



City of Colorado Springs Adopt-A-Waterway Program Checklist



- 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 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.*
 - Dates and Activities, (Adopt-A-Waterway Program - Document No. 5).*
- Post the Adopt-A-Waterway sign(s), (supplied and coordinated by the City).
- 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 project materials from the City's office, i.e., gloves, bags, tools, etc.
- 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 *Sign-In Sheets (Adopt-A-Waterway Program - Document No. 7)* and *Clean-up Data Form (Adopt-A-Waterway Program - Document No. 8)* to the City Adopt-A-Waterway Program Coordinator.