



# Adopt-an-Airport Volunteer Registration Form

Name of Participant's Organization			
Name of Participant (Print or Type)		Last 4 Digits of Social Security No.	
Address	City	Zip Code	Phone No.
Name of Person to Notify in Case of Emergency		Relationship	
Address	City	Zip Code	Phone No.

The Washington State Department of Transportation Aviation Division's Adopt-an-Airport Program provides an opportunity for volunteers to donate their time and enhance Washington's state airports. Participants are advised that working adjacent to or on a state airport can be hazardous and shall exercise due care in performing any activities. Participants must receive safety training utilizing training aids furnished by the Aviation Division prior to participating in any maintenance activities. Participants shall wear the vest furnished by the Aviation Division and appropriate protective clothing during maintenance activities.

Participants are entitled to receive full coverage for medical treatment necessitated by an injury incurred during participation in the Adopt-an-Airport Program under the Medical Aid Provisions of the Worker's Compensation Act, which is administered by the Department of Labor and Industries, but not for loss of time due to injury or illness, or for lasting disability or death.

By signature below I verify that I am a volunteer, 15 years of age or older, have attended a safety briefing conducted by the Aviation Division. I also understand the rights, responsibilities, and privileges of participation in the Adopt-an-Airport Program, and agree to hold harmless the Washington State Department of Transportation and its employees from liability for damages or injury resulting from my participation in this program.

Signature of Participant
Signature of Parent or Guardian if Participant is Under the Age of 18

Return Completed form to:  
 Adopt-an-Airport Coordinator  
 WSDOT Aviation Division  
 P.O. Box 3367  
 Arlington, WA 98223-3367



# Adopt-an-Airport Volunteer Participant Activity Report

Name of Participant's Organization
Name of Group Leader

Date	Participant Name (Please Print Clearly)	Last 4 Digits of SSN	Hours Worked		
			From	To	Total
<b>Total Hours This Sheet</b>					

List any activities accomplished other than litter control:

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Completion of this form after each event is required by law to secure provision of program medical aid benefits.  
**Return Completed form within 7 calendar days after each litter pick up to:**

Adopt-an-Airport Coordinator  
WSDOT Aviation Division  
P.O. Box 3367  
Arlington, WA 98223-3367



<b>Adopt-an-Airport Agreement for Volunteers</b>	Group Name and Address
Agreement Number	

THIS AGREEMENT is made and entered into by and between the Washington State Department of Transportation Aviation Division, hereinafter called the "Division" and the above named group, hereinafter called the "Group."

WHEREAS, the Division is granted the authority under RCW 47.40 to establish a state wide Adopt-an-Airport Program, and whereas, the Group wishes to contribute toward the effort to enhance airport maintenance;

NOW THEREFORE, the Division does hereby grant the Group permission to participate in the Adopt-an-Airport Program by performing planned maintenance projects as authorized by the Division, and conducting other enhancement work if specified, on the airport designated below, in accordance with the following terms and conditions:

The Group does hereby agree to adopt \_\_\_\_\_ Airport for a period of not less than two years and agrees:

1. To conduct activities in a safe manner and comply with any conditions as may be required by the Division for safety of the participants. Safety is the number one priority of the program.
2. To assign a leader to each crew and that crew leader shall have a copy of this Agreement with him/her while working on the airport.
3. To perform maintenance activities at least \_\_\_\_\_ times per year. Maintenance should be done as necessary to maintain a neat appearance and provide safe facilities. Recommended interval for maintenance is: \_\_\_\_\_. Maintenance activities shall take place during the month's of \_\_\_\_\_.
4. To have all participants wear an orange vest furnished by the Division when out on the airport.
5. To park vehicles in the airport parking areas, and not on the runway or taxi way, or as otherwise directed by the Division Representative during an activity.
6. Participants shall be 15 years of age or older. The Group shall furnish supervision by one or more adults for every eight (8) minors (under 18 years of age) participating in the activity.
7. Each participant shall, before participating in airport maintenance activities, attend a safety briefing conducted by a Division Representative.
8. To arrange for, as available, supplies and materials from the Division during regular business hours.
9. To comply with all maintenance plan specifications for the adopted airport when conducting maintenance activities.
10. To not possess or consume alcoholic beverages while at the airport.
11. That participants who find anything that they suspect to be hazardous shall not touch it, but shall take appropriate precautions and report the location and description of the material/substance to a Division Representative.
12. That participants shall not pick up syringes, hypodermic needles, or exceptionally large, heavy or unyielding objects. When these kinds of materials are discovered, the Division Representative should be notified as soon as possible to arrange for proper disposal.
13. To provide the Division a copy of the Adopt-an-Airport Volunteer Participant Activity Report with names and signatures of individual participants in the authorized activity within 7 calendar days following each and every maintenance activity.
14. That the crew leader shall report any injuries incurred by participants during maintenance activities, to the Division Representative within two working days of the injury. Notification should include:
  - Name of injured person
  - Nature of injury
  - Date and time of injury
  - How the injury occurred
15. To return to the Division the vests and any other unused equipment and materials furnished by the Division, following each use, or upon termination of agreement.

**The Division does hereby agree to:**

1. Furnish and install an Adopt-an Airport sign with the Group name or acronym displayed at the assigned area; provided the sign is authorized by law or by airport lease documents.
2. Assist the Group, in cleaning up litter and/or debris if necessary (i.e., when large, heavy, or dangerous items are found).
3. Provide safety materials and training aids to the Group.
4. Maintain necessary records required under RCW 51.11.035 to secure medical aid benefits under chapter 51.36 RCW for participants.

**Other Considerations, Terms, and Conditions:**

It is recommended the Group have a first aid kit available at the airport site, and at least one person with a valid First Aid Card be present during activities.

It is also recommended that the Group have a cellular phone, radio, or some form of two-way communication on site in case of emergency.

Recycling is an accepted and encouraged activity. Profits from the sale of recyclable items shall belong to the Group.

Maintenance shall be accomplished only during daylight hours.

The Division is authorized to suspend this Agreement temporarily without incurring liability, if airport maintenance and/or construction are required within the limits of the airport area. Once these activities have been completed, the Group will be notified and the Agreement restored.

The Division is authorized to terminate this Agreement without notice if it deems it necessary, for any reason, or if the Group fails to comply with any conditions of this Agreement or maintenance plan, or for any public purpose, without cost to the Division. This Agreement will automatically terminate upon 30 days written notice of non-compliance, unless the Group takes corrective action(s).

The term of this Agreement shall commence on \_\_\_\_\_, and shall end on \_\_\_\_\_ unless renewed, or terminated on 30-day notice by the Division, or the Group. Upon termination of this Agreement the Adopt-an-Airport sign shall be removed and remain the property of the Division.

The Group and its agents agree to protect the state of Washington, its officers and employees and save them harmless from all claims, actions or damages of every kind and description which may accrue to or be suffered by any person, persons, or property by reason of the acts or omissions of the Group or its agents in use or occupancy of the airport right of way or in the exercise of this Agreement. In case any suit or action is brought against the State of Washington, its officers and/or employees, arising out of or by reason of any of the above causes, the Group and its agents will, upon notice of such action, defend the same at their sole cost and expense and satisfy any judgment against the State of Washington, its officers, or employees: PROVIDED, that if the claims or damages are caused by or result from the concurrent negligence of (a) State of Washington's agents or employees and (b) the Group or its agents, this indemnity provision shall be valid and enforceable only to the extent of the negligence of the Group or its agents.

The Group and on behalf of its assigns and agents agrees to waive any claims for losses, injury to persons and or property, expenses, damages or lost revenues incurred by it or its agents in connection with Group, its assigns or agents in the use or occupancy of the airport right of way or in the exercise of this Agreement against the State of Washington, its agents or employees except the reasonable costs of repair of property resulting from the negligent injury or damage to the Group's property by the State of Washington, its agents, or employees.

**Group**

**WSDOT Aviation Division**

By: \_\_\_\_\_  
Representative

By: \_\_\_\_\_  
Representative

Title: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

Assigned Airport(s)	County of Assigned Airport(s)

<b>Washington State Department of Transportation Aviation Division</b>	Name of Organization (Print or Type)	
Address	Address	
City, State, Zip Code	City, State, Zip Code	
Phone	Name of Organization Contact (Print or Type)	
Date of Execution	Title	
Date of Termination or Renewal	Home Address	
Name of Division Representative	City, State, Zip Code	
Title	Day Phone No.	Evening Phone No.
Division Representative Mobile Phone No.	E-Mail Address	

<b>Adopt-an-Airport Agreement for Volunteers - Exhibit A</b>	Group Name and Address
Agreement Number	

**Exhibit A - Special Provisions for Volunteer Adopt-an-Airport Agreement**

1. The Group shall submit a written proposal for any enhancement or maintenance activities proposed in addition to the normal airport maintenance plan or in place of litter control. The proposal shall include: Complete description of the activity proposed, materials and techniques to be used, and a schedule of work detailing all aspects of the proposal. All proposed work shall be in conformance with applicable plans and policies as adopted by WSDOT Aviation Division.
2. No work shall commence prior to the Division 's signed approval of this Agreement.
3. Prior to the beginning of work, an on site project review shall be held, at which a representative of the Division and the Group's appointed representative shall be present.
4. The The Group shall notify the Division's Representative five (5) working days in advance of any scheduled work as specified in this exhibit within the state airport right of way.
5. The unauthorized cutting of any vegetation, or the disfiguring of any feature of scenic value shall not be permitted. Damage to existing vegetation designated to be preserved shall be subject to replacement and triple damages in accordance with the provisions in section 1-07.16(2) of the Washington State Department of Transportation *Standard Specifications for Road, Bridge and Municipal Construction*, current edition. RCW 64.12.030

**Additional provisions are indicated with**

- The application of pesticides of any type to the airport right of way shall not be permitted.
- The application of pesticides to the right of way is permitted. The Group shall prepare and submit a weed control plan for Division approval. Application shall comply with the approved weed control plan. The applicator shall be licensed by the state of Washington for the class of pesticide utilized. Application records shall be submitted to: WSDOT Aviation Division.
- Directing of surface water from private property onto state airport right of way shall not be permitted. All manholes, drainage features, utility fixtures, and like appurtenances shall be located, marked, protected and maintained by the Group as directed by the Division. All slopes, slope treatment, topsoil, ditches, pipes, etc., disturbed by the Group work shall be restored to their original cross section and condition. Any problems with drainage shall be alleviated to the Division's satisfaction at the Group's expense. Any unsatisfactory work not corrected by the Group will be corrected by the Division, and the Group will be liable for all such costs.
- Any access to the airports shall be through the main airport access points, unless otherwise specified. Access shall be gated and locked when not in use. Access locations and configurations shall be subject to approval by the Division.
- The Division upon approval of a maintenance plan will provide supplies such as concrete, paint, brushes, rollers, paint trays, rakes, shovels, fuel, and rubber gloves.
- Equipment use, such as wood chippers, rollers, tractors, and dozers, must be pre approved. Recovery for rental equipment costs must also be pre approved based upon estimates of time and rate.
- Volunteer use of personal equipment may recover certain costs, such as for fuel, oil and repairs connected to airport maintenance.

Aviation Division shall supply the following material:

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Aviation Division will assist the Group by:

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Vegetation to be removed consists of:

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- Aviation Division will assist in marking plants to designate vegetation approved for removal
- Individual plants shall be pulled from the ground with roots intact.
- Stumps of vegetation removed shall be flush cut with the ground.
- Vegetative debris shall be chipped and dispersed within the airport property.
- Vegetative debris shall be removed and legally disposed of by the Group.

Planting limits and setbacks shall be field staked by the Division and shall conform to the Washington State Department of Transportation Standard Specifications for Road, Bridge and Municipal Construction, current edition.

Mowing height shall be set at \_\_\_\_\_ inches from the ground surface. Mowing shall be performed during the months of:

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Other:

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**Group**

By: \_\_\_\_\_  
Representative

Title: \_\_\_\_\_

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

**WSDOT Aviation Division**

By: \_\_\_\_\_  
Representative

Title: \_\_\_\_\_

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