



# Matson®

## ADAHI I TANO'

Taking Care of the Land

Thank you for your interest in the 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 the 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. Festival trash collection or community trash drops off will not be considered.

### 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 online. 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

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

### CONTACT INFORMATION

#### MATSON NAVIGATION COMPANY

Adahi I Tano' Program Advisory  
Committee

520 Chorito Blvd. Suite 301

Asan, Guam 96910

Phone: 671-475-5961

Email: [adahi@matson.com](mailto:adahi@matson.com)



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## PROJECT CHECKLIST

- Complete and submit the Adahi I Tano' online application. You will need to upload a Form W9 and proof of non-profit certification for your non-profit organization.
- A Matson representative will call you to schedule and confirm the date and location for your cleanup.
- Compile a list of attendees and have them sign the Release and Waiver of Liability, Indemnity Agreement and Assumption of Risk and bring to the cleanup site on the day of the cleanup.
- On the day of the cleanup, a representative of your group must meet the truck driver delivering the container to receive a safety briefing.
- Gloves, trash bags and safety vests will be provided by Matson. After the cleanup, return the safety vests and unused gloves and trash bags to Matson.
- Volunteers will need to wear closed-toed shoes (no slippers).
- Take a "before" photo of the cleanup site and your group for submission to Matson.
- Begin your environmental cleanup! Place recyclable trash into separate 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 at email [adahi@matson.com](mailto:adahi@matson.com).
- 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.