



Keep Rowlett Beautiful

Community Service Worker Procedures

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 (KRB) 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) fill out, sign, and submit the online Community Service Worker forms, (b) email your timesheet to mbrown@keeprowlettbeautiful.org and (c) place a \$20 deposit on litter pickup supplies through the KRB website www.keeprowlettbeautiful.org (d) schedule pick up your supplies from the Rowlett Development Services Bldg. at 5702 Rowlett Road, 75088 M-F, 8am-5pm, and (e) receive your trash pick-up location assignments. Your deposit is refundable 5 days after you return the supplies that were assigned to you (minus trash bags and disposable gloves).
5. Once you initially fill out paperwork and receive your supplies/assignments, you do not have to physically return to the Development Services offices again unless you need more supplies. Schedule pickup with Martha Brown, 214-998-9203. You must work during daylight hours, on your own schedule and at your convenience. Call or text for additional work area assignments/supplies. I have received and agree to follow the above procedures:

Signature _____ Date _____

Number of hours needed _____



COMMUNITY SERVICE SAFETY TIPS

REMEMBER: You're working in a potentially dangerous

environment.... **A STREET!**

To protect yourself and others **WORK ONLY IN DAYLIGHT HOURS:**

- 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 safety vest – you will be more visible
- Wear heavy gloves, sunscreen, and insect repellent
- 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 and stay hydrated
- 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 WORKER SAFETY AGREEMENT

I, _____, have received and read the **COMMUNITY SERVICE SAFETY TIPS** provided by Keep Rowlett Beautiful. I understand that I alone am responsible for working in a safe manner.

Signature _____ Date _____



Community Service Emergency Contacts

Date: _____

Community Service Worker Name: _____

Address: _____

Cell Number: _____

Email Address _____

Emergency Contact Name and Number:

Printed Name

Signature

If individual is under 16 years of age:

Consenting Parent/Legal Guardian Name & Phone Number:

Name _____ Number _____

Signature

Date



Community Service Worker Waiver of Claims

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

- Agrees that they will be responsible for keeping up with the number of hours served until all desired hours have been completed and will inform KRB by text message in real time that hours are served: (a) a record of hours worked each day according to the agreed upon procedures and (b) how many bags of litter/recyclables were collected and (c) agrees to properly dispose of those bags in the dumpster or recycling bin at/behind the Rowlett Community Center located at 5300 Main St., Rowlett, TX 75088 or in your personal bins at home.
- Agrees that they will read, sign and submit all required documents, and pay the deposit BEFORE beginning to serve any hours.
- Agrees to immediately report anything they consider to be unsafe to KRB and will remove themselves from assigned activities until such conditions are corrected.
- Agrees to assume all risks and accepts personal responsibility for any damages following any injury, permanent/temporary disability or death.
- Releases, waives, and discharges any and all claims of damage (both mental and physical) for death, personal injury, and/or property which may be asserted by me or on my behalf against KRB or the City of Rowlett, their respective administrators, officials, agents, directors or other employees.

By execution below, the undersigned hereby acknowledges that they have 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 (Parent/Guardian if under 16)

Cell Number