

adopt@grda.com

Member/Group Handbook

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# MISSION STATEMENT

The mission of the Adopt-the-Shoreline program is to provide a leadership role with the various stakeholders on Grand Lake O' the Cherokees to remove litter and debris from the shoreline, thus safeguarding the ecosystem and enhancing the quality of life for all.

## **OBJECTIVES**

- Solicit businesses, organizations, and individuals for shoreline adoption.
- Coordinate the annual spring and fall cleanup efforts.
- Annually recognize volunteers for their dedication and commitment to the program.
- Coordinate efforts with other organizations on Grand Lake O' the Cherokees having similar objectives.
- Foster an atmosphere of ownership among the stakeholders and visitors at Grand Lake O' the Cherokees, in the success of the program.

### **Advisory Board**

- To make recommendations to the Grand River Dam Authority relating to the development of the Adopt the Shoreline program.
- To periodically review the Adopt the Shoreline program and make recommendations regarding policy issues and/or improvements to the program.

### **Grand River Dam Authority**

- To carry out the mission and objectives of the Adopt the Shoreline program as determined by the Advisory Board and Grand River Dam Authority.
- To provide funding for approved Adopt the Shoreline programs related to the collection and disposal of trash and debris.
- To provide funding for the annual volunteer awards banquet.

#### **Program Coordinator**

- To provide support for the Adopt the Shoreline program, and the objectives established by the Advisory Board and Grand River Dam Authority.
- To work with the Zone Coordinators to solicit volunteers and retain existing membership.
- To organize and facilitate training workshops.
- To organize a communications plan to keep the membership and public informed of upcoming events and updated program results.
- To coordinate the development and maintenance of an Adopt the Shoreline web page on the GRDA web site.
- To provide the GRDA Corporate Communications Director with upcoming events and results for release to media outlets.
- To assist the Zone Coordinators in securing resources such as work barges, heavy equipment, trailers, dumpsters, etc. to facilitate the cleanup programs.
- To coordinate the annual awards banquet for the program volunteers.

### **Zone Coordinators**

- To serve as a liaison to the Adopt the Shoreline groups in assigned zone.
- Identify and coordinate cleanup dates of groups within assigned zone.
- To notify Program Coordinator of cleanup dates.
- Assist groups in assigned zone with trash collection arrangements as needed.
- Distribute trash bags as needed in assigned zone.
- Make recommendations of volunteers to the Program Coordinator for annual awards ceremony.

## **Members/Groups**

- Members/Groups are required to participate in an annual spring or fall cleanup.
- Participation is recommended in both the spring and fall cleanups.
- Members/Groups will have the flexibility to conduct periodic cleanups in addition to the yearly cleanup, based on the needs of their adopted area.
- Members/Groups are responsible for delivering trash to dumpsters or designated disposal sites.
- Members/Groups are responsible for notifying their Zone Coordinators of cleanup dates in advance.
- Members/Groups must submit an Adopt the Shoreline Report to GRDA, upon the completion of cleanup activities.
- Attendance at workshop training sessions is recommended.
- Members/Groups are responsible for placing any requested signage and for maintenance of those signs. Members must also receive permission from the property owners before the signage is ordered and installed.
- All applicants and members of applicant's group shall submit a membership agreement and liability waiver, prior to participating in any cleanup activities.

#### **Boat Captains**

- Recruit work team of 2 to 4 persons per vessel.
- Inform teams in advance of crew assembly points, times, and length of operation.
- Communicate with volunteers in advance, the proper dress based on weather conditions to include shoes/boots with good soles, work gloves, and physical requirements of cleanup work.
- Make provisions for breaks, lunch, and restroom facilities.
- Conduct a briefing to outline the details of the operation and safety procedures with volunteers. \*Refer to Safety Procedures in the Member/Group Handbooks.
- Insure all vessels are equipped with personal flotation devices (life jackets), first aid kits, and other items listed in the Boat Captain's check list. \*Refer to the checklist in the Member/Group Handbooks.
- Review Boat Captain's Checklist prior to boarding vessel.
- Insure vessel contains necessary tools for trash/debris removal.
   \*Refer to checklist in the Member/Group Handbooks.
- Emphasize burning of trash is strictly prohibited by the Department of Environmental Quality.

# Adopt - the - Shoreline Boat Captain's Checklist

- Weather Conditions
  - Storm forecast?
  - O Winds under 20 mph?
  - o Temperature above 45 degrees?
- Lake Traffic Volume
  - O Does number & size of other vessels affect safety of your vessel?
  - Is cleanup set on holiday weekend? (Not recommended)
- Life Saving Devices
  - o Personal floatation device for each person on board
  - Throw bags/buoys
  - Long hook (pole)
- Emergency Equipment (First aid kit, Fire extinguisher, Paddle, Bailer, Anchor & Line, Tool kit, Cell phone etc).
- Drain Plug in Place?
- Fuel System
  - Adequate fuel?
  - o Fumes, Leaks?
- Electrical System
  - o Battery charged & cable terminals clean and tight?
  - o Lights, horn & bilge pump working?
- Engine
  - o In neutral during loading & unloading of passengers/debris?
  - o Kill switch attached to driver at all times?
- Steering system working smoothly and properly?
- Capacity Plate (Are you overloaded with passengers and debris?)
- Cell Phones
  - o GRDA Police (918) 256-0911 programmed into phone?
  - Notified GRDA Police of location you will be working?
- Disposal Site Locations

# Adopt - the - Shoreline Safety Procedures

# The following procedures should be reviewed by all participants, prior to any approved cleanup activities.

- All state laws and GRDA lake rules must be observed.
- Call GRDA Police (918) 256-0911 with work area information prior to cleanup activities.
- Be courteous and respect the rights of property owners adjacent to the shoreline.
  - Avoid confrontations with adjacent property owners.
  - Make sure items collected from shoreline are trash, not personal property. If not sure leave items in place.
- In case of emergency
  - Call GRDA Police.
  - Know your location.
  - O Up to date on tetanus vaccination?
- Alcoholic beverages are not permitted during cleanup activities
- Burning of trash & Styrofoam is not permitted by the Department of Environmental Quality.
- Recommended Attire
  - Heavy soled shoes to guard against punctures.
  - Gloves to protect hands from cuts & scrapes from collecting trash.
  - Long sleeve shirts for arm protection.
  - Appropriate dress for weather conditions
- Additional Recommended Items
  - Sunscreen
  - Bug repellant
  - Ice chest with food and water
  - Lake map
  - First aid kit
  - Cell phone with emergency numbers programmed.
  - Life jackets
  - Safety glasses
- Be aware of changing weather conditions.

# Adopt - the - Shoreline Recommended Cleanup Tools

- Several sections of re-bar 3 feet in length
- Hammer
- Nylon rope
- Knife
- Small shovel
- Saw (manual or battery operated)
- Trash bags (supplied by ATS program)
- Work gloves
- Long hook (pole)
- Hay Hooks

#### Grand Lake O' the Cherokees Adopt the Shoreline Member/Group Agreement

	desire	s to participate in the Grand Lake O' the Cherokees Adopt the Shoreline			
	(Print Name)				
Progra	m, and agrees to the following	g conditions as part of this application:			
1.	Applicant(s) agrees to adopt the Program Coordinator.	a minimum of 5 miles of shoreline. Additional shoreline miles may be approved by			
2.	Applicant(s) agree to participal recommended.	pate in either the annual spring or fall cleanup. Participation in both cleanups is			
3.	Applicant(s) will have the flexibility to conduct additional cleanups based on the needs of their adopted shoreline.				
4.	Applicant(s) agree to notify the Zone Coordinator in advance of all scheduled cleanups.				
5.	Applicant(s) agree to submit an Adopt the Shoreline Cleanup Report to the Grand River Dam Authority following completion of the cleanup.				
6.	Applicant(s) agree to deliver the trash collected to the designated disposal site for proper disposal.				
7.	The Grand River Dam Authority will pay for the disposal of trash collected from approved shoreline cleanups.				
8.	Applicant and any members projects.	of applicants group agrees to sign a liability waiver prior to commencing approved			
9.	Applicant(s) who fail to fulfill will be reassigned.	this agreement will be removed from the program, and their portion of the shoreline			
·					
Applica	nt Signature	Grand River Dam Authority			
Addres	s	Representative -			
		Date Approved:			
Phone					
Email:					
Date : _					

### ADOPT THE SHORELINE

		RELATED TO THE ADOPT THE SHORELINE PROGRAM ON
	, desire to part and River Dam Authority (or edgement of risk and waiver	icipate in the Adopt the Shoreline Program on property GRDA), on Grand Lake. I knowingly and voluntarily make the and release of liability.
indemnify, hold ha all claims, demand nature, whether kn to my participation	rmless and forever discharge to s, debts, contracts, expenses, cown or unknown, in law or equal in the Adopt the Shoreline is s or omissions allowed by the	lopt the Shoreline Program, I agree to WAIVE AND RELEASE, he GRDA, and their respective officers, agents, and employees from auses of action, lawsuits, damages and liabilities, of every kind and uity, that I ever had or may have, arising from or in any way related Program on Grand Lake. This waiver applies to any and all civil laws of the State of Oklahoma.
injury, damage to pe	rsonal property and/or death. Or s and death sustained to me or i	Il participate in may cause serious or grievous injuries, including bodily n behalf of myself, my heirs, assigns and next of kin, I waive all claims my property that I may have against the aforementioned released party
their employment ac own intentional and my negligent acts or any of my negligent joint venture, partner employer-employee	coording to the Governmental Tenegligent acts or omissions to a comissions to act. I agree to hole acts or omissions in the performship or affiliation or association or otherwise create any joint an Claims Act (51 O.S. § 151 et sec	ons to act of its officers and employees while acting within the scope of ort Claims Act, Title 51 O.S. § 151 <i>et seq.</i> I shall be responsible for my act. I shall be responsible for any damages or personal injury caused by ald GRDA harmless of any claims, demands and liabilities resulting from mance of shoreline cleanup. I acknowledge this is not intended to be a that would otherwise render myself and GRDA liable as partners, agents, d several liability. GRDA does not waive any protection it has under the q.).
signing this WAIVI freely, voluntarily, ume. My signature is to the full extent of tand its terms and preshall assume response.	ER AND RELEASE I have given ander no duress or threat of dure proof of my intention to execute the law. I am 18 years of age or ovisions will include any minor sibility for watching and caring	s of this WAIVER AND RELEASE. I understand and confirm that by yen up considerable future legal rights. I have signed this Agreement ess, without inducement, promise or guarantee being communicated to a complete and unconditional WAIVER AND RELEASE of all liability older and mentally competent to enter into this waiver. This agreement is who accompany me or who are under my care. I further agree that I g for minor's safety and guarding against all hazards, natural or man-R AND RELEASE or otherwise.
Date	Printed Name	Signature (Guardian if under 18)

#### SPRING CLEAN-UP CHECKLIST FOR ADOPTING GROUPS

The official spring clean-up should be conducted during the 1st three weeks of April. The Adopt the Shoreline Program recommends that groups do not schedule clean-up projects during holiday weekends. By end of Feb Set a clean-up date. Notify Zone Coordinator or Program Coordinator (adopt@grda.com) of selected clean-up date. Contact Zone Coordinator if you need assistance with: By end of Feb Setting clean-up date Trash bags Roll off/disposal locations Volunteers Boating equipment Loading equipment Early March Schedule boating and loading equipment needed for clean-up: Pontoons, barges, front end loaders, trailers, etc. Determine roll-off locations, and obtain permission from the property Early March owner prior to setting the container. Inform volunteers when and where to meet, and approximate length of Before clean-up the clean-up. Before clean-up Review the following with boat captains and volunteers, prior to beginning the clean-up. Safety Procedures Boat Captain's Checklist **Tools Needed Proper Clothing** Communications Plan Clean-Up Area Volunteer Roster After clean-up Complete and submit Clean-up Report Form. Thank volunteers for their assistance. Mid May

#### FALL CLEAN-UP CHECKLIST FOR ADOPTING GROUPS

The official fall clean-up should be conducted during the 1<sup>st</sup> three weeks of August. The Adopt the Shoreline Program recommends that groups do not schedule clean-up projects during holiday weekends. By end of June Set a clean-up date. Notify Zone Coordinator or Program Coordinator (adopt@grda.com) of selected clean-up date. By end of June Contact Zone Coordinator if you need assistance with: Setting clean-up date Trash bags Roll off/disposal locations Volunteers Boating equipment Loading equipment Schedule boating and loading equipment needed for clean-up: Early July Pontoons, barges, front end loaders, trailers, etc. Determine roll-off locations, and obtain permission from the property Early July owner prior to setting the container. Inform volunteers when and where to meet, and approximate length of Before clean-up the clean-up. Before clean-up Review the following with boat captains and volunteers, prior to beginning the clean-up. Safety Procedures Boat Captain's Checklist Tools Needed **Proper Clothing** Clean-Up Area Communications Plan Volunteer Roster After clean-up Complete and submit Clean-up Report Form. Thank volunteers for their assistance. Mid September

## Adopt - the - Shoreline Clean-Up Report

Adopting Group or Individual:	
Mailing Address: Street:State:	
Contact Person:	
Telephone Number:	Zone Number:
Cleanup Date(s):	
Number of Volunteers:	-
Amount of trash collected:	_ Cubic Yards
Select one of the below choices if you do	not know cubic yards:
Dumpster Size: 30 Yard 40 Ya	rd
Dumpster overflowing Dumpster full Dumpster ¾ full Other	Dumpster half full Dumpster ¼ full
Comments:	

#### Submit this report immediately following your cleanup project!

Mail, email or fax to: Grand River Dam Authority

Adopt the Shoreline

P.O. Box 70

Langley, Ok 74350 Fax: (918) 256-0907 Email: Adopt@grda.com