

Duties of Chairman of Adopt a- Street

Greenbriar Blvd. From Aero Club to Wellington Trace

1. Describe what committee is responsible for at first meeting in September.(what area of the village we are responsible for, when we do it, and what is required of each person.
2. Post the four dates for clean-up on a member sign up clipboard prepared by chairman previous to meeting
3. Call receptionist (Rose Wallace 561-791-4080) at the Public Works Department in August to pick up the application for Adopt a Street program. Chairman fills out form including the 4 dates chosen by the chairman for activity to occur. At the discretion of the chairman --- late September or early October, early January, early March and lastly early May or late April. NOTE: application is then returned to public works located on Pierson Road
4. Call (Rose) one week before pick-up date and set up a time to pick up the vests, litter bags, grabbers, gloves, roadside signs needed for activity.
5. Meet members signed to help at appointed time NOTE: cars are parked in the parking lot of the dog park on Greenbriar --- Thursday the lot is locked so not a good day for activity.
6. Distribute vests, etc before activity begins. Post the road signs previous to activity .
7. Place litter bags together at the appointed place discussed with the Dept. beforehand since they will pick up at a later time.
8. Return materials back to the office on Pierson Road.

REPEAT EACH TIME ACTIVITY IS SCHEDULED.

MAH
Prepared by 2017 chairperson

Mary Ann Hesser