

## **GUIDE FOR PLANNING AND CONDUCTING A UNITED ADOPT-A-ROAD 4 CONSERVATION EVENT**

To plan and conduct a United Adopt-a-Road 4 Conservation event follow these easy steps.

1. Find a road you and your club wheel on in your favorite National Forest.
2. Call the District Ranger listed in our state-by-state directory of National Forest ranger districts so the two of you can set up an “adopt-a-road” agreement using the forms found here at our United website.
3. Fill out the Adopt-a-Road Agreement and send it to the District Ranger you contacted in step 2 above.
4. Pick a date, usually a Saturday or Sunday, to hold your Adopt-a-road 4 Conservation event.
5. Coordinate what activities will take place with the District Ranger you contacted in step 2 above.
6. Bring together in one location all the supplies you will need for the event you and the ranger coordinate – items such as trash bags, location for depositing trash at the end of the day (Forest Service dumpsters, local land fill, etc.), shovels, seed spreaders, grass seed, etc.
7. Use our “sample flyer” to announce the date, location, and specific activities of your event to your club and the local public.
8. Use our “sample press release” to notify the local media (TV and newspaper) about your event.
9. The day of the event be sure to bring our “volunteer sign-in and hour log” and have every volunteer, even children, sign in and log the number of hours they donate to the event.
10. After the event, use our “sample newspaper article” as a guide to help you easily write an article to submit to your local paper bragging about the great conservation work your club accomplished.
11. After the event, use the “volunteer sign-in and hour log” as a report to send to both the Forest Service and United to document the number of volunteer hours you’ve donated to your community.

That’s it! You’ve done it. Congratulations on starting the United Adopt-a-Road 4 Conservation program in your club and for conducting a conservation event to help ensure access to your favorite wheeling spot for generations to come!