

INTRODUCTION

May is spring clean-up month in the Yukon. Non-profit groups can earn money by participating in the highway cleanup program (Spring Litter Clean-up Campaign) from May 1 to 31. Non-profits will receive a \$300 payment for their participation.

INSTRUCTIONS FOR APPLICATION PROCESS

1. This program is available to any non-profit organization registered and based in the Yukon.
 - 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 (867-667-5314 or corporateaffairs@yukon.ca).
 - Sports teams, arts groups, schools, church groups, service clubs and community associations would all be considered qualifying organizations.
 - A group must have one adult supervisor and at least five volunteers.
2. All groups must identify a group supervisor. The group supervisor will be responsible for the following.
 - Making arrangements for and picking up the safety apparel, garbage bags, needle safety sheet and signs at the community grader station or the Transportation Maintenance Branch in Whitehorse (building #175, 9029 Quartz Road).
 - 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 the Transportation Maintenance Branch in Whitehorse (building #175, 9029 Quartz Road).
 - Signing the invoice provided by the program inspector.
3. Application forms will be accepted starting 8:30 am on the first business day in April at the Transportation Maintenance Branch by email to springlitter@yukon.ca or at building #1275, 9029 Quartz Road in Whitehorse.
4. A list of highway sections to clean is given in a separate document. Use that list to choose your preferred sections. The areas are listed by Yukon communities and show highway kilometres and landmarks.
5. Several highway sections must be cleaned during the first and the fourth week of May. Make sure your group can 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. Pay attention to assignment(s).
7. The group supervisor is responsible for making sure 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 situation. Donations will be withheld if work is not performed to the satisfaction of the program inspector.



SPRING LITTER CLEAN-UP 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 number (6 digits)
Mailing address <i>(where notifications and correspondence should be sent)</i>		Community	Postal code
Group supervisor		Contact phone number	
Email		Preferred written correspondence by <input type="checkbox"/> Email <input type="checkbox"/> Mail	

CLEAN-UP SECTIONS <small>(see the highway clean-up sections document for Whitehorse or communities)</small>			
Preference	Section number	Week preference	Special conditions (for example, young children)
1st choice			
2nd choice			

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

Note: Staff will consider your preferences when assigning clean-up sections. However, applications are prioritized on a first-come, first-serve basis and according to operational constraints.

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, the Transportation Maintenance Branch will provide a \$300.00 donation to the named organization for each section cleaned.	
Signature	Date YYYY/MM/DD

Transportation Maintenance Branch (W-12)
 Box 2703, Whitehorse, Yukon Y1A 2C6
 Phone: 867-667-8250 • Toll-free: 1-800-661-0408 and ask to be transferred
 Email: springlitter@yukon.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, contact the Director, Transportation Maintenance, Transportation Maintenance Branch, Box 2703 (W-12), Whitehorse, Yukon Y1A 2C6, phone 867-667-5644 or email springlitter@yukon.ca.