunteers who will be participating in the collections efforts.
9. The Group will be responsible for cleaning their section of roadway no less than four times per year for a two year period.
10. After the successful completion of the first cleanup, the City will install a sign indentifying the group's name along the portion of roadway in recognition of their efforts.
11. Groups should contact the Public Works Department at 815-356-3614 at least two weeks prior to the scheduled day of cleanup.
12. Groups will be responsible for cleaning the litter and debris from both sides of the assigned portion of the roadway. The group must remain as a whole on one portion of the roadway at a time. Groups must be facing oncoming traffic at all times.
13. The Group Coordinator or a designated non-participant, shall be responsible for ensuring that all participants remain at least five (5) feet away from the roadway at all times.
14. There shall be no mowing or planting of any kind during these cleanup efforts.
15. Cleanup efforts shall not occur during inclement weather conditions, nighttime hours or during peak rush hour traffic.

16. If inclement weather occurs on the scheduled day of cleanup, it shall be the responsibility of the Group Coordinator to contact the Public Works Department at 815-356-3614 for an alternate date.
17. The Group Coordinator shall be responsible for picking up trash bags, safety vests and hinge signs from the Public Works Department no less than three days prior to the scheduled clean up.
18. The City of Crystal Lake will provide safety vests that shall be worn by volunteers at all times during the cleanup efforts. The Group Coordinator shall be responsible for ensuring that these safety vests are worn by all volunteers at all times.
19. The Group Coordinator shall ensure that its members wear protective gloves, hard sole shoes and long pants during the time of clean up. The Group Coordinator shall also be responsible for watching traffic during the clean-up. The Group Coordinator shall not collect litter while monitoring the traffic.
20. The Group must maintain a first aid kit and an adequate supply of drinking water during the clean up.
21. All materials that are provided by the Public Works Department, including safety vests, signs and unused trash bags shall be returned no later than one working day after the cleanup during the hours of 7:00 a.m.-3:00 p.m.
22. Group members are prohibited from carrying, consuming or being under the influence of drugs or alcohol during the time of cleanup efforts.
23. The Group shall utilize trash bags supplied by the Public Works Department and place filled or partially filled trash bags no less than three feet off the side of the pavement or shoulder of the road for the Public Works Department pick up occurring the following business day.
24. If at any time the Group should find any large, bulky or hazardous materials, including animal carcasses along the roadway, it should be reported to the Crystal Lake Public Works Department for pickup. If wallets, credit cards, keys or any personal or identifying information is found, please report it to the Crystal Lake Police Department by calling 815-356-3620. If at any time any dangerous items, such as guns or other weapons, are found please contact 911 immediately.
25. Group members are asked to stay off of the roadway pavement at all times.
26. Vehicles are to be parked off of the right of way. It is highly recommended that the Group Coordinator arrange for carpooling to the clean up.
27. General Liability Insurance of \$1,000,000 is required for company sponsored Groups, and the Group accepts responsibility for the actions of its members and volunteers.
28. The Group will not subcontract or assign its duties or responsibilities to any other group or organization.



## *City of Crystal Lake*

### Adopt-A-Highway Program Pre-Clean Up Checklist

- \_\_\_\_\_ Notify the Public Works Department at 815-356-3614 at least two weeks prior to the scheduled date of pickup.
- \_\_\_\_\_ Schedule and hold the required safety training and discussion with all participants.
- \_\_\_\_\_ Designate a Group Coordinator who will arrange for the pickup of signs, safety vests and trash bags by contacting the Public Works Department at 815-356-3614.
- \_\_\_\_\_ Arrange for carpooling to the roadway site and a designated parking area.
- \_\_\_\_\_ Designate an emergency vehicle and driver in the event of an emergency. Know the location to the nearest hospital and have an emergency first aid kit on hand.
- \_\_\_\_\_ Designate an individual to provide drinking water for the Group.
- \_\_\_\_\_ Designate an individual to serve as the look-out person during the trash-collection.
- \_\_\_\_\_ Ensure that there will be one adult for every five children between the ages of 10-17 years of age.



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### Adopt-A-Highway Program Day of Clean Up Checklist

- \_\_\_\_\_ Post “crew cleaning” warning signs on either end of the portion of roadway to be cleaned.
- \_\_\_\_\_ Ensure that all members are wearing appropriate apparel, gloves and safety vests. No ear buds or headsets are allowed to be worn.
- \_\_\_\_\_ Groups must remain together and face oncoming traffic.
- \_\_\_\_\_ Do not stand on the roadway pavement.
- \_\_\_\_\_ Do not interact with oncoming traffic/drivers.
- \_\_\_\_\_ Take adequate breaks and stay hydrated.
- \_\_\_\_\_ Notify the Public Works Department at 815-356-3614 in case of heavy, hazardous or bulky items.
- \_\_\_\_\_ Ensure that the designated look-out person is keeping an eye on traffic, weather, potholes, dangerous terrain, dangerous animals/insects and the overall well-being of the Group.
- \_\_\_\_\_ Return all unused bags, safety vests and signs to the Public Works Department no later than one business day after cleaning between the hours of 7:00 a.m.-3:00 p.m.



## *City of Crystal Lake*

### Adopt-A-Highway Program Agreement

The City of Crystal Lake and \_\_\_\_\_ recognize the need for litter-free roadways and are entering into this agreement in an effort to contribute towards the maintenance of litter-free roadways.

By signing below, the Group acknowledges the hazardous nature of the work and agrees to comply with all terms and conditions as set forth by the City of Crystal Lake and the Illinois Adopt-A-Highway Act.

The Group, its members, volunteers and agents shall assume all responsibility for, and hold the State of Illinois and the City of Crystal Lake (including their officials, employees, and agents) harmless from any and all claims or actions resulting from the Group's volunteers', agents' or members' work in the program, except for the negligent acts of the State of Illinois or the City of Crystal Lake (including their officials, agents or employees).

Members of the Group are jointly and severally bound by the terms and conditions of this agreement. The Group and the City of Crystal Lake will fulfill their respective responsibilities as set forth in the agreed upon terms. The signature of the Group Coordinator and each volunteer (or legal guardian of volunteers under 18 years of age) shall act as acknowledgement of the conditions set forth by the City of Crystal Lake for this program.

The City of Crystal Lake recognizes that this Group shall adopt for a two year period, unless through cancellation, the section of the road hereby known as: \_\_\_\_\_ and the Group accepts responsibility of picking up litter at least four times per year during this agreed upon time frame.

\_\_\_\_\_  
Group Name

\_\_\_\_\_  
City of Crystal Lake

\_\_\_\_\_  
Group Coordinator

\_\_\_\_\_  
Date

Volunteer or Parent/Legal Guardian of Volunteer

\_\_\_\_\_



## *City of Crystal Lake*

### Adopt-A-Highway Program Available Roads

1. Huntley Road (from Bard Road to Ackman Road).
2. Pingree Road (from Route 14 to Rakow Road).
3. Additional roadways may be available upon request and after approval by City staff.