



## ADOPT-A-STREET APPLICATION PACKAGE



Show Little Elm you care about your community and the environment by adopting a street! The Adopt-A-Street program provides individuals, civic organizations, and others with an opportunity to help beautify their community by volunteering their services to collect litter alongside Little Elm streets.

### Why Adopt?

- ✓ It's an easy way for groups to help the community
- ✓ It makes a visible impact on your local environment
- ✓ It helps build community and group pride
- ✓ It reduces litter cleanup costs and saves taxpayers money

### Program Requirements

- Adoptees agree to maintain a one mile stretch of roadway (in both directions and the median) for one year.
- Group or individual must conduct one clean up before Adopt-A-Street sign can be installed.
- Group or individual must agree with adoption terms and sign contractual agreement.
- Required documentation and advanced notification must be submitted prior to any cleanup activity. Please submit to [jglinka@littleelm.org](mailto:jglinka@littleelm.org).
- Cleanups must be conducted quarterly (once every 3 months).
  - 1<sup>st</sup> quarterly cleanup: January 1 – March 31
  - 2<sup>nd</sup> quarterly cleanup: April 1 – June 30
  - 3<sup>rd</sup> quarterly cleanup: July 1 – September 30
  - 4<sup>th</sup> quarterly cleanup: October 1 – December 31
- Within one week of completing a cleanup, teams must submit an Event Completion Form as the reporting requirement.

### Program Support

- Installation of "Adopt-A-Street" sign with entities name
- Supplies needed to conduct clean up
- Recognition of service to community on Keep Little Elm Beautiful platforms; placement of adoptees photo in town newsletter

If you are interested in participating in or would like more information about this worthwhile program contact: Little Elm Public Works at 972-377-5556 or via email at [jglinka@littleelm.org](mailto:jglinka@littleelm.org) or [PublicWorksInfo@littleelm.org](mailto:PublicWorksInfo@littleelm.org) or Keep Little Elm Beautiful (KLEB) at [kleb75068@gmail.com](mailto:kleb75068@gmail.com)



## ADOPT-A-STREET PROGRAM TERMS AND ADOPTION AGREEMENT



It is agreed by all parties that if the maintenance of the contracted area is not being performed according to the terms agreed upon, the Town has the ability to end the contract. When an organization or individual is behind in their cleanups, they will be given 30 days' notice to conduct a cleanup and return forms to remain in the program. If an organization or individual does not complete the make-up cleanup in the specified time, a new organization or individual will be eligible to adopt that street segment.

Adoption Agreements are automatically renewed on good standing. If an organization wishes to be removed from the program after one year, they can contact the Town of Little Elm Public Works Department at 972-377-5556 or via email at [jglinka@littleelm.org](mailto:jglinka@littleelm.org) or [publicworksinfo@littleelm.org](mailto:publicworksinfo@littleelm.org).

RESPONSIBLE PARTY SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

ORGANIZATION NAME: \_\_\_\_\_

SIGN LOCATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

DATE: \_\_\_\_\_



## ADOPT-A-STREET STREET REQUEST & SIGNAGE



Yes! I want to Adopt-A-Street in Little Elm!

I would like to adopt the following location. Please list in order of preference. Certain areas are unadoptable including: FM423, Eldorado Parkway (west of the intersection of Eldorado Parkway and Little Elm Parkway), service roads, roads not maintained by the town and roads with heavy traffic and/or high speeds. Volunteer safety is our top priority.

Prior to finalizing your Adopt-A-Street application, the coordinator will verify the street section with you. If you would like to know about current available street segments, call the Public Works Department at 972-377-5556.

1<sup>st</sup> Location(s): Street Name:  
Begin At:  
\*please be specific\* End At:

2<sup>nd</sup> Location(s) Street Name:  
Begin At:  
\*please be specific\* End At:

3<sup>rd</sup> Location(s) Street Name:  
Begin At:  
\*please be specific\* End At:

\*NAME TO APPEAR ON SIGN – ONE LETTER OR SPACE PER SQUARE


\*Slogans, religious themes, websites, or advertisements will not be approved!



## ADOPT-A-STREET PROGRAM EVENT COMPLETION FORM



*Please complete this form and return to the address below or email it after finishing each clean-up event.*

Physical Address: Little Elm Public Works Service Center  
1600 Mark Tree  
Little Elm, TX 75068  
972-377-5556

Mailing Address: Town of Little Elm  
100 W. Eldorado Pkwy.  
Little Elm, TX 75068  
972-377-5556

Email: [jglinka@littleelm.org](mailto:jglinka@littleelm.org) or [kleb75068@gmail.com](mailto:kleb75068@gmail.com)

Event Date: \_\_\_\_\_

Phone: \_\_\_\_-\_\_\_\_-\_\_\_\_

Group Leaders Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Street Adopted: \_\_\_\_\_

Number of Volunteers: \_\_\_\_\_ Number of Hours: \_\_\_\_\_

Total Weight of Bags: \_\_\_\_\_ Any Incidents or Injuries: \_\_\_\_\_

If So What Was The Nature of Accident or Injury: \_\_\_\_\_

Anything to Large or Unusual Needing Followed Up With: \_\_\_\_\_

Are your signs up?  Yes  No

Are your signs OK?  Yes  No



**RELEASE SIGNATURES**  
(Hold Harmless)



Must be filled out and received by the Public Works office  
before your scheduled cleanup event

In consideration of the Town of Little Elm’s acceptance of my participation in the above project, I, for myself, participating in the project, any heirs, executors, administrators and assigns, forever releases and discharges any and all rights, demands, claims and causes of suit of action, known or unknown, whether arising now or in the future, that I may have against the Town of Little Elm and Keep Little Elm Beautiful and any and all injuries, including death and property damage in any manner arising or resulting from my participation in said project, that I solely assume those risks, that I will, without limitation, assume and pay and medical and emergency expenses in the event of an accident, injury, illness, or other incapacity, regardless of whether I have authorized such expenses. Furthermore, I state that I have carefully read this release, know the contents of the release and signed the release of my own free will.

Before each cleanup, all applicants participating must sign below and send/bring to:

Public Works Service Center  
1600 Mark Tree Lane, Little Elm, TX 75068  
972-377-5556  
Email: [jglinka@littleelm.org](mailto:jglinka@littleelm.org) or [publicworksinfo@littleelm.org](mailto:publicworksinfo@littleelm.org)

**PLEASE NOTE THIS IS REQUIRED**

EVENT DATE: \_\_\_\_\_

ORGANIZATION NAME: \_\_\_\_\_

RESPONSIBLE PARTY SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

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VOLUNTEER NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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(USE ADDITIONAL SHEETS IF NECESSARY)



## ADOPT-A-STREET PROGRAM SAFETY TIPS



Below is a list of suggestions from Keep Little Elm Beautiful and the Little Elm Public Works Department to make sure your clean up experience is safe!

### DO:

- ✓ Have all volunteers sign waiver form before participating in the cleanup (parents or guardians must sign for minors)
- ✓ Use the "buddy system"... work in teams to maximize safety
- ✓ Wear gloves or use grabbers
- ✓ Wear safety vests and/or bright-colored clothing for cleanup
- ✓ Drink plenty of fluids
- ✓ Wear thick-soled, closed-toed shoes
- ✓ Wear long pants and long sleeved shirts
- ✓ Wear sunscreen and/or bug repellent
- ✓ Keep disinfecting wipes on hand
- ✓ Wash hands with antibacterial soap after the cleanup
- ✓ Be aware of your surroundings and potential hazards (holes in the ground, passing cars, hazardous tree branches, poison ivy, snakes, broken glass, etc.)
- ✓ Provide adequate supervision for all volunteers (adult supervision is required for minors)
- ✓ Know emergency procedures, such as the location of the nearest emergency facility and how to summon an ambulance or the police

### DON'T:

- ✗ Pick up anything with your bare hands
- ✗ Pick up hazardous materials such as hypodermic needles, sharp objects, old car batteries, animal carcasses, or any other unidentified or questionable object
- ✗ Attempt to move large objects... report this information to event staff
- ✗ Allow minor children to participate in cleanups, unless supervised by an adult
- ✗ Perform any activities outside of your physical capabilities
- ✗ Use power tools and/or motor driven equipment
- ✗ Conduct cleanups near or around construction sites
- ✗ Schedule cleanups during peak pedestrian or traffic hours
- ✗ Conduct cleanups during inclement/unsafe weather