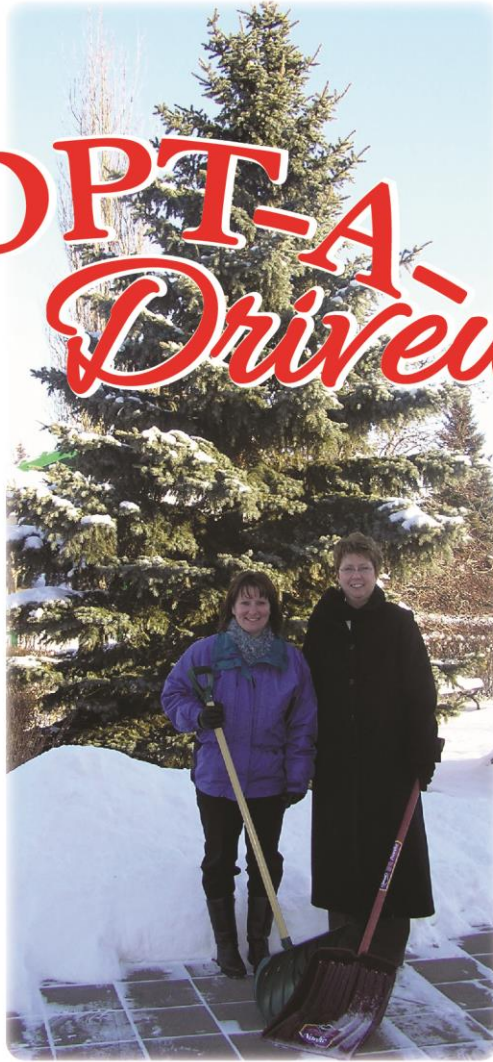


ADOPT-A- *Driveway*



RESIDENT Information and Application Package

Organized by:

Stony Plain Family and Community Support Services
107, 4613-52 Avenue
Stony Plain, AB T7Z 1E7
Phone: (780) 963-8583
Fax: (780) 963-1951



Information for Residents Requesting Service

What is the Adopt-A-Driveway Program?

Adopt-A-Driveway is a volunteer service program where individuals, organizations, businesses, classrooms, families, and groups of youth can commit to removing snow from the driveway and entranceway of a community resident in need.

Interested volunteers can contact us and be matched with a resident(s) in need of snow clearing in their neighbourhood. The volunteer is committed to the same resident throughout the campaign but may adopt more than one driveway if desired.

Am I an eligible recipient in the Adopt-A-Driveway Program?

Residents who are eligible for free snow removal service include:

- Residents who fall below the income range of (copy of current income tax statement must be submitted)
 - Refer to line 150

CATEGORY	Income Between	Service - Please circle
Single Adult	\$23,290- \$35,370 Below \$23,290	Eligible for Volunteer- Complete Resident Application Apply to SNA
Couple Adult	\$36,765 - \$54,000 Below \$36,765	Eligible for Volunteer- Complete Resident Application Apply to SNA

- Residents who have a condition or disability (temporary or permanent) preventing them from participating in snow clearing activities (current doctors note may be required)
- Residents who have no other capable members residing in their home or area.

How long is the commitment?

The nature of the Adopt-A-Driveway program is to provide a resident in need with a regular service until the end of the 2017 winter/snow season. However, service may vary depending on the number of volunteers in your area and the commitment they can make to the program. We will make every effort to ensure that qualifying residents are paired with a volunteer, but can not guarantee how soon or for how long the volunteer can commit

Do I have to provide the tools?

Typically yes. The homeowner is asked to provide the tools needed to remove the snow. It should be left in an accessible location for the volunteer. Volunteers may bring their own tools but are not required to. If you would like salt/sand sprinkled on your walks, please have this available for the volunteer.

How often will my driveway be cleared?

Snow should be cleared within 48 hours of a snowfall. If the Volunteer can not make it to the Residents home within 48 hours, the Volunteer will contact the resident to reassure them of when they can make it.

What areas of my property will be cleared?

When you make initial contact with us, we will discuss which areas of your property need snow removal. This is also a good time to discuss any special instructions you have for your volunteer or note any barriers or hazards that could impede the snow removal on your property. It is the responsibility of the Resident to ensure that the property is safe.

How do I know who will be coming?

For security reasons, we provide only your first name, phone number and street name to the potential volunteer. Once a match has been arranged, we will call you to let you know who your volunteer is and when they will be out to shovel.

Do you screen the volunteers?

All volunteers must complete an application form and criminal record check to participate in the program. However, we assume no responsibility for the actions of the volunteers. We expect that all residents will exercise caution, and that volunteers will act in the best interest of the community. We invite all participants to call us with any concerns or questions.

What if the volunteer fails to come?

On occasion a volunteer may not come for some time for very good and legitimate reasons. Snow should be cleared within 48 hours of a snowfall. If the Volunteer can not make it to the Residents home within 48 hours, the Volunteer will contact the resident to reassure them of when they can make it. If your volunteer has not come or you have not heard from them please call us. We will then follow up with the volunteer and where possible, arrange for a replacement

Is there a fee for this service?

NO! At no time should you be required to pay or give anything to your volunteer. If the volunteer requests this from you, please tell them that you will need to check with the Adopt-A-Driveway management first. Then call us immediately if you are asked for any money, goods, loans, food, favors or donations from your volunteer as this is not appropriate under this program.

Should I tip the volunteers to show my appreciation?

While this is up to your discretion, we do not encourage this practice. Since the Adopt-A-Driveway program is a volunteer-based initiative, we do not want to set any precedent that a fee or regular financial reward is associated with the effective delivery of the service.

How should I thank my volunteer for their service?

It is important to remember that your volunteer is taking time out of their day to help you, and giving recognition is a very important role that you play in the Adopt-A-Driveway program. A simple and friendly thank-you is often the most rewarding sign of appreciation.

Some people share some baking, or write a thank-you card at the end of the season, but these are not expected.

Is this campaign only for youth volunteers?

No. The Adopt-A-Driveway campaign is designed for all ages.

How do I get involved?

By calling us to submit your name to Adopt-A-Driveway program, and complete the informed consent and application form.

1. Call 780-963-8583.
2. We'll ask you a few questions about eligibility and get your contact information. We will arrange to have it mailed to you.
3. Your name will be placed on our resident list until a suitable match is found.
4. We'll contact you to discuss the match.

APPLICATION FOR THE ADOPT-A-DRIVEWAY PROGRAM

Name: _____

Address: _____ Postal Code: _____

Daytime Phone: _____ Evening Phone: _____ Cell Phone: _____

Email Address: _____

How did you hear about Adopt-A-Driveway?

Friend Advertising Another Agency/Organization: _____ Other: _____

EMERGENCY CONTACT INFORMATION

Name: _____

Relationship to you: _____

Phone Number: _____

CRITERIA FOR THE ADOPT-A-DRIVEWAY PROGRAM

- In order to qualify for the program you have to fall below the income range of: Select the income range that applies- (copy of current income tax statement must be submitted, refer to line 150)

CATEGORY	Income Between	Service - Please circle
Single Adult	\$23,290- \$35,370 Below \$23,290	Eligible for Volunteer- Complete Resident Application Apply to SNA
Couple Adult	\$36,765 - \$54,000 Below \$36,765	Eligible for Volunteer- Complete Resident Application Apply to SNA

- This program is designed for residents who have a condition or disability (temporary or permanent) preventing them from participating in snow clearing activities. (Current doctors note may be required)

Mobility Concern: _____

- Residents who have no other capable members residing in their home or area.

Yes No _____

Are there any dogs that might be in the yard when a snow shoveller comes? Yes No

Area that needs to be shoveled:

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 Volunteer.

Yes No As outlined in the information package, I understand that this is a volunteer engagement until the end of the 2018/2019 winter/snow season without financial remuneration.

Signed _____ Date _____

OFFICE USE

Matched Volunteer: _____ Phone Number: _____

Yes No Signed Consent form on file

Yes No Application form on file

Follow up/Notes:

Town of Stony Plain FCSS Adopt-A-Driveway Informed Consent Agreement

I, _____ wish to participate in the Town of Stony Plain FCSS, Adopt-A-Driveway program. In consideration of my participation in the Program, I hereby agree as follows:

I am aware and acknowledge that participation in the Program involves some inherent risks and that I could suffer damage, loss, or injury through participation in the Adopt-A-Driveway program and hereby accept to take the risks.

I, release the Town of Stony Plain FCSS, its agents, officials, directors, employees, volunteers, contractors, servants or representatives (hereinafter referred to as 'The Town of Stony Plain FCSS') from all responsibility for any death, injury, loss or damage of any kind suffered by myself or child while participating in the Town of Stony Plain FCSS Adopt-A-Driveway Program, unless such injury, loss or damage is the result of negligence by the Town of Stony Plain FCSS.

I authorize the release of my personal information to Town of Stony Plain FCSS, Adopt-A-Driveway program for the purpose of providing my contact information to my matched resident/volunteer.

I acknowledge that I have read and understand this consent and release, and that I understand, appreciate and accept the risks associated with my own participation in the FCSS Adopt-A-Driveway Program.

Signature of Adult Participant

Date