



CROSS ROADS ADOPT-OUR-ROADS PROGRAM

Program Checklist

Initial Program Start Up

| Step | Purpose | Distribution / Submission |
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| Adopt-OUR-Roads Application Form | Notification of interest in program participation by group/organization | Initial Submission to Town |
| Acceptance and Conditions Form | Agreement between Town and Interested Group signed by each | Initial agreement with copies held by Town and by Group |
| Adopt-OUR-Roads Recognition Sign Requirements Form | Confirm content of recognition sign that will be printed | Initial submission by group to Town |

Every Clean Up Event

| Step | Purpose | Distribution / Submission |
|-----------------------|--|---|
| Leader safety brief | Safety Brief with group leader and representative of Town to ensure safe work environment. | Held every time group schedules event and picks up event equipment kit. |
| Hold-harmless form | Form signed by group members to acknowledge understanding by participants of work rules | Signed copy sent to Town with original kept by group |
| Parental consent form | Form signed by parent / guardian of any minors participating | Signed copy sent to Town with original kept by group |