

**Haywood Waterways Association, Inc.
Adopt-A-Stream Program – Stream Adoption Form**

1. Name of adopting Organization:

2. Representative(s) for the adopting Organization:

Name (Primary):

Name (Secondary):

Address:

Address:

Phone:

Phone:

Email:

Email:

3. Name of stream chosen:

4. Stream segment(s) chosen for cleanup (describe upstream and downstream boundaries):

5. Anticipated frequency of clean up events per year: (circle one)

1 2 3 4 Other: _____

As Representative for the adopting Organization, I certify I have read, understand and will comply with the attached Adopt-A-Stream Program General Conditions and Safety Guidelines. I will exercise care and safety while conducting or participating in any program event. I will seek further direction or explanation of anything not fully understood by me. The adopting Organization and its volunteers will at all times indemnify and save harmless Haywood Waterways Association, Inc. from any responsibility, damage, or liability arising from participation in the Adopt-A-Stream Program.

By voluntarily engaging in a stream cleanup activity, the adopting Organization and all participating volunteers, assume all risks for any harm, injury, or damage that may occur during participation in an Adopt-A-Stream Program event.

Signature of Adopting Organization Representative

Date



Haywood Waterways Association, Inc.
PO Box 389
Waynesville, NC 28786
info@haywoodwaterways.org
www.haywoodwaterways.org

Haywood Waterways Association, Inc. Adopt-A-Stream Program

General Conditions and Safety Guidelines

General Program Conditions & Purpose: Haywood Waterways Association Inc. (HWA) has agreed to serve as Haywood County Coordinator for the Adopt-A-Stream Program. HWA assumes no responsibility for stream cleanup events sponsored or conducted by any organization. HWA will provide guidance, and when available supplies (trash bags & gloves) for the adopting organization.

The following conditions and safety guidelines are provided to help ensure the adopting organization fulfills the Adopt-A-Stream objectives and does so in a safe, responsible manner.

General Conditions

1. HWA encourages local businesses, civic organizations, nonprofit groups, academic institutions and others to adopt local streams for the purpose of removing litter.
2. Participants must adopt a stream for a period of two years. After two years, the adopting organization may renew their stream designation and agreement, modify their stream designation (choose a different stream), or terminate the agreement.
3. Each cleanup event must be organized by an adult representative of the adopting organization. All volunteers must sign the Adopt-A-Stream Program Volunteer Sign-In & Agreement form.
4. Each volunteer work crew must be lead by someone 18 years of age or older. Volunteers under 18 years of age may participate if supervised by an adult; their parent or legal guardian must sign the Volunteer Sign-In & Agreement form.
5. Adopting organizations agree to collect litter on both sides of the stream at least once a year.
6. Typically, a team of two people can cover one mile of a lightly littered stream in about one or two hours. HWA suggests organizations adopt no less than a half-mile of a stream or river.
7. HWA recommends two cleanups per year; one in the late spring and one in the fall. Traditionally, the amount of litter is greatest during these times because of spring runoff and the beginning and end of the water recreation season.
8. The Representative for the adopting organization must conduct at least one safety meeting per year to review the safety guidelines. No one may participate in a cleanup unless he or she has attended a safety meeting within the last 12 months. The Representative may conduct the safety meeting immediately before a cleanup.
9. The adopting organization's Representative should contact a HWA representative at least one week before a scheduled cleanup. At that time HWA staff will provide the Representative with any updated information, sign-in forms, data forms and supplies, if available.
10. Respect the landowners! When you walk on the stream bottom, you are walking on someone's property. Only enter streams at bridge crossings and public access points (public parking lots, grocery stores, etc.). Enter private property only after acquiring permission from the landowner. Don't leave garbage on private property. Take it to the stream access point where it can be picked up and taken to the nearest trash collection and recycling site.
11. The adopting organization is responsible for the pickup and disposal of all collected litter. HWA may also be able to coordinate with the local municipality to arrange for disposal.
12. HWA encourages participants to separate and recycle collected materials.
13. HWA encourages adopting groups to coordinate cleanups with other events, such as Big Sweep.
14. HWA will provide Adopt-A-Stream signs for each adopting organization, and will arrange with the NC Department of Transportation and/or municipality for posting.

15. Within two weeks of the cleanup event, the Representative for the adopting organization must send a copy of the Adopt-A-Stream Program Volunteer Sign-In & Agreement sheet(s) and the Adopt-A-Stream Data Form to:
Haywood Waterways Association
Attn: Christine O'Brien, Adopt-A-Stream Coordinator
PO Box 389
Waynesville, NC 28786
16. Haywood Waterways Association reserves the right to deny an adoption request or cancel the adoption agreement of any group.
17. Finally, do have fun!!!

Safety Guidelines

1. Cleanups shall be scheduled during daylight hours and during fair weather. Remember to schedule a "rain-date" ahead of time.
2. Before any program activities are initiated, the adopting organization's Representative should survey the stream on the day and during the hours of the cleanup to determine if stream conditions are safe and appropriate for the ages and abilities of the volunteers.
3. The Representative for the adopting organization must conduct at least one safety meeting per year. No one may participate in a cleanup unless they have attended a safety meeting within the last 12 months. The Representative may conduct the safety meeting immediately before a cleanup.
4. Individuals under 18 may participate in a stream cleanup only if supervised by an adult.
5. Adopting organizations should avoid working on steep slopes; they can be slippery and unstable. Also, avoid working in confined river stretches with limited ingress/egress, and in water deemed by the Representative as too swift for proper safety.
6. Adopting organizations shall not work on class one rapids or greater.
7. Cleanup participants should wear a bright orange safety vest (or a life-jacket) if deemed appropriate by the Representative. Wear gloves and don't go barefoot. Wear sturdy closed-toed shoes or boots.
8. Always work in groups of two or greater.
9. Bring snacks and plenty of water to drink (don't drink the stream water!). Wash your hands or use hand sanitizer before you eat or drink anything. Cleanup participants are encouraged to take breaks, drink fluids, and avoid overexertion.
10. Volunteers should protect themselves from sunburn.
11. Watch out for poison ivy, poison oak, snakes, yellow jackets and other stinging insects. The adopting organization Representative should be aware of any allergies that volunteers may have.
12. Don't touch dead animals, medical waste, chemical containers, barrels, pesticides or anything marked "dangerous", "toxic", "explosive", "hazardous" or "poison". Contact the Adopt-A-Stream Program Coordinator to report the materials. If it looks dangerous, it probably is; stay away from it.
13. Don't pick up anything that looks too heavy. Alert the Representative so it can be picked up later.
14. Adopting organizations shall provide each crew of volunteers with an emergency phone number, as well as a means to contact the appropriate authority in case of an emergency (a mobile phone or the location of the nearest pay phone), and a first aid kit. Make sure all volunteers know where the first aid kit is located.

Note: The adopting organization's Representative should be available by phone in case an emergency contact number from the volunteer sign-in sheet is needed.

Haywood Waterways Association, Inc.

Adopt-A-Stream Program

Stream Cleanup Checklist

1. Form an organizing committee
2. Determine the stream cleanup project area
3. Submit Stream Adoption Form to Haywood Waterways Association
4. Select the date and the time of the event(s)
5. Locate and reserve a central meeting place
6. Arrange for the disposal and/or recycling of collected litter
7. Recruit stream cleanup volunteers
8. Publicize the stream cleanup event
9. Conduct pre-event safety survey of the adopted stream area
10. Obtain permission from landowners with property in the proposed cleanup area as necessary
11. Gather cleanup gloves and trash bags
12. Conduct safety meeting and have all volunteers sign the Volunteer Sign-in & Agreement
13. Conduct stream cleanup and litter disposal
14. Send a copy of the Volunteer Sign-in & Agreement and the Adopt-A-Stream Data Form to the HWA Adopt-A-Stream Program Coordinator
15. Send thank-you letters to volunteers and any individual, business, or organization that supplied materials or helped in any way
16. Contact Haywood Waterways Adopt-A-Stream Coordinator for help with any of the above actions.

Representative's Notes

HWA Contact Information:

Christine O'Brien, Adopt-A-Stream Coordinator, cell 828-226-8565

Eric Romaniszyn, Director, home/office 828-631-2823

The Haywood Waterways Association sincerely appreciates your help in keeping our streams clean!!



PO Box 389, Waynesville, NC 28786

info@haywoodwaterways.org • www.haywoodwaterways.org

Haywood Waterways Association, Inc.
Adopt-A-Stream Data Form

Name of organization: _____

Date clean up was conducted: _____

Number of volunteers/participants: _____

Total time spent on clean up: _____

Estimated weight in lbs. of collected materials: _____

Total Number of bags filled with trash: _____

Number of bags filled with recyclables: _____

Other large items: _____

Anything interesting found? _____

Comments or questions: _____

Mail to: HWA, PO Box 389, Waynesville, NC 28786 along with the volunteer sign-in sheet.



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