



Locator # _____

Dear Prospective Volunteer:

Thank you for your interest in WAY's Stream Stewards Program. The Stream Stewards guide is designed to make the program easy to understand and participate in. The list below describes the contents of this folder and gives simple directions to follow. Please read each section of this folder and call me at (717) 840-7430 if you have any question.

Sincerely,

Gary R. Peacock, Coordinator

Guidelines

The material in this folder will define each part of the program and your responsibilities within it. It provides a detailed description of each section of the folder and offers directions for adoption.

Fact Sheet

This section provides historical information about the Stream Stewards Program and can be used as a quick reference to recruit others to participate in the program.

Application Form

This form needs to be filled out by the organization or individual wanting to sponsor a stream cleanup. The group leader should mail the application to the Stream Stewards Coordinator. If the requested stream is already adopted by another group, the coordinator will work with the group leader to find another suitable stream.

Agreement

The group leader needs to read the entire form and fill in the black areas. He/She should then mail the signed agreement with the Application Form to the coordinator. The coordinator must obtain the signed form before the first cleanup can be scheduled. The form defines the responsibilities for the contractor as well as the Watershed Alliance of York.

Hold Harmless

This form needs to be signed by each volunteer participating in the cleanup. All participants under the age of 18 must have parent or guardian signature. A copy must be sent to the coordinator and the group leader should keep the original. If any new volunteers participate during following cleanups and did not sign the original, have them sign and send an updated copy to the coordinator.

Recognition Sign Request

Group leaders must complete this form to request the installation of Stream Stewards recognition signs. Indicate the group name as you would like it to appear on the sign, the sign location and size. This form needs to be filled out by the group leader before a recognition sign is manufactured.

Safety Kit Contents

The group leader should use this list as a guide when picking up the safety equipment. All listed items should be included inside the duffel bag. If any items are missing, please inform a maintenance person or contact the coordinator.

Coordination with WAY

During your Stream Stewards cleanup, safety equipment is required. This equipment can be reserved for your group by calling the coordinator at least 10 days in advance of the cleanup date. The coordinator will contact staff closest to the cleanup site and inform the staff of the cleanup date so that safety kits can be restocked and filled litter bags can be collected promptly. Group leaders should call the WAY office a few days prior to the cleanup and arrange a specific time to pick up the safety equipment. The group leader must return the safety kit within three working days after the cleanup. Kits are on loan to volunteers and must be returned promptly to allow other volunteer groups to actively participate streamside litter reduction.

Traffic Control Plan

This detailed map shows a sample set up for a Stream Stewards cleanup. Safety is the number one priority during all cleanups. If your stream cleanup site needs other arrangements, please check with the coordinator and alternative plans may be made.

Completion Form

The group leader should make several copies of this form to keep in his/her Stream Stewards file. After each cleanup, group leaders must either mail or fax in the results to the coordinator, or call (717) 840-7430 to report the results as requested. Either speak with the coordinator directly or leave a detailed message including the information as listed on the completion form.

Locator #

Each Stream Stewards group is assigned a locator number when they inquire about the program. Once a group agrees to adopt a stream, a file is started on the group and the locator number is used to identify this file. The number is also used on the coordinator's county map identifying all adopted streams.