



Adopt-a-Mile Coordinator Handbook

2024 Edition

3475 Lake Drive
Smyrna, GA 30082
Ksbinc15@gmail.com
770-431-2863

Contact Information

Main Contact:

Eloise Holland, Keep Smyrna Beautiful Coordinator
eholland@smyrnaga.gov
Work: 678-631-5519
Cell: 404-548-7082

Alternative Contact:

Julie Barwig, Keep Smyrna Beautiful Executive Director
jbarwig@smyrnaga.gov
770-431-2863

In case of Fire 911
Emergencies..... 911

KSB Office Hours

Monday - Friday	8:00 A.M. - 5:00 P.M.
Saturday	Closed
Sunday	Closed

Please note that the office is only accessible to volunteers when both Keep Smyrna Beautiful and the Recycling Center is open.

Recycling Center Hours

Monday	Closed
Tuesday	8:00 A.M. - 4:00 P.M.
Wednesday	8:00 A.M. - 4:00 P.M.
Thursday	10:00 A.M. - 6:00 P.M.
Friday	8:00 A.M. - 4:00 P.M.
Saturday	8:00 A.M. - 4:00 P.M.
Sunday	Closed

Keep Smyrna Beautiful Mission and History

Mission

The mission of Keep Smyrna Beautiful is to inspire our community to be clean, green, and beautiful.

History

Keep Smyrna Beautiful began in 1984 as Smyrna Clean and Beautiful, Inc. through a city of Smyrna ordinance. We function as a hybrid organization, with the Keep Smyrna Beautiful, Inc., the nonprofit and Keep Smyrna Beautiful, a city department. The Keep Smyrna Beautiful Commission, which consists of appointees of the Mayor and Council, serves as half the members of the Board of Directors for the nonprofit organization. The nonprofit and city department work together to accomplish KSB's mission.

KSB is an affiliate of both Keep Georgia Beautiful and Keep America Beautiful. Since our inception, we have been the premiere environmental organization within the city of Smyrna working to end littering, reduce waste, promote recycling, and beautify Smyrna.

The Impact of Adopt-a-Mile in Smyrna

Keep Smyrna Beautiful's Adopt-a-Mile program began in 1990 and an estimated 200,000 lbs. of litter has been cleaned off Smyrna roadways since. Annually, KSB volunteers pick up more than 18,000 lbs. of trash off roadways, trails, and waterways. The incredible effort of volunteers has allowed Smyrna to thrive as a beautiful place to live and work.

Adopt-a-Mile Coordinator Responsibilities

Liaison for Keep Smyrna Beautiful

The group coordinator is the main person that communicates with Keep Smyrna Beautiful (KSB). If a group decides to have two coordinators, then they will both communicate with KSB. Individuals from the group should reach out to the coordinator for specific questions, not KSB.

The coordinator will receive regular communication from KSB about cleanup dates. Updates will be primarily via email and phone. Updates include any important information, changes, reminders, and any program changes.

KSB will reach out before all scheduled cleanup dates one month and one week prior with all the necessary and pertinent information. It is the coordinator's responsibility to communicate with KSB about whether their group will be in attendance and the estimated amount of people. If a group is unable to attend the scheduled cleanup date, the coordinator needs to communicate that with KSB and set up another cleanup date for the group.

Volunteer Recruitment

Keep Smyrna Beautiful does not recruit volunteers for any of the Adopt-a-Mile groups. It is part of the coordinator's role to recruit volunteers/participants for each of the cleanups. Remember that participants must be at least 12 years old and that all minors must have a parent/guardian fill out a waiver form. There needs to be at least 1 adult for every 5 minors.

Participation and Commitment

As an official Keep Smyrna Beautiful Adopt-a-Mile Group, a group commits to cleaning their mile of roadway **at least four times annually**. Keep Smyrna Beautiful schedules cleanup events quarterly that all groups may participate in. Groups are able to go out more frequently if they choose to do so or schedule their own cleanup dates. KSB encourages that the group keep an eye on the roadway throughout the year so that if there is a time where litter has accumulated alongside the road, the coordinator can schedule a cleanup as needed.

The coordinator is responsible for ensuring that their group participates in four annual cleanups.

Scheduling a Different Cleanup Date

If a group is unable to participate one of the designated dates set forth by KSB for Adopt-a-Mile cleanups, the Adopt-a-Mile coordinator is responsible for contacting the KSB coordinator to schedule another date for a cleanup. [Click here to use the online confirmation form to indication an alternative date.](#)

Paperwork and Reporting Results

Keep Smyrna Beautiful provides all the necessary paperwork for each cleanup. Please read over the different types of documents provided that must be filled out completely for each cleanup.

- Adopt-a-Mile Confirmation
 - This online form lets us know when you are planning to pick up materials and if you need to request an alternative date.
 - [Click here to use the online confirmation form.](#)
- Adopt-a-Mile Group Information Sheet
 - This sheet is for the coordinator only to fill out. This is where the coordinator will record all the necessary information to KSB. The completion of this form for each of the litter cleanups is required.
 - [Click here to use the online reporting form.](#)
- Adopt-a-Mile Volunteer Sign In
 - This sheet is for every volunteer to fill out. The coordinator needs to make sure that volunteers sign in EVERY TIME they volunteer. Volunteers need to provide complete contact information at least once a year.
 - [Click here to use the online sign in form.](#)
- Minor Waivers
 - For anyone under the age of 18 years old, a signed minor waiver is required in order to participate. Please collect these at the beginning of each cleanup and return them with the rest of the paperwork.
 - [Click here to use the online waiver.](#)

Supplies

On KSB-Scheduled Dates

During the week leading up to the scheduled Adopt-a-Mile, coordinators can pick up supplies during hours when both the Recycling Center and KSB are open. Supply pickup can also be done the morning of the event between 8:00am-9:30am. Supplies and paperwork will be picked up and returned to the front office area of the Recycling Center.

On Group-Scheduled Dates

In order to pick up supplies for a cleanup date scheduled by a group, contact the KSB coordinator in order to schedule a different date. You can also use the [online confirmation form](#) to indicate alternative cleanup dates or pickup times.

[A full list of Smyrna Recycling Center holiday closures can be found here.](#)

Safety

The coordinator is in charge of reviewing the KSB volunteer handbook and making sure all volunteers follow the procedures and safety guidelines set forth by Keep Smyrna Beautiful. These safety guidelines are outlined below as well as on the back of the Adopt-a-Mile Group Information sheet.

At the beginning of every cleanup, the coordinator should review the safety guidelines with the group and make sure that all volunteers are dressed appropriately for the activity. Required clothing includes a safety vest and gloves provided by KSB, long pants, and closed-toed shoes like tennis shoes or boots (flats and sandals are not allowed).

If an accident occurs and a volunteer is injured, it is the coordinator's responsibility to assess the situation. If the volunteer requires immediate medical attention, please call 911 first and then call the KSB contact Eloise immediately afterwards. If there is an accident that does not require 911, please take appropriate action and contact Eloise. All accidents will need to be followed up with the coordinator completing an incident form which will be provided by KSB.

Here is a list of numbers that may be helpful in case of an accident:

- Eloise Holland, Keep Smyrna Beautiful Coordinator: 404-548-7082
- Julie Barwig, Keep Smyrna Beautiful Executive Director: 404-357-9923
- Smyrna Non-Emergency Police Dispatch: 770-434-6666

Adopt-a-Mile Safety Guidelines

1. Wear a safety vest and gloves.
2. Work within individual capabilities.
3. Wear appropriate clothing including safe footwear that covers the foot and socks at all times.
4. Work 10 feet on either side of the centerline of the trail.
5. Avoid dangerous areas such as bridges and construction areas, high grass, and steep slopes.
6. Work in groups up to 3 - 4 but never alone.
7. Closely supervise any youth. Participants must be at least 12 years old and have written consent from a parent or guardian to participate in the form of Keep Smyrna Beautiful's Parental Consent and Liability Release. Youth groups should have a 5-1 youth to adult ratio.
8. Be aware of holes, broken bottles, nails and other sharp materials.
9. Do not remove any hazardous material, including broken glass.
10. Hold a safety meeting with group prior to litter pick-up, including warmup exercises and gentle stretching of all major muscles to avoid strain.
11. Be aware of and avoid possible contact with poisonous plants, stinging insects, fire ants and snakes.

12. Bring medications for known allergies or medical conditions.
13. Do not partake of, possess or distribute alcoholic beverages while involved in litter pick-up.
14. Be mindful of severe weather changes and darkness and do not work in the dark or if bad weather is approaching.
15. Work facing the traffic when near roads or streets.
16. Document all volunteer time and report all metrics to KSB
17. Call 911 if any emergency situation arise and complete an incident form.
18. The group coordinator will provide adequate water to all volunteers to prevent dehydration.

Keep Smyrna Beautiful's Role

You can expect the following from Keep Smyrna Beautiful:

- Four scheduled cleanup dates in January, April, July, and October. All dates will be on a Saturday in the morning.
- Provide supplies for all volunteers including litter pickers, safety vests, gloves, and trash bags.
- Provide all paperwork for group including Adopt-a-Mile Group Information sheet, Volunteer Sign In Sheets, and Minor Waivers.
- Communication one month and one week prior to scheduled cleanup dates including all pertinent cleanup information. KSB will also communicate after the cleanup with information on the results of the cleanup.
- An Adopt-a-Mile sign with the group name on it and maintenance of the sign.
- Removal of trash bags from the roadway after each cleanup.
- Training provided to the coordinator at the beginning of their role.

2024 Dates

- Saturday, January 20
- Saturday, April 20
Followed by Great American Cleanup Kickoff / Volunteer Appreciation Picnic!
- Saturday, July 20
- Saturday, October 19