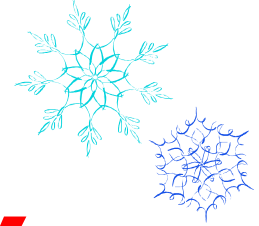
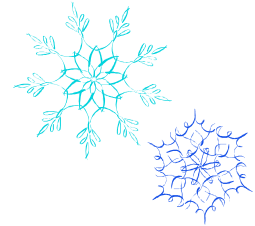


# ADOPT -A- DRIVEWAY



**Volunteer Information and Application Package**



*Millet*  
Proud to be

**Organized by:  
Town of Millet FCSS**

## **What is the Adopt-A-Driveway program?**

Adopt-A-Driveway is a volunteer service program where people commit to removing snow from the driveways and sidewalks of Millet residents, who are unable to perform this task for themselves, throughout the winter season.

Volunteers are matched with a resident and committed to that same individual throughout the entire winter season. Volunteers are also welcome to adopt more than one driveway if desired.

## **Who can volunteer in the Adopt-A-Driveway program?**

People of all ages can take part. Individuals, families, organizations, businesses, work units, classrooms, families, church groups and team members are all encouraged to volunteer.

## **Why should I volunteer?**

The Adopt-A-Driveway program is a proactive approach to helping residents who can't clear their own driveways and entrances of snow. Instead of worrying about how they will manage and scrambling for help after a snowfall, the resources for these residents are already in place, providing them with peace of mind and ensuring they are not snowbound.

Adopting a driveway is also a fun and healthy opportunity for you to enjoy the outdoors while making a personal contribution to improving the quality of life of another in need. Adopting a driveway helps foster a sense of ownership and goodwill, encourages civic responsibility and pride in the community, and builds appreciation and connection between citizens of all ages.

## **How long is the commitment?**

The intent of the Adopt-A-Driveway program is for volunteers to provide eligible residents with consistent, ongoing snow removal service until the end of the winter season. However, we will never say "no" to a volunteer and will try to make sure everyone who wants to get involved is paired with a resident in need, even if it is only a one-time commitment.

If you will be away during the winter and unable to provide snow removal service, please let your resident know ahead of time and, if possible, find a suitable replacement who can fill in during your absence.

## **What do I need to get involved?**

A shovel or snow blower, and a small amount of kitty litter is recommended to cover icy spots. Once you are paired with a resident, you can decide together if they will provide the tools or if they will need you to bring our own. Please refer to the attached tip sheet for additional information on how to safely remove snow.

## **How often do I need to clear my resident's driveway?**

Snow should be cleared within 48 hours of falling. It is best to check on the area once a week to ensure no ice has accumulated. If you can't make it to your resident's home within 48 hours, please contact the resident to reschedule.

## **What areas of the property should I clear?**

Think about the safety of your resident. It is best to start with the entrance and steps, if there are any, and then remove snow from the driveway, sidewalk and paths leading to the home.

## **I've registered as a volunteer, but can I bring others with me?**

Certainly! As the person who submitted the original volunteer application, you will remain our key contact. You will also be responsible for supervising other volunteers and ensuring they submit their own application forms and informed consent agreements.

## How do I get involved?

1. Call the Adopt-A-Driveway program at 780-960-9669 to request an application package or pick one up from the Spruce Grove FCSS office located at 105 – 505 Queen Street
2. Complete the application form, informed consent agreement and a criminal record check (if required).
3. You will be added to our volunteer participant list.
4. We will contact you to discuss a match with a local resident in need.
5. You will contact your resident to exchange information and discuss schedule details.



## Safety tips for snow removal\*

### Why shovel your driveway and sidewalks?

Snow and ice create a hazardous situation for everyone, especially for seniors and people with disabilities. Shoveling and using salt, sand or other substances with ice melting properties will help reduce the potential for slip and fall incidents, which can cause serious injuries.

Snow shoveling requires proper preparation, the right tools, good technique and basic safety precautions.

### Preparation

- Talk to your doctor about this activity, your health status and about your suitability for this program.
- Shovel at least one to two hours after eating and avoid caffeine or nicotine during the activity.
- Warm up first (walk or march in place for several minutes before beginning; stretch arms and legs).
- Start slow and continue at a slow pace (suggestion: shovel for five to seven minutes and rest two to three minutes).
- Drink plenty of water to prevent dehydration.
- Shovel fresh snow sooner, as it is lighter than heavily packed/partially melted snow.
- Take breaks when you are feeling tired.

### Tools

Shovel:

- Sturdy, yet lightweight is best (a small plastic blade is often better than a large metal blade).
- Choose a shovel that is comfortable for your height and strength. One that is too long or short will add extra effort and strain.
- An ergonomically correct model (curved handle) can help prevent injury.
- Spray the blade with a silicone-based lubricant, as snow will not stick and slide off better.

Snow blower (optional):

- You are welcome to use your own snow blower in the Adopt-A-Driveway program.
- Whether you supply your own snow blower or use the resident's machinery, read the instruction manual and familiarize yourself with the equipment **prior to using it**.
- Never add fuel when the engine is running or hot.
- Do not operate the machine in an enclosed area.
- Never stick your hands in the snow blower. If snow becomes too impacted, stop the engine and wait more than five seconds and then use a solid object to clear wet snow or debris from the chute.
- Beware of the recoil of the motor and blades after the machine has been turned off.
- Do not leave the snow blower unattended when running. Shut off the engine if you must walk away from the machine.
- Watch the snow blower cord. If you are operating an electric snow blower, be aware of where the power cord is at all times.

Proper clothing:

- Wear multiple layers and cover as much skin as possible.
- Wear a hat, scarf and mittens (mitts are warmer than gloves).
- Wear boots with non-skid/no-slip rubber soles.



## **Technique**

- Always try to push snow rather than lifting it.
- Walk to dump snow instead of throwing it to the side, since this requires a twisting motion that stresses your back.
- Stand with feet at hip width for balance.
- Hold the shovel close to your body.
- Space hands apart to increase leverage.
- Bend from your knees, not your back.
- Tighten your stomach muscles while lifting.
- If the ground is icy or slippery, we recommend spreading kitty litter to create better foot traction.

## **Stop shoveling immediately and call for help if you experience:**

- Unusual discomfort, pain or heaviness in the chest, arms or neck.
- Unusual shortness of breath.
- Faint or dizzy spells, even after taking a break.
- Excessive sweating or nausea and vomiting.

**VOLUNTEER APPLICATION TO ADOPT-A-DRIVEWAY**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Number of driveways requested: \_\_\_\_\_

How did you hear about Adopt-A-Driveway? \_\_\_\_\_

**EMERGENCY CONTACT INFORMATION**

Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**GROUP INFORMATION**

Is this application on behalf of a school effort? Yes  No

Is this application as an entire school initiative or single classroom? School  Classroom

If yes, name of school: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Total number of volunteers \_\_\_\_\_

Is this application part of a company, organization or group effort? Yes  No

If yes, name of company, organization or group: \_\_\_\_\_

Total number of volunteers \_\_\_\_\_

**PHOTO RELEASE DECLARATION**

I am willing to be photographed or recorded while doing volunteer work for purposes of documenting the work of the Town of Millet Family and Community Support Services and agree to any such documentation being used in media coverage or informational publications of Town of Millet Family and Community Support Services.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**DISCLOSURE**

Yes  No  I have read the information package and I am aware of the safety risks associated with Adopt-A-Driveway. I agree to follow the terms and conditions outlined in the information package.

Yes  No  I consent to Adopt-A-Driveway providing my first name and contact telephone number to my matched Resident.

Yes  No  As outlined in the information package, I understand that this is a volunteer engagement until the end of the 2011 winter/snow season without financial remuneration.

Yes  No  I have signed the Informed Consent Agreement and attached a Criminal Record Check.

Signed \_\_\_\_\_ Date \_\_\_\_\_