A one (1) day cleanup is a great way to get involved in your/our town. The following guidelines must be met:

1. A minimum of 10 participants per group is required.
2. No one under the age of 16 is permitted on a road clean up.
3. Adult supervision is a necessity. One adult per five (5) participants under the age of 18.
4. Two (2) hour litter cleanup is $250.00. Recyclable materials must be separated. Four (4) hour litter cleanup is $500.00. Recyclable materials must be separated.
5. Cleanup will be scheduled on weekdays when students are off of school or on Saturdays.
6. Transportation provided by participating groups, City of Vineland is not responsible for any transportation.
7. All participants MUST follow our safety & procedure guidelines, which are attached and wear safety vests & gloves (provided).
8. No two (2) groups will be cleaning the same area. Areas will be assigned by the Clean Communities Coordinator based on a first come basis.
9. "Litter Patrol Ahead" signs (provided) must be put up before you start your cleanup.

Mini-grants will be offered to eligible non-profit groups based in Vineland only. It is the group leader’s responsibility to fill out the proper paper work & provide proof of insurance prior to cleanup and return to Clean Communities Coordinator.
CITY OF VINELAND ADOPT-A-ROAD PROGRAM
GROUP RELEASE

*(must be signed & sent to City of Vineland-Clean Communities)*

City of Vineland – Clean Communities
640 E. Wood Street, 5th Floor
Vineland, NJ 08360
856-794-4089. 856-794-1898 FAX

GROUP NAME:

TODAY'S DATE: CLEAN-UP DATE:

We understand that participation in the City of Vineland Adopt-A-Road Program involves standing and walking near a City roads while traffic is present and is a potentially hazardous activity. We assume *all* risks associated with participation in the Program and hereby for myself: my heirs, executors, and administrators waive and release the State of New Jersey, the City of Vineland, their elected officials, agents & employees from all claims, liability, risk of loss and damages of any kind including wrongful death associated with or arising out of my/our participation in the City of Vineland Adopt-A-Road Program. I/We certify that I/We have reviewed and understand the Adopt-A-Road safety materials prior to my/our participation in the Program. The providing of information on conduct, safety, or other aspects of the Program does not make the Program Coordinators liable to me for any injury I/We may receive.

**IF SIGNATORY IS LESS THAN 18 YEARS OF AGE, THIS ROSTER MUST ALSO BE SIGNED BY A PARENT OR GUARDIAN.**

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<tr>
<th>Name</th>
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<th>Parent/Guardian</th>
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CITY OF VINELAND ADOPT-A-ROAD PROGRAM
GROUP RELEASE - CONTINUED
(must be signed & sent to City of Vineland-Clean Communities)

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<th>Print Name</th>
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# VENDOR APPLICATION

**PURCHASING DEPARTMENT**  
**640 E. WOOD STREET**  
**P.O. BOX 1508**  
**VINELAND, NJ 08362-1508**  
**PHONE: (856) 794-4040  FAX: (856)-405-4605**  

Web-site: vinelandcity.org

<table>
<thead>
<tr>
<th>New Application</th>
<th>Add Commodities</th>
<th>Fed. ID # or Social Security #</th>
<th>Date</th>
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<tbody>
<tr>
<td>Name and/or address change</td>
<td>Delete Commodities</td>
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1. **Vendor Name & Mailing Address for Purchase Orders:**  
   
   2. **Remit to Name/Address (if different from Item 1):**  
   
   Check if you prefer ACH payment 

3. **Telephone #**  
4. **Fax #**  
5. **e-mail address:**

6. **Type of organization (Check one):**  
   - Individual  
   - Partnership  
   - Corporation: Inc. under laws of the State of:

7. **Special Categories:**  
   - Minority Owned  
   - Women Owned  
   - Small Business  
   - Non-Profit

8. **Contact Information:**  
   - **NAME**  
   - **TITLE**  
   - **TELEPHONE #**

9. **Are you a City of Vineland Employee?:**  
   - YES [ ]  
   - NO [ ]

   Is any member of your immediate family a City Employee?:  
   - YES [ ]  
   - NO [ ]

I hereby certify that information supplied herein is correct

(print or type name and title) __________________________ (signature) __________________________

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**FOR PURCHASING DEPARTMENT USE ONLY**

<table>
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<tr>
<th>DATE REC'D</th>
<th>BRC REC'D</th>
<th>W-9 REC'D</th>
<th>VENDOR #</th>
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Note: No purchase orders/contracts will be issued until Fed. ID/ Tax I.D. is received.
# Request for Taxpayer Identification Number and Certification

**Form W-9**

**Requestor's name and address (optional)**

**Specific Instructions on page 2.**

**Part II. Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a single-member LLC that is disregarded, do not check LLC; check the appropriate box on line 1 above for the tax classification of the single-member owner.

**Part III. Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am not required to have one), and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the IRS that I am subject to backup withholding as a result of a failure to report all interest and dividends paid, or other income paid, to me.
3. I am a U.S. citizen or other U.S. person (as defined below), and
4. The FATCA code(s) entered on this form (if any) indicate that I am exempt from FATCA reporting.

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted. Future developments in law and regulations affecting Form W-9 (such as legislation enacted after we release it) are at www.irs.gov/form9.

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to include an information return with the IRS must obtain the correct taxpayer identification number (TIN) of the individual or entity who is required to include the return with the IRS. An individual or entity that is not required to include the return with the IRS must provide its TIN if the IRS requests it.

**Date**

+ Form 1098 (mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
+ Form 1099-C (canceled debt)
+ Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide the correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are not required to have one to be issued),
2. Certify that you are not subject to backup withholding, or
3. Obtain an exemption from backup withholding if you are a U.S. person, who is not a U.S. person, or whose share of income from a partnership is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicate that you are exempt from the FATCA reporting, is correct. See What is FATCA reporting? on page 2 for further information.

Cat. No. 10231X

Form W-9 (Rev. 12-2019)
Important Safety Rules

The following list is provided as guidance to participants and is not all inclusive.

✓ Know emergency procedures such as the location of the nearest emergency facility and how to quickly summon the police or an ambulance.
✓ Conduct at least one safety orientation session during each calendar year.
✓ Provide appropriate and adequate adult supervision when youth groups are involved in litter pickups, that is one adult per five (5) participants below the age of
✓ Where deemed appropriate, the group will contact/inform the local police department in the town where the cleanup is to be performed as to the dates, times and location of cleanup activities.
✓ Bring a First Aid kit. (Which is provided to each group)
✓ Perform cleanup activities when weather is conducive and during daylight hours.
✓ Avoid peak traffic hours and extreme inclement weather conditions.
✓ Carpool to the litter pickup site.
✓ Park vehicles a safe distance from the traveled roadway.
✓ Install "litter patrol ahead" sign and/or traffic cones (if provided) before you start your cleanup activity.
✓ All vehicles should remain on the same side of the road as the participants.
✓ Wear the recommended attire: long sleeves, blue-jeans or long pants, leather shoes or boots, and gloves and SAFETY VESTS.
✓ Notify Group Leader of all known allergies and any physical infirmities prior to participation.
✓ Be careful of contact with poison plants, bees, wasps, hornets, fire ants, and snakes. The recommended attire will usually prevent irritations from most plants.
✓ Tuck pant legs into socks, and your shirt into your pants to prevent tick exposure. Check your head and body thoroughly when you return home.
✓ Pay special attention to the handling of broken glass and sharp pieces of metal. Participants must be careful not to step or kneel on broken glass or metal.
✓ Be aware of visibility problems.
✓ Be prepared for any unexpected behavior of motorists.
✓ Attempt to walk facing on-coming traffic.
✓ Pick up litter on one side of the road at a time.
✓ Avoid overexertion and heat related problems by drinking water and taking breaks.
✓ DO NOT stand or jump on guardrails, drainage pipes or concrete walls.
✓ Never cross over or pickup trash on the traveled pavement
✓ Stay clear of all construction areas.
✓ Avoid all horseplay or demonstrations of any nature on the right of way.
✓ Avoid hazardous materials such as car batteries or any unidentified questionable items and animal carcasses.
✓ Do not possess or drink alcoholic beverages.
CLEAN UP HINTS/TIPS

Thank you for volunteering to clean up your/our Town!

Below are some hints/tips for making your clean up as easy & safe as possible:

- Use gloves provided for protection
- Wear bright colored clothing & safety vest provided to you
- Wear long sleeve shirts and long pants to protect from briars & ticks
- Tie hair back
- Do not leave the group or lag behind
- Leave unknown or dangerous items where they are
- When bags are full, tie closed and place them in piles along the roadside, not in the roadway
- Put bulky items alongside bags
- Put up "Litter Patrol Ahead" signs (provided) before you start your cleanup.

Fill out the Cleanup Activity Report and submit to the Clean Communities Coordinator so they can have the bags picked up.

Thank you for all your help and for caring about our/your City.
City of Vineland
Clean Communities Adopt Programs
Clean up Activity Report
Please fill out and return to our office after each activity
in order for your group to receive credit.

GROUP: ___________________________ DATE OF PROJECT/CLEANUP: __________

CONTACT PERSON: ________________ PHONE: __________________________

PROJECT LOCATION: __________________________

RESULTS: (Indicate number of bags of trash, recyclables collected, or results of flower plantings, or other visible changes.)

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

PARTICIPANTS – SIGN IN SHEET: (To be completed on date of project with names of those present)

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

RETURN TO:
City of Vineland
Clean Communities Coordinator
1086 E. Walnut Road
Vineland, NJ 08360
Or FAX to 856-794-1898

cleanup activity report