



City of Sonoma

Adopt-A-Bike Path Program



Who Can Participate?

- ◆ Individuals
- ◆ Businesses
- ◆ Organizations

Options Available

Participation includes:

- ◆ Removal of litter & weeds from selected area.
- ◆ If you have any suggestions or ideas (i.e.: painting, graffiti removal) for expanding your committed responsibility please contact the Public Works Director.

How do I participate?

- ◆ Fill out and return the application for Adopt- A-Bike Path program.
- ◆ Discuss the location and the specifics with the City's Adopt-A- Bike Path Coordinator.
- ◆ Identify a Group Leader or Responsible Person.
- ◆ Attend an orientation session set up by the Coordinator.
- ◆ Have all volunteers fill out volunteer information forms. Verify forms for accuracy and completeness, and then return the completed forms to the Coordinator.
- ◆ Meet with your group to schedule clean-up dates.*
- ◆ Maintain a roster of volunteers.

**Cleanup dates need to be reported to the Public Works Dept. at least 5 business days in advance.*

How long do adoptions last?

Commitments are for 1-year periods; you may renew as many times as mutually agreeable.

How much does it cost?

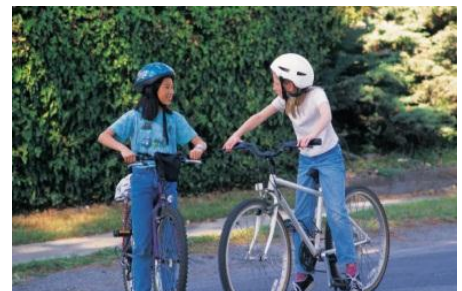
A volunteer group that performs basic litter and weed removal will incur no costs. However, the volunteer group is responsible for purchases of supplies such as paint that may be required for optional programs.

Public Works will supply the following:

- ◆ The manufacture and installation of Adopt-A- Bike Path recognition sign.
 - ◆ A safety orientation for group leaders/responsible persons.
 - ◆ Safety gear for participants.
 - ◆ Adopt-A-Bike Path litterbag.
- Collection of litterbags and removal of vegetation cleared from the adopted site.

What is the clean-up requirement?

- ◆ Groups are required to clean up their assigned section at least once a month. A representative from Public Works will make inspections of the site at the end of every month.



How do I know where to clean?

- ◆ After you have submitted your application, the Coordinator will assign a specific section of the bike path to your group.

What if the section I want is already adopted?

- ◆ The Coordinator will assign groups on a first-come, first-served basis, giving consideration to groups with a good track record on community projects. If all sections are currently adopted, your group will be placed on a waiting list. When an existing organization relinquishes a site, it is offered to the first group on the waiting list. Please understand that it may take time to cycle through the waiting list. If the waiting list is long we may limit groups to a 1-year time period, then request that the site be passed on to the next group on the list.

Safety First

- ◆ Because safety is such an important concern, a review of safety practices, policies, and procedures will be included in the project orientation session.
- ◆ The Adopt-A-Bike Path Coordinator will provide gloves and bags for debris removal.



Your Commitment

- ◆ Review and follow all Adopt-A-Bike Path safety procedures.
- ◆ Complete the tasks accepted in the agreement.
- ◆ Provide the Coordinator with at least 5 days advance notice prior to a scheduled work session.
- ◆ Notify the Coordinator if there is a change of group leader or responsible person, phone number or address.
- ◆ Notify the Coordinator if you wish to cancel a scheduled event date.

After the fact

- ◆ After your group has completed the maintenance activity, submit a roster of volunteers that participated in the event to the Coordinator.

Cancellation of a scheduled clean-up date.

- ◆ Should unforeseen complications or inclement weather cancels your scheduled event date, please contact the Coordinator to reschedule your date.

Orientation

- ◆ The orientation will be scheduled at the coordinator's discretion. ***The orientation is mandatory for all group leaders / responsible persons.***

At the orientation the group leader will leave with the knowledge of the following:

- ◆ Safety procedures and policies.
- ◆ Volunteer paperwork and information.
- ◆ The group leader will also complete and sign a standard Adopt-A-Bike Path Agreement.

Adopt-A-Bike Path Signs

- ◆ During the time you are responsible for the maintenance of a site, the City's Public Works Department will place an Adopt-A-Bike Path sign at your assigned site to recognize your contributions to the program.
- ◆ The Public Works Director will determine the exact location of the sign.
- ◆ One-time cleanup groups will not receive a recognition sign.
- ◆ Groups committed to a minimum of a one-year maintenance program will be recognized with a sign.
- ◆ The sign will be provided by the City of Sonoma.

Volunteers

- ◆ All volunteers are required to fill out the Volunteer Information Packet and return completed forms to the Coordinator before the scheduled cleanup date.
- ◆ Adults must accompany minors at all times during maintenance activities.

Minors Who Volunteer

- ◆ All parents or guardians of minors must sign a form releasing the minor into the group leader's care.
- ◆ Each group leader must fill out an eligibility questionnaire and sign an agreement before taking on the responsibility for the minors in his / her care.
- ◆ The City of Sonoma has a right to refuse any supervisor who does not meet the requirements of the agreement.

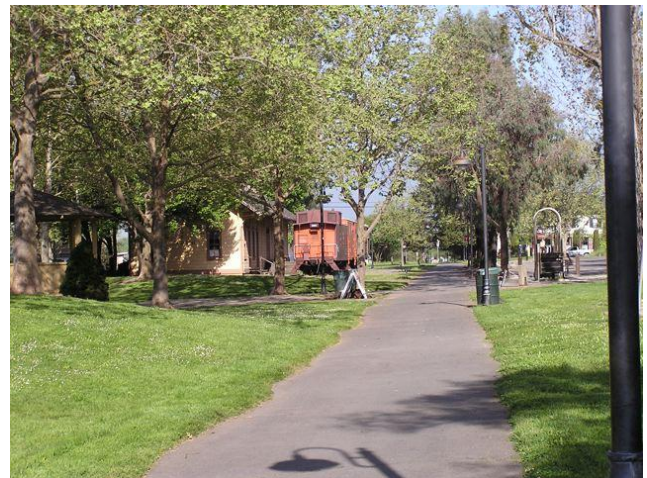
Potential Hazards

- ◆ Sharp objects, broken bottles, etc.
- ◆ Biohazards (including dog droppings)
- ◆ Poison Oak
- ◆ Snakes
- ◆ Other hazards that may occur

Written Agreement

The group leader / responsible person will sign a standard maintenance agreement that includes the following:

- ◆ The group takes responsibility for the area assigned for maintenance.
- ◆ The group and its site are subject to monthly inspections.
- ◆ The site must be cleaned at least once a month.
- ◆ The group must follow proper safety procedures.



Contact Information

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OR

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OR WRITE: City of Sonoma Adopt-A-Bike Path
No. 1 The Plaza Sonoma, CA 95476

Thank You for your participation!