



[adopt@grda.com](mailto:adopt@grda.com)

**Member/Group Handbook**

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# MISSION STATEMENT

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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

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- 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.

# RESPONSIBILITIES

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## **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.

# RESPONSIBILITIES

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## **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.

# RESPONSIBILITIES

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## **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.

# RESPONSIBILITIES

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## **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.



# RESPONSIBILITIES

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## 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.

# RESPONSIBILITIES

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## 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?
  - Winds under 20 mph?
  - Temperature above 45 degrees?
  
- Lake Traffic Volume
  - Does number & size of other vessels affect safety of your vessel?
  - Is cleanup set on holiday weekend? (Not recommended)
  
- Life Saving Devices
  - 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?
  - Fumes, Leaks?
  
- Electrical System
  - Battery charged & cable terminals clean and tight?
  - Lights, horn & bilge pump working?
  
- Engine
  - In neutral during loading & unloading of passengers/debris?
  - 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
  - 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.
  - 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 repellent
  - 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**

\_\_\_\_\_ desires to participate in the Grand Lake O' the Cherokees Adopt the Shoreline  
(Print Name)

Program, and agrees to the following conditions as part of this application:

1. Applicant(s) agrees to adopt a minimum of 5 miles of shoreline. Additional shoreline miles may be approved by the Program Coordinator.
2. Applicant(s) agree to participate in either the annual spring or fall cleanup. Participation in both cleanups is recommended.
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 of applicants group agrees to sign a liability waiver prior to commencing approved projects.
9. Applicant(s) who fail to fulfill this agreement will be removed from the program, and their portion of the shoreline will be reassigned.

\_\_\_\_\_  
Applicant Signature

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

Phone \_\_\_\_\_

Email: \_\_\_\_\_

Date : \_\_\_\_\_

\_\_\_\_\_  
Grand River Dam Authority  
Representative

Date Approved: \_\_\_\_\_



## SPRING CLEAN-UP CHECKLIST FOR ADOPTING GROUPS

*The official spring clean-up should be conducted during the 1<sup>st</sup> three weeks of April. The Adopt the Shoreline Program recommends that groups do not schedule clean-up projects during holiday weekends.*

- |  |   |   |  |   |  |  |  |  |   |  |
|--|---|---|--|---|--|--|--|--|---|--|
| <input type="checkbox"/>                             | By end of Feb                                     | Set a clean-up date. Notify Zone Coordinator or Program Coordinator ( <a href="mailto:adopt@grda.com">adopt@grda.com</a> ) of selected clean-up date.   |  |   |  |  |  |  |   |  |
| <input type="checkbox"/>                             | By end of Feb                                     | Contact Zone Coordinator if you need assistance with: <table border="0" style="width: 100%; margin-left: 20px;"> <tr> <td style="width: 50%;"><input type="checkbox"/> Setting clean-up date</td> <td style="width: 50%;"><input type="checkbox"/> Trash bags</td> </tr> <tr> <td><input type="checkbox"/> Roll off/disposal locations</td> <td><input type="checkbox"/> Volunteers</td> </tr> <tr> <td><input type="checkbox"/> Boating equipment</td> <td><input type="checkbox"/> Loading equipment</td> </tr> </table>  | <input type="checkbox"/> Setting clean-up date | <input type="checkbox"/> Trash bags               | <input type="checkbox"/> Roll off/disposal locations | <input type="checkbox"/> Volunteers      | <input type="checkbox"/> Boating equipment   | <input type="checkbox"/> Loading equipment |   |  |
| <input type="checkbox"/> Setting clean-up date       | <input type="checkbox"/> Trash bags               |   |  |   |  |  |  |  |   |  |
| <input type="checkbox"/> Roll off/disposal locations | <input type="checkbox"/> Volunteers               |   |  |   |  |  |  |  |   |  |
| <input type="checkbox"/> Boating equipment           | <input type="checkbox"/> Loading equipment        |   |  |   |  |  |  |  |   |  |
| <input type="checkbox"/>                             | Early March                                       | Schedule boating and loading equipment needed for clean-up: Pontoons, barges, front end loaders, trailers, etc.   |  |   |  |  |  |  |   |  |
| <input type="checkbox"/>                             | Early March                                       | Determine roll-off locations, and obtain permission from the property owner prior to setting the container.   |  |   |  |  |  |  |   |  |
| <input type="checkbox"/>                             | Before clean-up                                   | Inform volunteers when and where to meet, and approximate length of the clean-up.   |  |   |  |  |  |  |   |  |
| <input type="checkbox"/>                             | Before clean-up                                   | Review the following with boat captains and volunteers, prior to beginning the clean-up. <table border="0" style="width: 100%; margin-left: 20px;"> <tr> <td style="width: 50%;"><input type="checkbox"/> Safety Procedures</td> <td style="width: 50%;"><input type="checkbox"/> Boat Captain's Checklist</td> </tr> <tr> <td><input type="checkbox"/> Tools Needed</td> <td><input type="checkbox"/> Proper Clothing</td> </tr> <tr> <td><input type="checkbox"/> Communications Plan</td> <td><input type="checkbox"/> Clean-Up Area</td> </tr> <tr> <td><input type="checkbox"/> Volunteer Roster</td> <td></td> </tr> </table> | <input type="checkbox"/> Safety Procedures     | <input type="checkbox"/> Boat Captain's Checklist | <input type="checkbox"/> Tools Needed                | <input type="checkbox"/> Proper Clothing | <input type="checkbox"/> Communications Plan | <input type="checkbox"/> Clean-Up Area     | <input type="checkbox"/> Volunteer Roster |  |
| <input type="checkbox"/> Safety Procedures           | <input type="checkbox"/> Boat Captain's Checklist |   |  |   |  |  |  |  |   |  |
| <input type="checkbox"/> Tools Needed                | <input type="checkbox"/> Proper Clothing          |   |  |   |  |  |  |  |   |  |
| <input type="checkbox"/> Communications Plan         | <input type="checkbox"/> Clean-Up Area            |   |  |   |  |  |  |  |   |  |
| <input type="checkbox"/> Volunteer Roster            |   |   |  |   |  |  |  |  |   |  |
| <input type="checkbox"/>                             | After clean-up                                    | Complete and submit Clean-up Report Form.   |  |   |  |  |  |  |   |  |
| <input type="checkbox"/>                             | Mid May   | Thank volunteers for their assistance.  |  |   |  |  |  |  |   |  |



## 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.***

- |  |   |  |  |   |  |  |  |  |   |  |
|--|---|--|--|---|--|--|--|--|---|--|
| <input type="checkbox"/>                             | By end of June                                    | Set a clean-up date. Notify Zone Coordinator or Program Coordinator ( <a href="mailto:adopt@grda.com">adopt@grda.com</a> ) of selected clean-up date.  |  |   |  |  |  |  |   |  |
| <input type="checkbox"/>                             | By end of June                                    | Contact Zone Coordinator if you need assistance with:<br><table border="0" style="width: 100%; margin-left: 20px;"> <tr> <td style="width: 50%;"><input type="checkbox"/> Setting clean-up date</td> <td style="width: 50%;"><input type="checkbox"/> Trash bags</td> </tr> <tr> <td><input type="checkbox"/> Roll off/disposal locations</td> <td><input type="checkbox"/> Volunteers</td> </tr> <tr> <td><input type="checkbox"/> Boating equipment</td> <td><input type="checkbox"/> Loading equipment</td> </tr> </table>  | <input type="checkbox"/> Setting clean-up date | <input type="checkbox"/> Trash bags               | <input type="checkbox"/> Roll off/disposal locations | <input type="checkbox"/> Volunteers      | <input type="checkbox"/> Boating equipment   | <input type="checkbox"/> Loading equipment |   |  |
| <input type="checkbox"/> Setting clean-up date       | <input type="checkbox"/> Trash bags               |  |  |   |  |  |  |  |   |  |
| <input type="checkbox"/> Roll off/disposal locations | <input type="checkbox"/> Volunteers               |  |  |   |  |  |  |  |   |  |
| <input type="checkbox"/> Boating equipment           | <input type="checkbox"/> Loading equipment        |  |  |   |  |  |  |  |   |  |
| <input type="checkbox"/>                             | Early July  | Schedule boating and loading equipment needed for clean-up: Pontoons, barges, front end loaders, trailers, etc.  |  |   |  |  |  |  |   |  |
| <input type="checkbox"/>                             | Early July  | Determine roll-off locations, and obtain permission from the property owner prior to setting the container.  |  |   |  |  |  |  |   |  |
| <input type="checkbox"/>                             | Before clean-up                                   | Inform volunteers when and where to meet, and approximate length of the clean-up.  |  |   |  |  |  |  |   |  |
| <input type="checkbox"/>                             | Before clean-up                                   | Review the following with boat captains and volunteers, prior to beginning the clean-up.<br><table border="0" style="width: 100%; margin-left: 20px;"> <tr> <td style="width: 50%;"><input type="checkbox"/> Safety Procedures</td> <td style="width: 50%;"><input type="checkbox"/> Boat Captain's Checklist</td> </tr> <tr> <td><input type="checkbox"/> Tools Needed</td> <td><input type="checkbox"/> Proper Clothing</td> </tr> <tr> <td><input type="checkbox"/> Communications Plan</td> <td><input type="checkbox"/> Clean-Up Area</td> </tr> <tr> <td><input type="checkbox"/> Volunteer Roster</td> <td></td> </tr> </table> | <input type="checkbox"/> Safety Procedures     | <input type="checkbox"/> Boat Captain's Checklist | <input type="checkbox"/> Tools Needed                | <input type="checkbox"/> Proper Clothing | <input type="checkbox"/> Communications Plan | <input type="checkbox"/> Clean-Up Area     | <input type="checkbox"/> Volunteer Roster |  |
| <input type="checkbox"/> Safety Procedures           | <input type="checkbox"/> Boat Captain's Checklist |  |  |   |  |  |  |  |   |  |
| <input type="checkbox"/> Tools Needed                | <input type="checkbox"/> Proper Clothing          |  |  |   |  |  |  |  |   |  |
| <input type="checkbox"/> Communications Plan         | <input type="checkbox"/> Clean-Up Area            |  |  |   |  |  |  |  |   |  |
| <input type="checkbox"/> Volunteer Roster            |   |  |  |   |  |  |  |  |   |  |
| <input type="checkbox"/>                             | After clean-up                                    | Complete and submit Clean-up Report Form.  |  |   |  |  |  |  |   |  |
| <input type="checkbox"/>                             | Mid September                                     | Thank volunteers for their assistance.   |  |   |  |  |  |  |   |  |

**Adopt - the - Shoreline  
Clean-Up Report**

Adopting Group or Individual: \_\_\_\_\_

Mailing Address:

Street: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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 Yard

\_\_\_ Dumpster overflowing                      \_\_\_ Dumpster half full  
\_\_\_ Dumpster full                                      \_\_\_ Dumpster ¼ full  
\_\_\_ Dumpster ¾ full  
\_\_\_ Other \_\_\_\_\_

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