Adopt-A-County Road
Group Leader Checklist

BEFORE EVERY CLEANUP:
___ 1. Check County’s website at http://www.bouldercounty.org/roads/driveways/pages/adoptacountyrd.aspx for any updates or additional information to share with your group.
___ 2. Notify your group of meeting place and time.
___ 3. Verify all participants have watched the Methamphetamine Lab Waste Video and have signed and submitted the “Waiver and Release Agreement” for Boulder County.
___ 4. Walk or drive your road segment prior to meeting with your group to note construction areas and other hazards. Share this information with your group in your safety talk.
___ 5. Remember to bring a first aid kit, plenty of water and directions to the nearest hospital.

AT THE MEETING PLACE:
___ 1. Take a head count. Divide into teams as appropriate. Each team must have a Team Leader assigned.
___ 2. Make sure there is at least 1 adult for every 5 participants under 16 years of age and that all participants are at least 12 years old.
___ 3. Check for appropriate clothing. Hand out safety vests.
___ 4. Ensure that participants are not under the influence of drugs and alcohol.
___ 5. Review Cleanup & Safety Procedures with the group! This MUST be done before EVERY cleanup.

AT THE CLEANUP SITE, TEAM LEADERS SHOULD:
___ 1. Check that cars are parked as far off the road as possible and that all participants are wearing their safety vests and gloves.

AFTER THE CLEANUP:
___ 1. Collect All safety vests.
___ 2. Thank all group members for their hard work!
___ 3. Accomplishment Form can be submitted via fax 303.441.4594, email adoptaroad@bouldercounty.org or electronically by going to www.bouldercounty.org/roads/driveways/pages/adoptacountyrd.aspx When reporting your cleanup provide the following information:
   a. How many participants
   b. How many hours
   c. How many bags of trash that were collected
   d. How many bags of recyclable items collected
   e. Along with location of any hazardous materials including animal carcasses or large items.