



Matson®

ADAHI I TANO'

Taking Care of the Land

Thank you for your interest in Matson Adahi I Tano' program. Community involvement has always been important to Matson. We are excited that this program offers non-profit groups the opportunity to raise important funds and help keep Guam clean.

APPLICATION GUIDELINES

- Groups must be a non-profit organization recognized by Government of Guam.
- Participation is limited to one project per group per calendar year.
- Project must be for a specific cleanup location as designated by Matson (in coordination with the Islandwide Beautification Task Force). Festival trash collection or community trash drops off will not be considered.
- Groups must use the Matson Adahi I Tano' container for their project.
- When selecting a date and upon Matson's notification of the location for your project, please obtain permission from the land owner or manager of the cleanup site to for both the cleanup and for the container to be located at the site for the period of the cleanup.

APPLICATION SUBMITTAL, TIMING & DEADLINES

Adahi I Tano' program applications are reviewed by an advisory committee. The committee meets on the last Wednesday of each month. It is important that your application be received by Matson by the **close of business on the Friday before** the committee meeting date if it is to be considered. Applications must be submitted in writing. However, in order to meet a deadline, they may be faxed or emailed, but an original copy must still be provided. Notifications to non-profits (by phone or email) will be made no later than two days after the committee meeting. Please be aware of these timing issues when considering a proposed clean up date. Two cleanups will be approved each month.

REQUIRED SUPPORTING DOCUMENTATION

- Proof of non-profit status – TAX ID # (EIN) & certificate
- W9

CONTACT INFORMATION

Please send project application and supporting documentation to:

MATSON NAVIGATION COMPANY

Adahi I Tano' Program Advisory Committee
1026 Cabras Highway, Suite 115
Piti, Guam 96915
Phone: 671-475-5961
Fax: 671-477-5965
Email: adahiitano@matson.com



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PROJECT CHECKLIST

- Confirm the date and location for your cleanup. Contact the owner or manager (the village, public or a private entity) of the cleanup site to obtain permission for both the cleanup and for the container to be located at the site for the period of the cleanup.
- Complete and sign the Adahi I Tano' Grant and Equipment Use Agreement form and return form to the Matson Representative.
- A Matson representative will call you to schedule the equipment drop off and pick up dates and times.
- Make copies of the Release and Waiver of Liability, Indemnity Agreement and Assumption of Risk (included in this packet) and bring to the cleanup site on the day of the cleanup.
- A representative of your group must meet the truck driver delivering the container and direct the driver to position the container on a paved surface convenient to your cleanup site.
- Take a "before" photo of the cleanup site and your group for submission to Matson.
- Gloves, safety vests (which must be worn by all volunteers) and trash bags will be provided by Matson.
- Volunteers will need to wear closed-toed shoes (no slippers).
- Conduct safety briefing with your volunteers.
- Begin your environmental cleanup! Place recyclable trash into separate clear trash bags.
- Place full garbage bags in the container. Use caution when working in or around the container.
- After the cleanup, make sure all garbage is inside the container. Close and secure the container doors to make container ready for pickup.
- Take an "after" photo of your group at the cleanup location for submission to Matson.
- Return safety vests to Matson.
- Once all paperwork is completed and received by Matson, and the organized cleanup and disposal is completed, a grant check in the amount of \$500.00 will be issued to the non-profit.