

# **PENNDOT ADOPT AND BEAUTIFY PROGRAM AGREEMENT Part 2 Participation Agreement Information**

- **“Congratulations” Letter**
- **Routing Sheet – Participation Form**
- **Signature Page**
- **Terms And Conditions/Attachments A, B, C, D**
- **Signage Information**
- **Sample “Change Of Information” Letter**

*Note to Coordinator: Discard this page prior to sending to potential participant. Customize the “Congratulations” letter by adding your name and address.*

## A NOTE FROM PennDOT...

Dear Potential Adopt & Beautify Participant:

Congratulations on your commitment to PennDOT's Adopt & Beautify program and to joining many other citizens across the Commonwealth who are helping to keep our roads clean, beautiful and enjoyable for everyone.

Here is a copy of the agreement you will need to sign to formally join the program. The agreement spells out the specific guidelines of the program including:

- The section of highway you chose to adopt and beautify.
- Your commitment to maintain your adopted site.
- The requirements to provide safety training to group members, using PennDOT materials, and to obey safety procedures while at work on the highway.
- The requirement that each participant sign EXHIBIT B before going out to work at the beautification site. A parent or guardian is required to sign EXHIBIT B if children under 18 years of age will participate.

This document constitutes an agreement between PennDOT and the adopting group or individual. Please read it carefully and understand it fully before you sign it.

Once you have returned the signed agreement, I can begin processing the document and ordering the sign for posting on your portion of highway to acknowledge your efforts.

Once the agreement is executed, I will schedule a date for you to pick up your safety supplies and other work materials.

Thank you for helping to make Adopt & Beautify a success in Pennsylvania.

Sincerely,

Your Name  
PennDOT District \_\_\_\_\_  
Roadside Specialist

# ROUTING SHEET

## Adopt & Beautify Participation Form

Document Number: \_\_\_\_\_ Date: \_\_\_\_\_

County: \_\_\_\_\_ District: \_\_\_\_\_ Route: \_\_\_\_\_

Name of Adopting Person or Group: \_\_\_\_\_

Type of Group/Business: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Type of Beautification Project: \_\_\_ Litter Pickup \_\_\_ Landscaping \_\_\_ Both  
 \_\_\_\_\_ Other (Please describe Other Project: \_\_\_\_\_)

**Requested Highway Beautification Area Description: (Route Number, Location, Specific Portion):** \_\_\_\_\_

Number of Adults in Group: \_\_\_\_\_ Number Of Minors in Group: \_\_\_\_\_

Name To Appear On Sign As: \_\_\_\_\_

**FOR PennDOT EXECUTION** *(Complete When Returned From Group/Business)*

<i>Person</i>	<i>Signature</i>	<i>Date Received/ Date Forwarded</i>
<b>District Executive/Administrator, Any Assistant            District Executive/ Administrator Or County            Maintenance Manager (For DE/DA Or ADE/ADA)</b>		
<b>Highway Beautification Manager</b> Bureau of Maintenance. and Operations 6 <sup>th</sup> Floor, CKB, 400 North Street Harrisburg, PA 17120		

**Originating District Roadside Specialist Mailing Address**

Name: \_\_\_\_\_ District: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ E-Mail: \_\_\_\_\_

**ADOPT & BEAUTIFY PROGRAM**  
**SIGNATURE PAGE FOR ACCEPTANCE OF TERMS AND PROGRAM APPROVAL**

Document Number \_\_\_\_\_ District \_\_\_\_\_ County \_\_\_\_\_  
Group Name \_\_\_\_\_

The paragraphs contained in the following attachments will provide you with the conditions for participating in PennDOT's Adopt & Beautify Program. Once you have read the stipulations and agree to abide by them, please indicate your acceptance by providing properly authorized signatures and the current date in the signature area that follows.

After you have returned your signed and dated acceptance of the conditions for participating, PennDOT will approve your participation with the signatures of its duly authorized representatives and will then contact you by phone or mail to indicate your acceptance in the program. You will also receive a photocopy of the entire packet to retain in your files for future reference. We look forward to working with you, and thank you for volunteering to help Keep Pennsylvania Beautiful!

\*\*\*\*\*

*ACCEPTED: DULY AUTHORIZED REPRESENTATIVE OF APPLICANT*

**NAME** (PLEASE PRINT): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

**ATTESTOR NAME** (PLEASE PRINT): \_\_\_\_\_

ATTESTOR SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

*APPROVAL: PENNSYLVANIA DEPARTMENT OF TRANSPORTATION*

NAME (PLEASE PRINT): \_\_\_\_\_  
(Fill out when returned from group)

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE\*: \_\_\_\_\_

for\*\* (DIST. EXE./ASST.DIST. EXE) \*Date Document Completed.

\*\* A county maintenance manager may sign for the DE or ADE; however, they must place the word "for."

SIGNATURE: \_\_\_\_\_ (\* \_\_\_\_\_)  
STATEWIDE HIGHWAY BEAUTIFICATION MANAGER \*Date Document Approved

## **ADOPT & BEAUTIFY PROGRAM – TERMS AND CONDITIONS FOR PROGRAM PARTICIPATION**

### **BACKGROUND:**

To enhance and improve the roadside environment, PennDOT has established the Adopt & Beautify Program in which volunteer participants serve as a Beautification Sponsoring Group (BSG) to adopt a portion state highway near their community. This may include seeding or planting wildflowers, shrubs, trees and other acceptable vegetation in addition to litter removal. “Acceptable” is defined as what is permissible under PennDOT guidelines.

### **TERMS AND CONDITIONS FOR PARTICIPATION IN THE PROGRAM:**

1. Subject to the acceptance of the terms and conditions contained in this Participation Packet, you are granted permission to adopt a portion of state highway identified in Attachment A which follows for a minimum period of two years beginning on the approval date indicated and subject to PennDOT’S termination rights. It will renew automatically unless either party chooses to terminate it.
2. PennDOT will conduct an initial safety orientation meeting with authorized representative (s) of the APPLICANT and provide safety materials for use by the APPLICANT.
3. You will be required to maintain your roadside adoption according to an established and approval schedule. Maintenance should not be conducted on busy holidays or holiday travel weekends or preceding days such as the Wednesday before Thanksgiving, Thanksgiving Day, the Monday following Thanksgiving , Christmas Eve Day, Christmas Day, New Year’s Day, Fourth of July or a Fourth of July Weekend (Friday-Monday), Easter weekend (Friday-Monday), Memorial Day or a Memorial Day weekend (Friday-Monday). All activities must be conducted between one hour after sunrise and one hour before sunset.
4. The BSG must conduct safety orientation meetings to review, at a minimum, safety and other guideline materials supplied by PennDOT. No participant may be involved in beautification unless he/she has attended at least one safety orientation meeting and has signed a release, a copy of which is attached as Attachment B(1) Small Groups or B(2) Large Groups. It is also recommended that an on-site safety briefing be conducted prior to each scheduled site maintenance.
5. The BSG must comply with the Safety Conditions and Requirements contained in Attachment C.
6. The BSG will be responsible for removing all undesirable debris or litter generated during planting or maintenance activities at the beautification site.
7. PennDOT, at its cost, will provide, install and maintain permanent signs noting the Program and the BSG’s name within the adopted area itself in exchange for the BSG’ efforts. Further, PennDOT will, at its cost, provide a “Litter/Work Crew Ahead” sign, upon request, for placement by the BSG during maintenance activities. Proper use and

return of the temporary "Litter/Work Crew Ahead" signs will be the responsibility of the BSG. PennDOT will replace the Adopt & Beautify signs as necessary due to normal wear and tear. There shall be no business logo or commercial advertising used or displayed by the BSG.

8. PennDOT can terminate the BSG's participation in this program at any time for non-compliance with any of these terms and conditions; at any time the adopting group's work is unsatisfactory, unsafe, or if it causes a conflict with traffic; at any time the Program is suspended or discontinued; or at any time such termination is deemed to be in the best interest of PennDOT.
9. Any notice to or communication with PennDOT by the BSG should be with the appropriate local PennDOT District Roadside Specialist.
10. The BSG certifies that it does not represent an elected official or candidate for public office.
11. The BSG has been provided with PennDOT criteria for eligibility to participate in the Program and the Acceptance of Terms and Conditions, and certifies that it meets all such criteria as are contained in Attachment D.

**ATTACHMENT – A**

Document Number \_\_\_\_\_ District \_\_\_\_\_ County \_\_\_\_\_  
BSG Name \_\_\_\_\_  
Municipality \_\_\_\_\_

HIGHWAY WITHOUT INTERCHANGE

STATE ROUTE NUMBER \_\_\_\_\_ TOTAL MILES (IF APPLICABLE) \_\_\_\_\_  
SEGMENT \_\_\_\_\_ OFFSET \_\_\_\_\_ TO SEGMENT \_\_\_\_\_ OFFSET \_\_\_\_\_

EXCLUSIONS:

HIGHWAY WITH INTERCHANGE

STATE ROUTE NUMBER \_\_\_\_\_ TOTAL MILES (IF APPLICABLE) \_\_\_\_\_  
SEGMENT \_\_\_\_\_ OFFSET \_\_\_\_\_ TO SEGMENT \_\_\_\_\_ OFFSET \_\_\_\_\_

INCLUDED:

EXCLUDED:

**ATTACHMENT – B(1) – Small Groups**

Document Number \_\_\_\_\_ District \_\_\_\_\_ County \_\_\_\_\_  
BSG Name \_\_\_\_\_

RELEASE:

I understand that participation in the Adopt & Beautify Program involves standing and walking near a state highway and that there are certain risks involved with each participation. I hereby release the Commonwealth of Pennsylvania, Department of Transportation, from any liability associated with the risks involved with participation in the Adopt & Beautify Program. I have also reviewed the Adopt & Beautify safety materials as a prerequisite in the Program.

\_\_\_\_\_  
\*SIGNATURE DATE

\_\_\_\_\_  
PLEASE PRINT NAME HERE

\_\_\_\_\_  
PLEASE PRINT GROUP NAME HERE

\* If signatory is less than 18 years of age, Parent or Guardian must sign this.

\_\_\_\_\_  
PLEASE PRINT PARENT/GUARDIAN NAME HERE

\_\_\_\_\_  
SIGNATURE OF PARENT/GUARDIAN DATE





## **ATTACHMENT C**

### **PennDOT SAFETY RECOMMENDATIONS**

Participants should:

- Know emergency procedures such as the location of the nearest emergency facility and how to quickly summon the police or an ambulance. Provide your own First-Aid Kit, and include kit with other supplies during activity.
- Avoid overexertion and heat problems by drinking water and taking breaks.
- Carpool to the beautification site and park vehicles a safe distance from the traveled roadway..
- Wear the recommended attire: long-sleeves, blue jeans or long pants, leather shoes or boots, and gloves.
- Be careful of contact with poison plants, bees, wasps, hornets, fire ants and snakes. The recommended attire will usually prevent irritations from most plants.
- Be aware of visibility problems and be prepared for any unexpected behavior of motorists.
- Not stand or jump on guide rail, drainage pipes or concrete walls.

### **PennDOT SAFETY REQUIREMENTS**

Participants shall:

- Vehicles shall remain on the same side of the highway as the beautification area whenever possible.
- Upon arriving at the work site, immediately display PennDOT's official "Litter/Work Crew Ahead" safety sign.
- Not possess or drink alcoholic beverages. Avoid all horseplay or demonstrations of any nature on the right of way.
- Use PennDOT safety training materials and conduct at least one safety orientation meeting during the year. Wear the safety vest provided by PennDOT and conduct pre-work safety talks.
- Provide appropriate and adequate adult supervision when youth groups are involved; that is one adult per eight participants between the ages of 8 and 17.
- Avoid peak traffic hours and extreme inclement weather conditions.

## **ATTACHMENT D**

### *ADOPT & BEAUTIFY CONDITIONS*

1. Local community organizations referred to as Beautification Sponsor Groups (BSG), such as civic, social or school groups, will be eligible for involvement in the Adopt & Beautify Program as will individuals 18 years of age or older. Corporations, partnerships and sole proprietorships who wish to sponsor groups may do so; however, there will be no business logo or commercial advertising used or displayed by a group or any of its participants.
2. PennDOT will not enter into an agreement with any elected official or candidate for public office.
3. The BSG will be required to adopt a highway or portion thereof, or interchange, for at least two years from the effective date of the agreement. PennDOT may assign the beautification site to another group or business subject to prior written approval.
4. The minimum age for participation is eight (8) years of age. Groups with members between the ages of eight and 18 must be supervised by adults 18 years of age or older in the ratio of one adult per eight participants between the ages eight and 18 whenever there is activity. No person under the age of 16 will be permitted to work on any highway which is part of the interstate system.

## YOUR ADOPT & BEAUTIFY SIGNS

One of the most important and visible elements of the Adopt & Beautify Program is signing. Green and white permanent highway signs will be installed to display the name of the BSG while adding to the attractiveness of the adopted area and informing the motoring public of the program's existence.

- 1. Sign Design** – The designs of the signs is shown on the attached sheets as Figures 1 and 2. All signs consist of a white reflectorized background with green letters and borders. Only one size sign (36" X 12") is available for both the Beautification Area (I47-1) and Beautification Area Sponsor (I47-2) Signs. There is a maximum allowance of 2 lines on a sign.
- 2. Maximum Number of Letters and Spaces on Nameplates** - An Adopt & Beautify sign has a maximum number of 16 characters and/or spaces per line using a normal stroke and 22 on a reduced stroke. In general, the use of abbreviations on nameplate signs is discouraged. If group names or community names are unusually long (ie., Rutherford Heights, Plymouth Meeting, Beautification Volunteers, etc.), the use of a smaller stroke letter width will be allowed. Use of this smaller lettering should only be used if a clearly understood two-line message cannot be accommodated with the larger lettering.
- 3. Approval of Nameplate Lettering** –BSGs applying to adopt a site will submit with their application proposed wording for designating their group on the nameplate sign. To insure uniformity, clarity and appropriateness, all proposed wording will be reviewed by the District Office, preferably by the District Roadside Specialist, before any signs are ordered.
- 4. Purchase and Installation of Signs** – Signs will be purchased and installed by the County Sign Crew in accordance with PennDOT standards, normally mounted on two breakaway steel posts. Seven feet is the minimum mounting height on freeways and expressways and along other highways where there are pedestrians or parking. Along other highways, the minimum mounting height is five feet. The nameplate sign should always be mounted below the Beautification Area sign panel.
- 5. Temporary "Work Crew Ahead" Signs** – These signs, along with the accompanying orange safety flags and frames, will be loaned to participating groups on a first-come, first-served basis whenever needed. Since these signs will be used by both Adopt & Beautify and Adopt-A-Highway groups, the County Office should purchase sufficient quantities of signs, flags and frames to reasonably accommodate simultaneous activities or use "Work Area Ahead" signs on a temporary basis if an unusually large number of groups are scheduled to work on the same day.



# **SAMPLE "CHANGE OF INFORMATION" LETTER**

PennDOT  
County Maintenance Office Address

We are in the process of updating our database of group information for the PennDOT Adopt & Beautify Program and would like your assistance.

Please check the information that follows and make any necessary changes for your group and return this form to me as soon as possible.

Thank you for your continued participation in the Adopt & Beautify Program.

## **CURRENT INFORMATION:**

Document # \_\_\_\_\_ District \_\_\_\_\_

County \_\_\_\_\_ Expiration Date \_\_\_\_\_

Group Name \_\_\_\_\_

Contact Person (Print) \_\_\_\_\_

Contact Address \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

Contact E-Mail Address \_\_\_\_\_

## **CHANGES:**

Document # \_\_\_\_\_ District \_\_\_\_\_

County \_\_\_\_\_ Expiration Date \_\_\_\_\_

Group Name \_\_\_\_\_

Contact Person (Print) \_\_\_\_\_

Contact Address \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

Contact E-Mail Address \_\_\_\_\_

Sincerely,

Your Name  
PennDOT District \_\_\_\_\_ Roadside Specialist