



# City of Colorado Springs Adopt-A-Waterway Program Checklist

*It's up to each of us to keep our waters clean...*

- Form an Adopt-A-Waterway volunteer group (Adopting Organization).
- Choose a Designated Representative and an Alternate contact person for the Adopting Organization.
- Choose a site to be formally adopted by the Adopting Organization.
- Assess the ownership status of the selected site. **Note: At this time, privately owned property will not be permitted unless the property is owned by the Adopting Organization.**
- Meet with the City Adopt-A-Waterway Program Coordinator to go over paperwork and determine specific needs.
- Create a tentative list of cleanup activities the Adopting Organization would like to perform.
- Create a tentative list of dates to perform each activity.
- Submit appropriate forms to the City of Colorado Springs, Stormwater Drainage:
  - Program Agreement, (Adopt-A-Waterway Program - Document No. 2).*
  - Enrollment Form, (Adopt-A-Waterway Program - Document No. 3).*
  - Volunteer Acknowledgment of Risk and Release Form, (Adopt-A-Waterway Program - Document No. 4).* *Note: Each participating volunteer will need to fill out one of these forms prior to any activities.*
  - Dates and Activities, (Adopt-A-Waterway Program - Document No. 5).*
- Become familiar with the *Safety Guidelines, (Adopt-A-Waterway Program - Document No. 6).*
- At least one (1) week prior to the event:
  - Inform the City Adopt-A-Waterway Program Coordinator in writing of the date of the intended activity.
  - Contact the City for locations where trash should be placed for City pick-up.
  - Collect safety vests and trash bags from the City's office.
- Day of the event:
  - Conduct a safety meeting with the program participants to review the safety information supplied by the City.
- Within two (2) weeks after the event:
  - Submit *Clean-up Data Form (Adopt-A-Waterway Program - Document No. 7)* to the City Adopt-A-Waterway Program Coordinator.**
- The City of Colorado Springs will post the Adopt-A-Waterway sign(s). The sign(s) will be supplied by the City of Colorado Springs.