



SPRING LITTER CAMPAIGN APPLICATION INFORMATION SHEET

INTRODUCTION

May is spring clean-up month in the Yukon. Non-profit groups can earn money by participating in the Highways and Public Works highway cleanup program (Spring Litter Campaign) from May 1st to 31st. Donations of \$250.00 will be made to organizations that participate.

INSTRUCTIONS FOR APPLICATION PROCESS

1. This program is available to any non-profit organization that is registered and based in the Yukon. Only one application will be accepted from each organization.
 - An organization is defined as a group of individuals in an association, fraternity, club or other larger group. The group must be registered as a non-profit organization with Yukon Corporate Affairs (667-5314).
 - Sports teams, arts groups, schools, church groups, service clubs, and community associations would all be considered qualifying organizations.
 - The requirements of a group are: one adult supervisor with a vehicle plus a minimum of five volunteers.
2. All groups are required to identify a group supervisor. The group supervisor will be responsible for:
 - Making arrangements for and picking up the safety apparel, garbage bags, needle safety sheet, and signs at the community grader station or TMB if in Whitehorse;
 - Ensuring that signs are in place at beginning and end of work section prior to beginning work, that all participants wear their safety apparel, and that work is being carried out in a safe manner;
 - Ensuring the supervisor's vehicle is parked in a safe location and is available at all times during the work period;
 - Ensuring the assigned area has been completely cleaned;
 - Ensuring that all garbage is taken to a municipal dump or appropriate disposal site;
 - Submitting the completed invoice and returning the safety apparel, remaining garbage bags, and signs to the local grader station or TMB upon completion of the work;
 - Signing the invoice provided by the Transportation Maintenance project inspector.
3. Application forms will be accepted starting 8:30 a.m. on the first business day in April at HPW Transportation Maintenance Branch – by fax to 867-667-3648, by email to SpringLitter@gov.yk.ca, or dropped off to the local grader station or at Building # 1275, 9029 Quartz Road in Whitehorse.

DEADLINE FOR SUBMITTING APPLICATIONS WILL BE 4:00 PM ON APRIL 30TH

4. A list of highway sections that require cleaning is provided in a separate document. Please use this list to assist in identifying your preferred sections. The areas are listed by Yukon communities and show highway kms and landmarks.
5. Several highway sections must be cleaned during the first week and the fourth week of May. Ensure your group is able to meet this requirement before choosing one of these sections.
6. Organizations will receive a confirmation letter stating the assigned section(s) and proposed dates for the work. Please pay attention to assignment(s).
7. It is the responsibility of the group supervisor to ensure the correct section is cleaned. Failure to clean the proper assigned section may result in non-payment if alternate arrangements cannot be made.
8. If any area has not been cleaned properly, the organization will be contacted and asked to rectify the problem. Donations will be withheld if work is not performed to the satisfaction of the Transportation Maintenance project inspector.



SPRING LITTER CAMPAIGN APPLICATION FORM

APPLICANT INFORMATION		
Name of registered organization or group <i>(must be registered as a non-profit organization with Community Services, Corporate Affairs Branch)</i>		Registry # (6 digits):
Mailing address <i>(where notifications and correspondence should be sent)</i>	Community	Postal code
Group supervisor	Contact phone number	Fax number
Email	Preferred written correspondence by <input type="checkbox"/> Email <input type="checkbox"/> Mail	

CLEAN-UP SECTIONS <small>(see "Clean-up Sections" listings – Whitehorse or Communities)</small>			
Preference	Section number	Week preference	Special conditions (i.e. young children)
1st choice			
2nd choice			

If additional sections are available, is your group willing to do an extra section? Yes No

Note: Transportation Maintenance will attempt to schedule the Spring Litter program and area assignment with consideration to the preferences identified here, however operational constraints will take precedence and applications will be given priority on a first come/first serve basis.

DECLARATION	
I, _____ (group supervisor, print name), have read the attached instructions and conditions and agree to perform the work outlined. By signing this application, our organization agrees to indemnify and save harmless the Government of Yukon from and against all claims, demands, loss, costs, damages, action suits or other proceedings resulting from activities carried out under this agreement. In recognition of this service, Transportation Maintenance will provide a \$250.00 donation to the named organization for each section cleaned.	
Signature	Date

Transportation Maintenance Branch (W-12)
P.O. Box 2703, Whitehorse, Yukon, Y1A 2C6
Phone: 867-667-8250 • Toll-free: 1-800-661-0408 Ext 8250
Fax: 867-667-3648
Email: SpringLitter@gov.yk.ca

The personal information gathered on this form is collected under the authority of s29(c) of the *Access to Information and Protection of Privacy Act* and will be used for the purposes of administering any Yukon highway right-of-way under the *Highways Act* and associated regulations. All collected information will be managed in accordance with the *Access to Information and Protection of Privacy Act*. For further information, please contact the Director, Transportation Maintenance, Transportation Maintenance Branch, Box 2703 W-12, Whitehorse, Yukon Y1A 2C6 or (867) 667-5644, or email SpringLitter@gov.yk.ca.