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Direction from Lt:

- I. Focus on: Metallic Waste, White Goods, 1st Gent's Recycling Initiative, Arbor Day Tree Planting, Overgrown Areas, Graffiti

Completion Status of IBTF:

- I. SOP 50% Done - Pending fine tuning and solidifying narrative
 - A. Flo's edits completed
 - B. Submission to Legal March 11, 2019
- II. Standard Forms Completed
- III. Master Calendar of Events - Flo now creating her own calendar
- IV. Inquiries from Community - Flo has listing & will get back to them chronologically
- V.

ISLANDWIDE BEAUTIFICATION TASK FORCE STANDARD OPERATING PROCEDURES

Limitations and Disclaimers

LIMITATIONS ON USE OF THE ISLANDWIDE BEAUTIFICATION TASK FORCE STANDARD OPERATING PROCEDURES AND DISCLAIMER

Limitations on the use of this Standard Operating Procedures Manual is to provide support to the management and staff of the Islandwide Beautification Task Force (IBTF) as well as IBTF partners. This Manual is not intended to create or make any enforceable rights, remedies, entitlements or obligations. The IBTF reserves the right to change or suspend any or all parts of this manual at any time. Partners will be notified when such changes occur.

Foreword

The Islandwide Beautification Task Force Standard Operating Procedures outline steps taken for the operations and processes of the task force. The IBTF has been a community-wide initiative that has seen varying levels of success throughout the years.

The following are the IBTF Focus Areas that must abide by this manual:

1. Values of Beautification from Home - White Goods, Metallic Waste & Tires Program;
2. Values of Service/ Basic Education & Awareness - IBTF promotes values of service through High School Students allowing our students to enter into the adult mindset of giving back to our community;
3. Values of Leadership/Lead & Beautify By Example - IBTF promotes values of Leadership All Government of Guam Agencies and Autonomous Agencies with their management teams;
4. Values of Partnership/Engage in Beautification Partnership - IBTF promotes values of Partnership community, business and various non-profit organizations; and
5. Elementary Schools - Education Program/Basic Literacy.

Section 1: Introduction

§1.1: Mandate

- a) Guam Code Annotated (GCA) - Pursuant to Title 5 GCA Chapter 2 Article 1 §2104, the Islandwide Beautification Task Force falls under the purview of the Lieutenant Governor of Guam.
 - i) Title 5 GCA Chapter 2 Article 1 §2104 (a) The Lt. Governor shall appoint an Islandwide Beautification Task Force, consisting of the Director of the Guam Visitors Bureau, the Director of the Department of Public Works, the Director of the Department of Parks and Recreation, the Director of the Department of Agriculture, the Director of the Department of Corrections (DEPCOR), and other members as the Chairperson shall deem necessary. The Task Force shall be under the direction of the Office of the Lt. Governor, who shall serve as Chairperson of the Task Force.
 - ii) Title 5 GCA Chapter 2 Article 1 §2104 (b) The Task Force shall work in conjunction with the Mayors' Council and existing government agencies and private individuals and organizations to beautify and promote Guam. Its function shall include, but not be limited to, the coordination of efforts for the clearing of overgrown weeds or trees, the planting of plants or flowers, and the restoration of graffiti inflicted structures along the island's highways and scenic areas.
 - iii) Title 5 GCA Chapter 2 Article 1 §2104 (c) The Task Force shall purchase only those horticultural products grown on Guam.

§1.2: Mission of the Islandwide Beautification Task Force

- a) Mission of the IBTF
 - i) The purpose of the IBTF shall be to promote and develop Guam as a strong and healthy community and as a premier destination of choice for visitors from throughout the world while providing a maximum quality of life for our people. We nurture and encourage cultural interchange and environmental sensitivity for visitors' enjoyment and for our children's children. We encourage volunteerism in every sector of the community. IBTF strives to enhance and advance local community life by spreading awareness of beauty starting from the home.
- b) Misinterpretations of the IBTF
 - i) The IBTF Program is not a non-profit organization of the government. It shall however, reach out to establish partnerships with numerous public and private organizations.

§1.3: Structure and Office Roles

a) Structure of the IBTF

- i) The structure of the IBTF is headed by the Lieutenant Governor of Guam, who serves as its Chairman and recommends the approval of projects to the Governor of Guam. The daily management and operations are overseen by a Project Manager and is staffed by Project Coordinator.

b) Office Roles

- i) **Chairman:** The IBTF shall be headed by a Chairman who shall be the Honorable Joshua F. Tenorio, Lieutenant Governor of Guam, who shall determine positions and staffing pattern of the IBTF. Additionally, the Chairman of the IBTF decides on approval or disapproval for all projects and ensures the use of funds are assisting Guam in stabilizing its fiscal condition.
- ii) **Project Manager:** The Project Manager oversees the daily management of the IBTF and ensures all funds are being expended in a transparent and accountable manner.
- iii) **Project Coordinator:** The Project Coordinator conducts the daily operations of the program and acts as the liaison between IBTF and all of its partners. To include but are not limited to the following duties and responsibilities: coordinating the participation of partners for events and activities, making and maintaining the IBTF calendar and communicating for the scheduling of the Chairman for events participation

§1.4: Programs of the IBTF - The Islandwide Beautification Task Force has established the following programs under its purview, in collaboration with the member agencies of the Task Force, and public/private partnerships. All participants are required to adhere to the following when participating under the IBTF program:

- 1) Wear bright clothing, shoes (no open toes), gloves and long pants at all times while volunteering;
- 2) Pick up trash ONLY in daylight hours;
- 3) Do not pick up dead animals or hazardous materials;
- 4) Chemicals and similar items should be reported to the proper authorities; and
- 5) Children under eighteen (18) must have adult supervision. One (1) adult supervisor must be present for every five (5) minors.

How does an organization participate? Volunteer/Adoption Applications are available at the IBTF Main Office located in the East (right) Wing of the Ricardo J. Bordallo Governor's Complex, Adelup Guam. Or are available for download via our website at **(Pending link)** or can be sent to you via email. For more information our office can be contacted at 671-475-9383/4 or email at ibtfguam.gov.

a) Service

- i) High School Students have the ability to participate in events and service projects through their perspective schools and with the supervision of the faculty or administration of their school. Parent authorizations and documentations for service-learning hours will be held accountable through the lead or present faculty or administrator present.
- ii) Video Commercial of Lou & Josh participating in the cleanup - To use as ads for luring the island to come out and clean - Advertise office number as a hotline at (671) 475-9383.

b) Leadership

- i) Government of Guam Department/Agencies and their directors or lead administrators are responsible for instilling a Reduce, Reuse, Recycle or Waste reduction concept within their workplace. The buildings and surroundings of each agency shall be maintained also by the personnel.

c) Partnership

- i) Guam Seal Bus Stop Program
- ii) Roadway Adoption Program
- iii) Islandwide Beautification Day
- iv) IBTF Scenic Route
- v) STOP Program
- vi) *Adahi I Tano* (Taking Care of the Land) - Matson
- vii) Year Round Community Cleanups

d) Legacy Projects of the IBTF

- i) Archbishop Flores Loop Renovation
- ii) Fort *Libugan* Overlook cleanup
- iii) *Liguan* Park renovation
- iv) Chief *Kepuha* Park renovation
- v) The Great Seal of Guam Park renovation
- vi) East *Hagatna* Retaining the Spirit of Guam USA Renovation
- vii) Vietnam Veterans Wall Renovation
- viii) Asan Retain Wall Painting

e) IBTF Membership Benefits Program

§1.5: Our Commitment to our Adopters

As an IBTF Adopter, you will:

- Have your name displayed on an Adoption sign at your selected adoption area for the duration of the adoption/have your company's logo incorporated within the artwork/design;
- Receive a certificate and honorable mention from IBTF;
- Work directly with an IBTF staff member;
- Receive trash bags and other resources needed for the upkeep of the IBTF Bus stop; and
- Receive Coordination Services with any Government Department/Agency and the Mayor's Office for the Initial Clean up.

§1.6: Your Commitment as an Adopter

- Conduct Initial Assessment for Area of Interest to determine necessary cleaning/maintenance measures and report back to the IBTF;
- Agree to the Adoption Program Terms and Conditions for one (1) year with Agreement signed;
- Regularly monitor and maintain your adopted area, keeping it free from litter, overgrown plants or trees and graffiti inflictions;
- Review and sign required liability waivers (i.e. Volunteer Liability);
- Submit Data Cards/Forms during regular clean up or maintenance;
- Return unused or reusable supplies within one (1) week of every cleanup event to IBTF and if the adoption ends or if needed; and
- Red & white gloves are washable & can be reused. IBTF will only issue more gloves every six (6) months from initial pick up.

Section 2: IBTF Operations

§2.1: Funding

- a) Local Appropriations - [still waiting on directive from Lt. Governor.](#)

§2.2: Communications

a) General Public

- i) All requests for information from the general public submitted to the IBTF via phone call, e-mail, or fax will be logged for better tracking and quicker resolution. A return call or e-mail by the Point of Contact (POC) or Administrator will be given with an initial response not more than one (1) business day after the request is received. IBTF will have one (1) business day after the request for information is received.

b) Agencies /Partners

- i) All partners with the IBTF must appoint a POC(s) for their organization to work directly with the IBTF on all topic/issues relative to their grant program(s). The list of POC(s) must be submitted via e-mail to ibtfguam.gov.

c) Escalation of Queries & Requests for Information

- i) If issues arise that personnel of the IBTF cannot resolve, then the query will be forwarded to the Program Coordinator of the IBTF for further review. An email will be sent to the individual requesting information or assistance with an update of the status of the issue. If the Program Coordinator is unable to find resolution to the issue, it is then brought to the attention of the IBTF Project Manager.

§2.4: Program Operations

a) Service

- i) High School Students have the ability to participate in events and service projects through their perspective schools and with the supervision of the faculty or administration of their school. Parent authorizations and documentations for service-learning hours will be held accountable through the lead or present faculty or administrator present.
 - 1) The school faculty or administrator completes and submits a Volunteer Application Form along with required documentation.
 - 2) The application is reviewed by IBTF who notifies the school organization if they are accepted into the IBTF Calendar.

- 3) IBTF advises cleanup location if the school organization does not have a selected location, IBTF confirms project due date with the applicant and schedules the delivery and pick-up of trash trailer with the pertinent Mayor's Office. IBTF will also hand over IBTF Trash Collection Data Form.
- 4) IBTF will provide trash bags and cleaning gloves. The organization must agree to obtain any other supplies needed.
- 5) The Mayor's Office delivers the container to the clean up site (if needing the Mayor's assistance).
- 6) Group performs clean up (*within a minimum of 10 volunteers for a minimum of four (4) hours*), putting their garbage bags into the container. Recyclable trash is separated.
 - (a) When participants are seventeen (17) years and younger, the group shall have one (1) adult supervisor for every five (5) minors.
- 7) Mayor's Office picks up container and delivers it to the disposal facility.
- 8) The group must submit the following documents with in five (5) calendar days of the clean-up.
 - (a) IBTF Trash Collection Data Form
 - (b) Before & After Photos
 - (c) Roster of all Participants
 - (d) After Action Report
- 9) Any non-disposable supplies (Washed Gloves, Buckets, Sponges, Brushes, etc.) provided by the IBTF must be returned to the IBTF Office for future use.
- 10) IBTF schedules certificate presentation with the Lieutenant Governor. (Only if Forms are completed)

b) Leadership

- i) Government of Guam Departments/Agencies and their directors or lead administrators are responsible for instilling a Reduce, Reuse, Recycle morale within their personnel. The buildings and surroundings of each agency shall be maintained also by the personnel.
 - 1) The agency must notify IBTF via email when a clean-up of their area is to be conducted and IBTF will place their event in to the IBTF calendar along with giving the agency the Ocean Conservancy Trash Data Card.
 - 2) IBTF will provide trash bags, cleaning gloves, paint, stencils, brushes, trays, etc.

- 3) If the company is unable to dispose of the trash properly, IBTF will coordinate with the pertinent mayor's office for trash trailer delivery and pick up.
- 4) Agency submits Ocean Conservancy Trash Data Card with before and after photos to IBTF along with non-disposable gloves and supplies for future use.
- 5) A Certificate for the Agency will be provided. All agencies are encouraged to conduct their grounds clean up at least two (2) times in a year.

c) **Partnership**

- i) **Guam Seal/IBTF Bus Stop Program:** Promotes beautification and the Great Seal of Guam through the adoption of bus stop shelters throughout the island. Bus shelters can be adopted by private business, non-governmental organizations, student organizations, families, etc.
 - 1) The public or private organization completes and submits a volunteer application form along with required documentation and Bus Stop Assessment Form.
 - 2) The application is reviewed by IBTF who notifies the non-profit organization if they are accepted into the IBTF Calendar.
 - 3) IBTF advises bus stop location if the organization does not have a selected location, confirms project due date with the applicant and schedules the delivery and pick-up of trash/green waste trailer with the pertinent Mayor's Office, if necessary. IBTF will also hand over IBTF Trash Collection Data Form.
 - 4) IBTF will provide trash bags, cleaning gloves, paint, stencils, brushes, trays, etc.
 - 5) The Mayor's Office delivers the container/trash trailer to the clean up site if needed.
 - 6) Group performs clean up (*within a minimum of ten (10) volunteers for a minimum of four (4) hours*), putting their garbage bags into the container/trailer. Recyclable trash is separated. Supplies must be cleaned.
 - 7) Mayor's Office picks up container and delivers it to the disposal facility.
 - 8) Group submits IBTF Trash Collection Data Form with before and after photos to IBTF. Group will also return all borrowed/non-disposable supplies.
 - 9) IBTF schedules certificate presentation with the Lieutenant Governor. (Only if Forms are completed & Submitted)
- ii) **Roadway Adoption Program:** Promotes beautification of our roadways through the Adoption of sections of roadway. Roadways can be adopted by private businesses, non-governmental organizations, student organizations, families etc.

- 1) The public or private organization completes and submits an adoption application application form along with required documentation and assessment Form. **(need to create a roadway assessment form)???**
 - 2) The application is reviewed by IBTF who notifies the organization if they are accepted into the IBTF Calendar.
 - 3) IBTF advises cleanup location if the organization does not have a selected location, confirms project due date with the applicant and schedules the delivery and pick-up of trash/green waste trailer with the pertinent Mayor's Office. IBTF will also hand over the IBTF Trash Collection Data Form.
 - 4) IBTF will provide trash bags, cleaning gloves, etc.
 - 5) The Mayor's Office pick up trash from a designated location.
 - 6) Group performs clean up (*within a minimum of ten (10) volunteers for a minimum of four (4) hours*), putting their garbage bags into the container. Recyclable trash is separated. Supplies must be cleaned.
 - 7) Mayor's Office picks up container and delivers it to the disposal facility.
 - 8) Group submits IBTF Trash Collection Data Form with before and after photos to IBTF. Group will also return all borrowed/non-disposable supplies.
 - 9) Group will then purchase their road sign while IBTF obtains the sign permit.
 - 10) Either Mayor's Office or the Business will have the sign installed and an unveiling of the sign may be conducted.
- iii) **Islandwide Beautification Day:** Promotes beautification of our roadways and dumpsites in collaboration with government/private sector volunteers and sponsors. **(All of Appendix E needs to be drafted)**
- 1) Safety Briefing Presentation (Appendix E1)
 - (a) Introduction
 - (b) Heat Cramps & Exhaustion
 - (c) Heat Stroke
 - (d) Moving Vehicles & Flying Debris
 - (e) Physical Activity
 - (f) Emergencies
 - 2) Area Maps

(a) Appendix E2 (Needs to be Scanned)

3) Organization Chart

(a) Appendix E3 (Needs to be recreated w/Date Change)

4) Detailed Area Maps Appendix E4

iv) **IBTF Scenic Route:** Promotes beautification by opening views and vistas otherwise obstructed by overgrown vegetation.

- 1) IBTF will seek out volunteers to provide service for land clearing areas.
- 2) Guam Nature Alliance will provide feedback on area to be cleared for certain trees in place with erosion prevention.
- 3) IBTF will schedule volunteers to clear area and provide the necessary supplies or coordination for equipment needed.
- 4) Volunteers will conduct the clearing.
- 5) Volunteers will submit IBTF Trash Collection Data Form with before and after photos to IBTF and will also return all borrowed/non-disposable supplies.
- 6) IBTF will obtain the sign permit and have sign placed by volunteers or the village Mayor's Office.

v) **STOP Program:** Stop Tagging Our Paradise (STOP) promotes beautification by cleaning up graffiti around the island in collaboration with public and private partners.

- 1) Volunteers will fill out the Volunteer Application Form and Waiver with the IBTF Assessment form completed.
- 2) IBTF will review the application and place their date into the IBTF Calendar, along with providing the necessary supplies to repair the graffitied area and Ocean Conservatory Form if necessary.
- 3) Volunteers will conduct the repair.
- 4) Volunteers will submit their before and after photos.

vi) **Adahi I Tano (Taking Care of the Land):** Under the management of Matson Navigation, Non-Profit Organizations apply to conduct cleanups around our island.

How it Works:

- 1) The non-profit organization completes and submits an application form along with required documentation;
- 2) The application is reviewed by Matson's *Adahi I Tano* committee who notifies the non-profit organization if they qualify for the program;
- 3) Matson advises cleanup location, confirms project due date with the applicant and schedules the delivery and pick-up of the *Adahi I Tano* container;
- 4) Matson delivers the container to the clean up site;

- 5) Group performs clean up (*within a minimum of ten (10) volunteers for a minimum of four (4) hours*), putting their garbage bags into the container. Recyclable trash is separated into clear garbage bags;
- 6) Matson picks up container and delivers it to the disposal facility;
- 7) Group submits before and after photos to Matson; and
- 8) Matson schedules check presentation to non-profit organization.

vii) **Year-Round Community Cleanups**

- 1) The public or private organization completes and submits a Volunteer Application Form along with required documentation.
- 2) The application is reviewed by IBTF who notifies the non-profit organization if they are accepted into the IBTF calendar.
- 3) IBTF advises cleanup location if the organization does not have a selected location, confirms project due date with the applicant and schedules the delivery and pick-up of trash trailer with the pertinent Mayor's Office. IBTF will also hand over IBTF Trash Collection Data Form.
- 4) IBTF will provide trash bags and cleaning gloves.
- 5) The Mayor's Office delivers the container to the clean up site,
- 6) Group performs clean up (*within a minimum of ten (10) volunteers for a minimum of four (4) hours*), putting their garbage bags into the container. Recyclable trash is separated.
- 7) Mayor's Office picks up container and delivers it to the disposal facility.
- 8) Group submits IBTF Trash Collection Data Form with before and after photos to IBTF.

Along with the following documentation:

- (a) IBTF After Action Report to include Name of all Participants, General Description of Trash Collected & Estimated Number of Pounds of trash collected.

- 9) IBTF schedules certificate presentation with the Lieutenant Governor to the volunteers.
- 10) IBTF submits Trash Data Card & After Action Report to the Guam Coastal Management Program Office by the end of the month in which the clean up was conducted.

viii) **Legacy Projects of the IBTF** - Projects that have been completed by the IBTF in the past but are not limited to just the places listed.

- 1) Archbishop Flores Loop Renovation
- 2) Fort *Libugan* Overlook cleanup
- 3) *Liguan* Park renovation
- 4) Chief *Kepuha* Park renovation
- 5) The Great Seal of Guam Park renovation
- 6) East *Hagatna* Retaining the Spirit of Guam USA Renovation
- 7) Vietnam Veterans Wall Renovation
- 8) Asan Retain Wall Painting

- ix) **IBTF Membership** - Open to organizations, including corporations, partnerships, associations, councils or any other private/public entity. One Hundred Dollars (\$100.00) Annual Membership Fee (if able to) fees will go to the cost of running all the membership benefits.
- 1) Apply via Online Application or Hard Copy Application.
 - (a) Online: Fillable form via website
 - (b) Hard Copy: Downloadable from site, sent via email, available in office
 - 2) Membership Benefits - Stay up-to-date on the tourism industry with these exclusive benefits.
 - 3) Visitor Data - Receive a monthly Visitor Arrival Statistics Report, including visitor profiles by country.
 - 4) Business Listing - List your business on IBTF's website in English, Japanese, Korean, and Chinese
 - 5) Advertise - Display your brochures at IBTF office and social media sites.
 - 6) Industry News - Keep abreast of the latest industry news, programs, and general updates. Receive the IBTF Monthly Newsletter
 - 7) International Exposure - Have your brochures or project donations distributed at trade shows, sales seminars and media/travel agent familiarization tours.
 - 8) Elect your representative - Nominate and vote for members of the IBTF Board of Directors. Let your voice be heard and play a role in our island's industry growth.
 - 9) Help your industry - Join IBTF's Ad Hoc Committees focusing on destination enhancements near and far.
 - 10) Reports - Receive a copy of IBTF's Annual Report and other important reports compiled for your benefits.
 - 11) Participate - General Membership meetings are held to keep members informed and provide networking opportunities for growth of your business.
- x) **IBTF Orientations** - Conducting orientations for person(s) or groups/organizations interested in partnering with the IBTF - The Created Slideshow of the orientation will also serve as an overview for the Program without the clutter of the Handbook/Standard Operating Procedures.
- xi) **IBTF Basic Literacy Program** - IBTF will reach out to the island's schools and conduct awareness presentations for the IBTF. The taskforce will present on current projects, completed projects, its operations, future projects and the purpose of the task force. The goal of the Program will be to instill the desire and encourage our youth to start spreading beauty from within their homes.

Section 3: Protocols, Support, & Assistance - Guam Department/Agencies and Business or Community Partners

§3.1: Role of the IBTF

The primary function of the IBTF shall be to coordinate between the IBTF public and private partners in order to carry out adoptions, projects and programs.

§3.2: Role of the Guam State Clearinghouse (GSC)

The IBTF partners with the GSC in receiving administrative support for the IBTF operations. Specific staff within the Guam State Clearinghouse will be assigned to handle the administrative tasks. The following are the duties and responsibilities of the GSC:

1. Intake of all communications from public and private partners.
2. Coordination between the Chairman, Program Manager, Program Coordinator and Directors of all Government Department/Agencies involved.

§3.3: Role of the IBTF Public Partners

- a) The Role of Public Partners with the IBTF shall be to provide assistance for programs and events of the IBTF which shall include but not be limited to the following:
 - i) Mayor's Office pick up and disposal of trash for Community Cleanups.
 - ii) Ability to lend heavy equipment for clearing of Scenic Routes, Common Dump sites, etc.

§3.4: Role of the IBTF Private Partners

- a) Provide manpower for service projects such as roadway adoptions, beach/park clean ups, memorial restorations, etc.
- b) Scheduling of Year -Round Clean Ups with the IBTF.

§3.5: Certificate of Volunteer Services Presentation

- a) The public and private partners who have submitted data from trash collections will have the opportunity to have an appreciation certificate presented to them from the Chairman (Lieutenant Governor) after submitting their data. Scheduling will be done with the Lt. Governor's Office.

§3.6: Scheduling of Lieutenant Governor for IBTF Events

- a) All scheduling with the Lieutenant Governor will have to be requested with the chamber's office of the Lieutenant Governor.

§3.7: Bus Stop, Park & Monument Inventory & Assessment Forms

- a) See Appendix B for Assessment form. Execution of assessments are to be done through the Governor's Office, the Community Affairs Office or through the assistance with the Department of Parks and Recreation.

§3.8: Launch of the IBTF Program

- a) The launch of the IBTF program by the Lieutenant Governor shall be done on (Insert day/date) to coincide with (Insert specific Holiday)

§3.9: Outreach/Educational Events for the IBTF

- a) Through Schools - High school students who participate in IBTF events/service projects will be applicable to receive Service Learning hours towards their High School Graduation Requirements
- b) Through Community Events - Relative Event Organizers may reach out to the IBTF to participate for outreach within their events.

Section 4: Concerning this SOP

§4.1: Amendments and Additions to the SOP

Amendments and additions to the Islandwide Beautification Task Force Standard Operating Procedures (SOP) may arise from the need to face new, unforeseen circumstances that may create new rights or impose new obligations.

a) Who can request Amendments?

- i) If Executive Agency heads or Agency POC's feel the need to have the SOP to better reflect processes that particularly concern them, they may request an amendment via memorandum to the IBTF Project Manager. The Project Manager or his/her designee will have fifteen (15) calendar days to review the requested amendment and respond to the sender.
- ii) Amendments may be requested by the GSC Administrator.

b) Where to sent Amendments?

- i) Amendments may be sent to:

George Flores, Project Coordinator
P.O. Box 2950
Hagatna, Guam 96932

c) Who approves Amendments?

Adoption of this Standard Operating Procedures Manual

The Honorable Lieutenant Governor Joshua F. Tenorio, Chairman

George Flores, Project Coordinator

Florentina Terlaje, Project Coordinator

Candise Nacole M.L. Aragon, Management Analyst IV with the Guam State Clearinghouse

Appendices

Appendix A: Organizational Chart (Need to reference Transition Report)

Appendix B: Standard IBTF Forms (Located in Google Drive Shared Folder)

- 1) Adoption Terms & Agreement
- 2) Event Sign In Sheet
- 3) Park & Bus Stop Assessment Form
- 4) Supply Checklist
- 5) Trash Collection Data Form
- 6) Volunteer Release & Waiver of Liability
- 7) Year Round Community Clean Up Application Form

Appendix C: IBTF Contact Sheet

Appendix D: Safety Briefing Presentation