

## Adopt-A-Street • Bike Trail • City Right of Way Volunteer Guidelines

### APPLICATION & CONTRACT

- Completed and submit application to KRCB
  - **Keep Riverside Clean & Beautiful (KRCB) • 3985 University Ave. • Riverside, CA • 92501**  
**Phone – 951.683.7100 x212 • Fax – 951.683.2670 • Email – [jsanger@riverside-chamber.com](mailto:jsanger@riverside-chamber.com)**
- Upon an application being turned in, KRCB and the adopting organization agree on a one-mile stretch of *Street, Bike Trail or City Right of Way* to be adopted, located within the City of Riverside
- The application is then confirmed

### CLEANUP/MAINTENANCE

- Cleanup/maintenance projects are to be organized and managed by the adopting organization/group *six times* over a one-year period
- A completed report form for each cleanup/maintenance project is required
  - Report forms can be filled using any of the methods listed below:
    - On-line at [www.krcb.com/adoptastreet.cfm](http://www.krcb.com/adoptastreet.cfm)
    - Via Google Doc at [www.tinyurl.com/krcbreport](http://www.tinyurl.com/krcbreport)
    - Included in KRCB's tool loan packet, available at KRCB's office (as seen above)
- Remove all collected trash bags from their *Adopted Street, Bike Trail or City Right of Way* and place trash bags in home or business garbage bins to be picked up during weekly collection
- Cleanup/Maintenance projects can also include:
  - Bulky Item Removal: debris, furniture, appliances, tires, etc.
  - Sweeping along sidewalks/curbs at your adopted location
  - Removing weeds and palm fronds along city right-of-way

### TOOL LOAN

- KRCB can loan out the following supplies: gloves, vests, trash pickers, trash bags, shovels, rakes, brooms, etc.
  - A full list of tools can be found by contacting KRCB's Project Coordinator (as seen above)
- To ensure tool availability, **please submit requests at least one week before the desired pickup date.**
- Volunteers pick up tools at the Greater Riverside Chambers of Commerce (3985 University Ave.) between the hours of 9:00 AM and 4:00 PM



Next

## GRAFFITI REMOVAL

- KRCB can provide graffiti removal packs to be used during a cleanup/maintenance project for utility boxes/signs/poles/guard rails
  - Contact the City of Riverside's call center at 951.826.5311, or
    - Dial 311 from a 951 area code
    - Email – [callcenter@riversideca.gov](mailto:callcenter@riversideca.gov)
    - Free Android/iPhone app (search “311 Riverside” in the Play/App store)
      - Blackberry app available here:  
<http://www.riversideca.gov/mobile/311/RRC311V10.jad>

## SAFETY RULES

- ***Each volunteer must complete the City of Riverside/KRCB waiver form***
  - Waiver forms must be filled out on both sides by each volunteer on a ***yearly*** basis
  - One waiver form per volunteer is to be kept on file with KRCB for each year
- ***Volunteers work WITHOUT City of Riverside/KRCB supervision, and WITHOUT traffic control***
- An adult volunteer or team leader is responsible for conducting a safety briefing to all volunteers
  - Read aloud the “Project Instructions and Safety Requirements” from the back-side of the waiver form before each cleanup/maintenance project
- Volunteers under 14 years of age ***must*** be accompanied by a volunteer over 18 years during cleanup/maintenance projects

## RECOGNITION SIGNS

- Each adopted organization receives two recognition signs at the entrance on either side of *Adopted Street, Bike Trail or City Right of Way* **after** KRCB approves the application
- The adopting organization's name will be printed on the signs, as decided by the adopting organization and disclosed to KRCB
  - The application contains a section to indicate the name of your business/organization ***“as it is to appear on the recognition signs”***
  - Signs measure 24” x 30”
  - Phone numbers, logos and websites are prohibited

## CANCELLATION

- Cancellation of *Adopted Street, Bike Trail or City Right of Way* if the adopting organization does not:
  - Conduct their first cleanup/maintenance project within 60 days ***after*** application is approved
  - Submit a report form indicating ***six*** cleanups within one year
- KRCB's Project Coordinator will:
  - Send the organization a “reminder” that a cleanup/maintenance project be organized and reported within 60 days.