



A one (1) day cleanup is a great way to get involved in your/our town. The following guidelines must be met.

1. A minimum of 10 participants per group is required.
2. No one under the age of 16 is permitted on a road clean up.
3. Adult supervision is a necessity. One adult per five (5) participants under the age of 18.
4. Two (2) hour litter cleanup is \$250.00. Recyclable materials must be separated. Four (4) hour litter cleanup is \$500.00. Recyclable materials must be separated.
5. Cleanup will be scheduled on weekdays when students are off of school or on Saturdays.
6. Transportation provided by participating groups, City of Vineland is not responsible for any transportation.
7. All participants **MUST** follow our safety & procedure guidelines, which are attached and wear safety vests & gloves (provided).
8. No two (2) groups will be cleaning the same area. Areas will be assigned by the Clean Communities Coordinator based on a first come basis.
9. "Litter Patrol Ahead" signs (provided) must be put up before you start your cleanup.

Mini-grants will be offered to eligible non-profit groups based in Vineland only. It is the group leader's responsibility to fill out the proper paper work & provide proof of insurance prior to cleanup and return to Clean Communities Coordinator.





VENDOR APPLICATION

PURCHASING DEPARTMENT
640 E. WOOD STREET
P.O. BOX 1508
VINELAND, NJ 08362-1508
PHONE: (856) 794-4040 FAX: (856)-405-4605

Web-site: vinelandcity.org

<input type="checkbox"/> New Application	<input type="checkbox"/> Add Commodities	Fed. ID# or Social Security #	Date
<input type="checkbox"/> Name and/or address change	<input type="checkbox"/> Delete Commodities		
1. Vendor Name & Mailing Address for Purchase Orders:		2. Remit to Name/Address (if different from Item 1)	
_____		_____	
_____		_____	
_____		_____	
		Check if you prefer ACH payment <input type="checkbox"/>	
3. Telephone #	4. Fax #	5. e-mail address:	
6. Type of organization (Check one)			
<input type="checkbox"/> Individual	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation: Inc. under laws of the State of:	
7. Special Categories:			
<input type="checkbox"/> Minority Owned	<input type="checkbox"/> Women Owned	<input type="checkbox"/> Small Business	<input type="checkbox"/> Non-Profit
8. Contact Information:			
NAME	TITLE	TELEPHONE #	
9. Are you a City of Vineland Employee?:		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Is any member of your immediate family a City Employee?:		YES <input type="checkbox"/>	NO <input type="checkbox"/>
I hereby certify that information supplied herein is correct			
_____		_____	
(print or type name and title)		(signature)	
FOR PURCHASING DEPARTMENT USE ONLY			
DATE REC'D	BRC REC'D	W-9 REC'D	VENDOR #

Note: No purchase orders/contracts will be issued until Fed. ID/ Tax I.D. is received.

Request for Taxpayer Identification Number and Certification

Give Form to the
 requester. Do not
 send to the IRS.

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number																					
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Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification Instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶ _____	Date ▶ _____
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.
 Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/ir9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1099 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Important Safety Rules

The following list is provided as guidance to participants and is not all inclusive.

- ✓ Know emergency procedures such as the location of the nearest emergency facility and how to quickly summon the police or an ambulance
- ✓ Conduct at least one safety orientation session during each calendar year.
- ✓ Provide appropriate and adequate adult supervision when youth groups are involved in litter pickups, that is one adult per five (5) participants below the age of
- ✓ Where deemed appropriate, the group will contact/inform the local police department in the town where the cleanup is to be performed as to the dates, times and location of cleanup activities.
- ✓ Bring a First Aid kit. (Which is provided to each group)
- ✓ Perform cleanup activities when weather is conducive and during daylight hours.
- ✓ Avoid peak traffic hours and extreme inclement weather conditions.
- ✓ Carpool to the litter pickup site.
- ✓ Park vehicles a safe distance from the traveled roadway.
- ✓ Install "litter patrol ahead" sign and/or traffic cones (if provided) before you start your cleanup activity.
- ✓ All vehicles should remain on the same side of the road as the participants.
- ✓ Wear the recommended attire: long sleeves, blue-jeans or long pants, leather shoes or boots, and gloves and SAFETY VESTS.
- ✓ Notify Group Leader of all known allergies and any physical infirmities prior to participation.
- ✓ Be careful of contact with poison plants, bees, wasps, hornets, fire ants, and snakes. The recommended attire will usually prevent irritations from most plants.
- ✓ Tuck pant legs into socks, and your shirt into your pants to prevent tick exposure. Check your head and body thoroughly when you return home.

- ✓ Pay special attention to the handling of broken glass and sharp pieces of metal. Participants must be careful not to step or kneel on broken glass or metal.
- ✓ Be aware of visibility problems.
- ✓ Be prepared for any unexpected behavior of motorists.
- ✓ Attempt to walk facing on-coming traffic.
- ✓ Pick up litter on one side of the road at a time.
- ✓ Avoid overexertion and heat related problems by drinking water and taking breaks.
- ✓ DO NOT stand or jump on guardrails, drainage pipes or concrete walls.
- ✓ Never cross over or pickup trash on the traveled pavement
- ✓ Stay clear of all construction areas.
- ✓ Avoid all horseplay or demonstrations of any nature on the right of way.
- ✓ Avoid hazardous materials such as car batteries or any unidentified questionable items and animal carcasses.
- ✓ Do not possess or drink alcoholic beverages.





CLEAN UP HINTS/TIPS

Thank you for volunteering to clean up your/our Town!

Below are some hints/tips for making your clean up as easy & safe as possible.

- Use gloves provided for protection
- Wear bright colored clothing & safety vest provided to you
- Wear long sleeve shirts and long pants to protect from briars & ticks
- Tie hair back
- Do not leave the group or lag behind
- Leave unknown or dangerous items where they are
- When bags are full, tie closed and place them in piles along the roadside, not in the roadway
- Put bulky items alongside bags
- Put up "Litter Patrol Ahead" signs (provided) before you start your cleanup.

Fill out the Cleanup Activity Report and submit to the Clean Communities Coordinator so they can have the bags picked up.

Thank you for all your help and for caring about our/your City.



City of Vineland
Clean Communities Adopt Programs
Clean up Activity Report

Please fill out and return to our office after each activity
in order for your group to receive credit.

GROUP: _____ **DATE OF PROJECT/CLEANUP:** _____

CONTACT PERSON: _____ **PHONE:** _____

PROJECT LOCATION: _____

RESULTS: (Indicate number of bags of trash, recyclables collected, or results of flower plantings, or other visible changes.)

PARTICIPANTS – SIGN IN SHEET: (To be completed on date of project with names of those present)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

RETURN TO:
City of Vineland
Clean Communities Coordinator
1086 E. Walnut Road
Vineland, NJ 08360
Or FAX to 856-794-1898