

VOLUNTEER REGISTRATION FORM

This Volunteer Registration Form requires the signatures of both the Volunteer Coordinator and all Volunteers prior to each cleanup event. For minors aged 12 to 18, a parent or guardian must sign the form and provide the printed name of the participating minor. By signing this document, the Volunteer Coordinator and Volunteers confirm that they have reviewed the General Obligations and Responsibilities outlined in the permit.

Permit#: _____ Volunteer Coordinator: _____ Name on Recognition Sign: _____

Coordinator: Phone #1 _____ Email: _____

Date of Clean up: _____ Start Time: _____ ☐ AM ☐ PM End Time: _____ ☐ AM ☐ PM

Highway: _____ From Milepost: _____ To Milepost: _____

Did you REPORT YOUR LITTER? ☐ Yes ☐ No

Email a copy to your District Contact:

☐ 1) Adopt a Highway Online Report: <https://azdot.gov/business/programs-and-partnerships/adopt-highway/report-litter-pickup>

☐ 2) Number of litter bags: _____

Volunteer Name (Print) <input type="checkbox"/> Check box if you are a parent or guardian of a minor		Signature	Name of Minor (Print) (if box checked)	Date
1	<input type="checkbox"/>			
2	<input type="checkbox"/>			
3	<input type="checkbox"/>			
4	<input type="checkbox"/>			
5	<input type="checkbox"/>			
6	<input type="checkbox"/>			
7	<input type="checkbox"/>			
8	<input type="checkbox"/>			
9	<input type="checkbox"/>			
10	<input type="checkbox"/>			
11	<input type="checkbox"/>			
12	<input type="checkbox"/>			
13	<input type="checkbox"/>			
14	<input type="checkbox"/>			
15	<input type="checkbox"/>			

General Obligations and Responsibilities

1. By signing the application for permit, the volunteer group and the permittee's representation agree to abide by all the requirements of the program.
2. Only after the permittee's group performs a cleanup activity will ADOT initiate the process of fabricating and installing recognition panels. A group has six (6) months to perform a cleanup before a road segment returns to AVAILABLE status, and the permit is canceled.
3. The permittee will not monetarily subcontract their duties to another organization or individual. Adopt a Highway groups are advised to report, but not to interfere, with illegal dump sites. Certain illegal dump sites may be considered hazardous material sites. Volunteers should report illegal dump sites in ADOT right of way to the designated office.
4. The permittee agrees to schedule litter cleanup activities with the ADOT-authorized contact person prior to the start of any work authorized by this permit. The permittee should notify the authorized contact person within three (3) to five (5) business days BEFORE initiating cleanup activities so that a litter bag pickup can be scheduled by ADOT staff in a timely manner.
5. Work shall only be conducted during daylight hours. Work shall not be conducted on holiday weekends or within 24 hours of a holiday weekend unless specifically authorized in writing as an amendment to the permit.
6. The permittee must be at least 18 years old to sign the Application for Permit and may represent a family neighborhood, employees or any other collection of individuals forming a group of volunteers. The permittee shall coordinate and represent the volunteer group. Children younger than 12 years old shall not participate or be permitted in the right of way for any reason. The group shall provide at least one adult 21 years of age or older to supervise every ten participants between 12 and 18 years of age. Each participant (or parent or guardian of a minor participant) must sign the ADOT Volunteer Registration Form before work commences in the right of way. The volunteer coordinator representing the group will ensure all participants sign the ADOT Volunteer Registration Form prior to each litter cleanup activity.
7. The permittee agrees all volunteers in their group will watch the Safety Video and read the Safety Brief BEFORE they perform the initial cleanup activity. The permittee agrees to REQUIRE ALL volunteers to read the Adopt a Highway Safety Brief before every cleanup activity.
8. Adopt a Highway activities are limited to litter cleanups and do not include any sign maintenance, road maintenance, landscape trimming, weed control or rest areas. Volunteers are to perform their cleanup activity by walking on foot. No animals (pets, horses, etc.) and no motorized or off- road vehicles such as ATVs are permitted in the right of way during the cleanup activity.
9. Volunteers are required to stay out of the roadway at all times. Adopt a Highway cleanups shall not be performed within 10 feet of the roadway, in medians, upon bridges, culverts, or structures of any kind. Permittee shall not cross the travel lanes of an access-controlled highway. If the section of highway contains roadside barriers, leave your bags at the end of the barrier and do not cover any marker or reflector at the beginning or the end of the barrier. Leave all bags tied and at least 10 feet from the roadway.
10. The Adopt a Highway acknowledgment sign is the property of ADOT. The acknowledgment sign is not intended to be an advertising medium or any kind of public forum for public speech or political opinion. It is intended to identify and recognize the volunteer organization group that is responsible for the periodic litter cleanup in the area. The department reserves the right to edit the wording of the sign ([Sign Content Guidelines](#)) and has final approval of the sign content and location.
11. The permittee agrees to report litter cleanup activities within three (3) days using the online [Activity Report Form](#) on the ADOT website and submits the Volunteer Registration Form to the District Office.
12. An additional "Outstanding Volunteer" placard may be requested and installed below the recognition sign for volunteer groups who report three (3) or more cleanups per year during the permit period. The decoration or embellishment of signs or sign posts is prohibited.
13. ADOT provides safety vests and litter bags. ADOT will pick up filled litter bags as soon as possible upon notification of completion of cleanup activity. Litter bags will be available for pickup from ADOT by contacting the authorized contact person on the front of this permit. If there are unused trash bags left after a cleanup activity or permit termination, the bags remain the property of the Department and shall be returned to ADOT or the District Office.
14. LIABILITY COVERAGE: Volunteers are individuals authorized to do State of Arizona work/activities and are not being paid. Liability coverage may be extended to volunteers acting pursuant to the terms of the applicable permit within the course and scope of their state-authorized activities. Volunteers of the state may be provided the same liability protection afforded employees. Thus, volunteers acting within the course and scope of their state-authorized activities may be covered for their liability exposure as authorized volunteers of the state. If volunteers have questions about liability coverage, they are encouraged to consult with their own legal and/or insurance counsel.
15. WORKERS' COMPENSATION IS NOT COVERED: Volunteers are NOT covered by the state's workers' compensation plan if injured while participating in this program (except for volunteers covered pursuant to A.R.S. 23-901). Volunteers must read the Safety Briefing before each cleanup. Volunteers are strongly encouraged to obtain their own medical insurance before participating in this program. When there is no other insurance in place, Risk Management has purchased a volunteer accident medical and AD&D program. However, you must supply specific information about your medical insurance prior to making a claim. Volunteer accident medical and Accidental Death and Dismemberment (AD&D) claim forms can be obtained from the Risk Management website at www.staterisk.az.gov. If volunteers have questions about workers compensation, they are encouraged to consult with their own legal and/or insurance counsel.
16. This permit may be canceled by the state at any time for any reason, including failure to pick up litter according to this agreement or for non-conformance with other permit requirements.