

TEAM TO CLEAN UP

Franklin County Litter Cleanup Program

We're working hard to improve the cleanliness of our County, but we need your help too!

By teaming up to clean up litter along the areas around the Franklin County Landfill and other County-maintained land, you'll have the opportunity to make a difference in the community while helping to improve the environment.



Franklin
COUNTY KANSAS

EST. 1855



PROGRAM MISSION:

To provide opportunities for non-profit activity groups to raise money through the Franklin County Litter Cleanup Program for the purpose of improving the appearance of the Franklin County Landfill and other county-maintained land, including road right-of ways.

WHAT IS THE FRANKLIN COUNTY LITTER CLEANUP PROGRAM?

The Franklin County Litter Cleanup Program has been established by the Franklin County Commission through which volunteers agree to pick up litter in and around the Franklin County Landfill site and other county-maintained areas in exchange for a donation to the non-profit activity group (volunteer group). Franklin County will provide trash bags and reflective safety vests to the volunteers and will pick-up and dispose of all bagged litter collected by the volunteers. Franklin County will also place traffic warning signs at the litter cleanup location.

Franklin County Public Works staff will designate the specific area for the litter cleanup effort. Franklin County will execute an agreement with non-profit activity groups, setup litter cleanup schedule, and discuss safety rules with volunteer groups.

WHO CAN PARTICIPATE?

The Franklin County Litter Cleanup Program is open to non-profit activity groups within Franklin County. Examples of non-profit activity groups include, but are not limited to, scout groups (both girls and boys), church youth groups, youth sports teams, school supported activity clubs, charity organizations and civic organizations.

Note: One adult is required for every five group members under the age of 18.

BENEFITS OF THE FRANKLIN COUNTY LITTER CLEANUP PROGRAM:

The Franklin County Litter Cleanup Program provides opportunities for groups to keep the areas around the Franklin County Landfill and Franklin County Road Rights-of-Way free from litter. As a volunteer, you will have the unique opportunity to provide services to the community and enjoy the results of your hard work. Volunteers help the Public Works Department by stretching tax dollars a little further while helping to improve the environment. The donations from Franklin County to the volunteer group will help to fund the goals of your volunteer group.



PROGRAM POLICIES:

- The participating non-profit activity group must enter into a signed agreement with Franklin County.
- Litter Cleanup sites will be assigned by the Franklin County Public Works Department.
- All work must be performed during the hours of 8:00am to 3:00pm Monday through Friday and 8:00am to 12:00pm on Saturday.
- Franklin County will donate \$60.00 per hour for a non-profit activity group of at least four and \$120.00 per hour for non-profit activity groups of eight or more. Payment will be made on the 1st or 15th of each month, following completion of the Litter Cleanup project.
- Minimum group size is 4.
- **One adult is required for every five group members under the age of 18.**
- **No children under the age of 7 will be allowed to participate in the Litter Cleanup Program.**
- The volunteer groups shall provide the Public Works Department at least one week's notice of their intent to perform litter cleanup to allow staff time to coordinate resources.
- Every volunteer must complete a Volunteer Waiver and Release Form prior to the scheduled workday. If a participant is age 18 or under, a parent or guardian must also sign the Volunteer Waiver and Release Form.
- The Volunteer Group Leader is responsible for completing an Inspection Checklist at the beginning and end of the scheduled workday. The Inspection Checklist documents the date, number of volunteers, hours worked, and activities accomplished. The Inspection Checklist is an important tool used by the Public Works Department to evaluate the program and document volunteer contributions to Franklin County. On the reverse side of the checklist is an Audit Roster. Each participant must sign in/out on the roster each workday. The Audit Roster is turned in to the insurance carrier for Franklin County.
- Public Works Staff will coordinate with the Volunteer Group Leader to ensure that safety protocols are understood prior to commencing work.
- Franklin County will provide high-visibility safety vests for use during the work event (Vests must be returned at the end of the workday)
- Franklin County will provide trash bags.
- Volunteers shall provide their own transportation and tools to accomplish the program requirements. This includes gloves.
- All volunteers must wear sturdy-soled shoes (work boots preferred).
- Franklin County will pick-up and dispose of all bagged litter collected by the volunteers.



- The Volunteer Group Leader must have a first aid kit and be aware of local emergency services in case of injuries.

HOW TO APPLY:

Complete the application form and submit to the Franklin County Public Works office at 1428 S. Main Street, Suite 5, Ottawa, KS. 66067. Staff is available to answer any questions by calling 785-229-3550.

ACCIDENTS AND EMERGENCIES:

Non-profit activity groups are volunteers and as such are individually responsible for any/all injuries resulting from these activities. For record-keeping purposes, groups must report all accidents and injuries within 24 hours to the Public Works Department and, if needed, the Sheriff's Department.

SAFETY GUIDELINES:

The Volunteer Group Leader is responsible for ensuring that all volunteers have completed the Franklin County Volunteer Waiver and Release Form.

A parent or guardian must sign the Franklin County Volunteer Waiver and Release Form if the volunteers are age 18 or under.

The Volunteer Group Leader should advise volunteers of the following safety recommendations:

- Wear provided safety vests at all times.
- Wear sunscreen, sunglasses and a hat for protection from the sun.
- Wear leatherwork gloves and/or latex gloves at all times.
- Wear boots or closed-toe shoes.
- Work on only one side of the street at a time.
- Keep volunteers together for better visibility to motorists.
- Designate one person to watch traffic.
- Do not work in the street, and never walk on the street.
- Do not pick-up litter that is in the street.
- Drink plenty of water.
- Stay within designated cleanup boundaries.
- Do not trespass on private property.
- Supervise children at all times.



- Lift objects with your legs, not with your back.
- Tie trash bags tightly.
- Avoid construction areas.
- Leave pets at home.
- Obey all traffic rules and regulations. Always cross the street at corners.
- Ensure that motorists see you and are stopping before you enter the street.
- Beware of bees, poison ivy, poison oak and other irritants. Wear insect repellent.
- Do not apply any pesticides or herbicides.
- Wash your hands thoroughly when done with the cleanup.
- Provide a cellular telephone for the Group Leader, and list emergency contact numbers.

Under no circumstances should you pick up any of the below items. Alert the Volunteer Group Leader and others in the area immediately if you see:

- Hypodermic needles, syringes, medical waste or condoms
- Chemical containers
- Dead animals
- Sharp items (broken glass, nails, etc.)
- Bottles or containers containing liquids.

Note: The Volunteer Group Leader should notify the appropriate authorities if these items are found.

ORGANIZING A CLEANUP:

Volunteer Group Leaders must:

- Call the Public Works Department, 785-229-3550, to schedule a pickup day at least one week prior to the proposed date.
- Notify the volunteers and designate a place to meet. Ask participants to bring their own work gloves and tools.
- Stock and bring a first-aid kit.
- Before cleanup begins:
 - Ensure all participants sign the Audit Roster.
 - Verify that all participants have a signed, completed Volunteer Waiver and Release Form on file with Franklin County.
 - Review safety guidelines.
 - Determine who is responsible for child participants and keep them away from dangerous areas.
 - Tell participants to report all problems to the Volunteer Group Leader.



- Tell everyone to return to the designated meeting place at the end of the cleanup.
- Distribute trash bags and safety vests.
- After cleanup is completed:
 - Ensure all participants document their time on the Audit Roster.
 - Collect all safety vests.
- Complete the Inspection Checklist at the end of the workday.
- Submit Audit Roster, Inspection Checklist and safety vests to the Public Works Department.

Participants are encouraged to submit photos taken at their pickup days. The photos will be used to promote the group's work and the Franklin County Litter Cleanup Program. Each participant has the option to agree to Photo Release terms on the Volunteer Waiver and Release Form. Photos can be placed on a disk and submitted with your paperwork or can be e-mailed to publicworks@franklincoks.org with the subject line "Franklin County Litter Pickup Program Pictures".

Thank you to the City of Castle Rock, Colorado for sharing their litter cleanup program with us.



Franklin County Litter Cleanup Program INSPECTION CHECKLIST

NOTE: This form should be completed each time a group returns from performing a litter cleanup project. The Volunteer Group Leader is responsible for returning the completed form to the Public Works Department within one week of the work being performed.

Group: _____

Litter Cleanup Date: _____

Cleanup Area: _____

Volunteer Group Leader: _____

Volunteer Group Leader Phone Number: _____

Have Waivers Been Submitted for All Volunteers? Yes or No

Number of Volunteers: _____

Time Worked:

Start: _____

End: _____

What activities did you accomplish during your litter cleanup day?

What is the general condition of the litter cleanup area?

List any items that require immediate maintenance attention (be specific):

Return Inspection Checklist to:
Franklin County Public Works Department
1428 S. Main Street, Suite 5
Ottawa, KS. 66067
785-229-3550 / publicworks@franklincoks.org

