



Keep Rowlett Beautiful

Community Service Worker Instructions

Thank you for choosing Keep Rowlett Beautiful to serve your Community Service hours. Note the following requirements and procedure for getting set up, serving, and recording your hours.

1. If you are under the age of 16, a parent or guardian **must** accompany you.
2. You **must** be physically able to pick up litter.
3. You are **required** to have a cellphone that is capable of taking and texting pictures to Keep Rowlett Beautiful Executive Director, Martha Brown, at **214-998-9203**. To record your hours of service, you **must** send a “selfie” when you **start** and when you **finish** your work shift that identifies **who** you are and **where** you start and finish (street sign or recognizable location in background). If you work more than 3 hours at a time, you **must** send pictures in-between the beginning and ending pictures. You **must** send an ending picture showing how much litter you picked up. The transmission of these pictures are used to keep track of your hours and the work that you completed, so you **must** be diligent about following these instructions for the work you do to be credited.
4. *To get started you must (a) make an appointment to bring your court paperwork/timesheet to the Keep Rowlett Beautiful offices located in the Rowlett Fire Rescue Administration building at the corner of Main Street and Rowlett Road (4701 Rowlett Road) (b) come between 9am-3pm, M-Thurs., to fill out an application, (c) place a \$10 cash (refundable upon return) deposit on a trash grabber and safety vest (d) get a supply of trash bags and disposable gloves, and (e) receive your trash pick-up and disposal location assignments.*
5. Once you initially fill out paperwork and receive your supplies/assignments, you do not have to physically return to the Keep Rowlett Beautiful offices again until you need more supplies or need to take your signed time sheet to court. You **must** work during **daylight hours**, on your own schedule at your convenience. Call or text for additional work area assignments/supplies.

I have received and agree to follow the above procedures:

Signature _____ Date _____



COMMUNITY SERVICE SAFETY TIPS

REMEMBER: You're working in a potentially dangerous environment.... A STREET!

To protect yourself and others:

- Park all vehicles clear from roadway
- Face oncoming traffic
- Do NOT pick up items on bridge, in tunnels or on overpasses
- Wear light colored clothing and vest – you will be more visible
- Wear heavy gloves
- Wear leather shoes or boots – no flip-flops
- Wear a hat and long sleeves
- Do NOT go into the street
- Do NOT remove hazardous substances
- Avoid contact with dense weeds, overgrown grass and barbed wire fences
- Stop working in inclement weather
- Avoid overexertion
- Stay clear of any construction areas
- **Be alert for snakes!**

IN CASE OF EMERGENCY...

- Everyone should have a first-aid kit
- Have transportation available



COMMUNITY SERVICE SAFETY

I, _____, have received and read the safety material provided by Keep Rowlett Beautiful. I understand that I am responsible for working in a safe manner.

(Signature)

(Date)



COMMUNITY SERVICE PROGRAM

WAIVER OF CLAIMS

In consideration of being allowed to participate in all Keep Rowlett Beautiful activities, the undersigned:

- Agrees that he/she will keep time list until all hours have been completed and will see that Keep Rowlett Beautiful Supervisor receives records of hours worked each day, number of bags, and location of bags, and signs the time list to verify the same. Upon completion of hours, he/she will return time list to appropriate entity.
- Agrees that showing up at any activity under the influence of alcohol or drugs, behaving in an unsatisfactory manner or having an uncooperative attitude will result in termination of assignment.
- Agrees that prior to participating in an assignment, he/she will be briefed on inherent safety considerations.
- Will immediately report anything he/she considers to be unsafe, and will immediately advise Keep Rowlett Beautiful Coordinator of such conditions and may refuse to participate in such assigned activities until such condition(s) are corrected.
- Assumes all the forgoing risks and accepts personal responsibility for the damages following any injury, permanent/temporary disability or death.
- Releases, waives and discharges any and all claims of damage (including both mental and physical) for death, personal injury, and/or property which may be asserted by me or on my behalf against Keep Rowlett Beautiful or the City of Rowlett, their respective administrators, officials, agents, directors or other employees.

By execution below, the undersigned hereby acknowledges that he/she has read the above and understands that substantial rights are being given up by signing this document, and that execution of this document is voluntary.

(Printed Name)

(Date)

(Signature)

(Phone Number)

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If individual is under 16 years of age:

(Consenting Parent/Legal Guardian)

(Date)



COMMUNITY SERVICE WORKERS EMERGENCY CONTACTS

Date: _____

Community Service Worker Name: _____

Address: _____

Phone Numbers:

Home # _____

Cell # _____

Work # _____

Email _____

Parent/Legal Guardian Name(s) and Phone #'s

(Printed Name)

(Signature)

If individual is under 16 years of age:

(Consenting Parent/Legal Guardian)

(Date)

Court/Warrant Debt _____ Report date _____ Hours needed: _____



COMMUNITY SERVICE RESTITUTION PROGRAM

Parent Acknowledgment Form

In consideration of an individual under 16 years of age being allowed to participate in all Keep Rowlett Beautiful activities, the undersigned parent/legal guardian:

- Agrees that as the parent/legal guardian: will accompany child under 16 years of age on all roadway(s) and/or public land cleanup(s).
- Agrees that if for any reason that parent/legal guardian cannot accompany the child, it is the responsibility of that parent/legal guardian to designate an adult chosen by them to take their place.

By execution below, the undersigned hereby acknowledges that he/she has read the above information and agrees that he/she is completely responsible for the individual less than 16 years of age named below.

(CSW Printed Name)

(Date)

Printed Name
(Parent/Legal Guardian)

(Signature)