

# Stanhope Environmental & Shade Tree Commissions

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77 Main Street  
Stanhope, NJ 07874

April 10, 2019

Dear Community Group Leader:

Please see attached our flyer for our upcoming Arbor Day/Clean Communities Day Event on Sunday, April 28th from 12:30 – 3:30 PM; with a Rain Date of Sunday, May 5th. To make this year's Clean Communities Day a success, we will be using money from the Clean Communities Grant to award \$200.00 mini-grants to eligible volunteer (non-profit) groups ***located in the Borough of Stanhope***, who participate in this year's event. Volunteer groups are defined as: the Cub Scouts, Boy and/or Girl Scouts, church, school, or civic groups and other similar organized groups. **Although grants are committed to non-profit groups in town, individuals are welcome to participate voluntarily.**

Guidelines to receive this grant are:

1. A minimum of 6 participants from each group/organization must be in attendance. (2 hours of work must be done by each member). Participants can represent only one group.
2. All trash is to be picked up; excluding large or potentially dangerous items. Clear trash bags are to be used for recyclables; and black plastic bags are to be used for trash. All trash bags need to be returned to a designated area.
3. You must have 1 adult to supervise every 6 children, who are 12 years of age and younger.

The Stanhope Environmental & Shade Tree Commissions will provide the following:

1. Table and sign-in sheets with a Clean Communities Supervisor to provide instructions and assistance.
2. Bottled water. (Participants should bring any snacks/medications they may require).
3. All necessary equipment: gloves, bags, shovels, rakes, pick-up sticks.
4. Designate areas for the trash to be picked up.

***Please fill out the group application form on the next page and return it to the contact person, in order for us to have enough gloves/water, and to have the vouchers prepared for you to sign immediately upon completion of the Clean-Up. More importantly, please hand out the Waiver Forms and Safety Guidelines for participants to review prior to the clean up. We will have extra forms on site for last minute participants.***

***Please note that this year, we will all meet at Valley Road School and your group may be asked to disperse to a different location in town to expand our clean-up efforts.*** We appreciate all efforts in keeping our community clean. To register your group and find out more about how you can help, please contact Dana at (973) 347-0159 x13 by Wednesday, April 24th. Thank you and we look forward to hearing from you!

Sincerely,

Nicole Member  
Environmental & Shade Tree Commissions

Dana Mooney  
Clean Communities Coordinator

## Clean Communities Application Form

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

Address \_\_\_\_\_  
\_\_\_\_\_

Contact Person \_\_\_\_\_

Phone Number (Day)\_\_\_\_\_ (Evening)\_\_\_\_\_

*Approximate* Number of Participants \_\_\_\_\_

Location From \_\_\_\_\_

To \_\_\_\_\_

Description of Parameters/Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please fax/mail/email this form to the contact person below:

**Dana Mooney, Clean Communities Coordinator**

Borough of Stanhope

77 Main Street

Email: [dmooney@stanhopenj.gov](mailto:dmooney@stanhopenj.gov)

Phone: (973) 347- 0159 x13

Fax: (973) 347- 6058

## Stanhope Clean Communities Waiver Forms

Date of Participation: Sunday, April 28, 2019 (Rain Date Sunday, May 5, 2019)

I/We understand that participation in the Stanhope's Clean-Up Day involves standing and walking near water, side streets, and highways while traffic is present, which is a potentially hazardous activity. I/We assume all risks associated with participation in the program and hereby for myself, my heirs, executors, and administrators waive and release the Borough of Stanhope, Town Council, sponsoring Borough Commissions, officers, and employees from claims, liability, risk of and damage of any kind of injury, including wrongful death associated with or arising out of my/our participation in the Clean-Up Program. I/We have reviewed and understand the safety materials prior to my participation in the program.

IF SIGNATORY IS LESS THAN 18 YEARS OF AGE, THIS MUST ALSO BE SIGNED BY A PARENT OR GUARDIAN.

<b>PHOTO PERMISSION AGREEMENT</b>	Date
<p>€ Yes, I give permission to the <b>Borough of Stanhope</b></p> <p>€ No, I <b><u>DO NOT</u></b> give permission to the <b>Borough of Stanhope</b></p> <p>to make or use pictures, slides, digital images, or other reproductions of me OR of my minor child to be used in NJ Herald or other local newspapers, or for other finished pictures, slides, or images to use without compensation in productions, publications, on the web, or other printed or electronic materials related to the role and function of Stanhope Clean Communities Programs.</p>	

Name of Child: \_\_\_\_\_ Age: \_\_\_\_\_

Name of Child: \_\_\_\_\_ Age: \_\_\_\_\_

Name of Child: \_\_\_\_\_ Age: \_\_\_\_\_

Name of Child: \_\_\_\_\_ Age: \_\_\_\_\_

Your Name \_\_\_\_\_

Organization: \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent or Guardian Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent or Guardian Date: \_\_\_\_\_

## Safety and Other Guidelines for All Participants

**What to do first:** Check-in at the pick-up site at Valley Road School – 24 Valley Rd. Stanhope.  
Water will be provided at check-in, if needed.

### **Clothing:**

- Wear long-sleeved shirts, jeans or long pants, leather or heavy soled shoes, or boots.
- Dress for the weather! Gloves will be provided on site.

**Emergency Information/ First Aid:** Be sure to inform your group leader or site coordinator of any **known allergies** and physical infirmities prior to participation. (If you are prescribed an Epi-pen/Inhaler by your doctor, please carry it with you during the clean up). A basic first aid kit will be on site at the check-in, if needed. **Drink plenty of water and take breaks as needed.** Water will be provided at check-in, if needed.

### **Be alert for hazards:**

- Learn to identify **poison ivy**. The recommended attire will prevent irritations from most plants.
- Be alert for **bees, wasps, hornets, fire ants, and snakes**.
- Pay attention to handling of **broken glass**.
- Cancel pick-up during **extreme weather** conditions.
- Avoid car batteries, animal carcasses, and unidentifiable or questionable items. If you find abandoned drums or pails, do not touch or move them
- \* Toxic or bulky waste should be identified, its location should be noted, and a report should be given to the site coordinator.

### **Traffic.**

- Be sure you are **visible** to motorists.
- Watch for **unexpected developments** in traffic.
- Walk **facing oncoming traffic**.

**Youths:** Provide appropriate and adequate adult supervision when youth groups are involved.

**Avoid Unsafe Behavior:** All unsafe behavior, such as standing or jumping on guardrails, drainage pipes, or concrete walls, horseplay and demonstrations should not be permitted.

**Recyclables** will be placed in clear plastic bags and trash into other bags provided. All bags will be securely tied. Examples of Recyclable Litter:

- Aluminum beverage cans
- Clear, brown, and green glass
- Plastic soda bottles, milk jugs, and liquid detergent bottles
- Tires
- Automobile parts - mufflers, tailpipes, hubcaps, and rims
- Batteries - dry cell
- Scrap metal

**Place garbage bags at requested locations and.... CHECK OUT when done,** so we don't unnecessarily start a search party for you!

Finally, be sure to.. **Check yourself for ticks and remove ticks immediately. If tick is feeding, use tweezers as close to skin as possible, and consult a physician if the tick appears to be engorged or if you develop a bulls-eye rash.**