

Adopt-A-Spot

Litter Cleanup Volunteer Program

VOLUNTEER INFORMATION PACKET



— KEEP —
BURLESON
Beautiful

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PROGRAM MISSION

To provide opportunities for volunteers to help improve the appearance of the City of Burleson while building community pride.

WHAT IS THE **Adopt-A-Spot** VOLUNTEER PROGRAM?

Adopt-A-Spot is a program established by the City of Burleson through which volunteers agree to pick up litter along roadways, drainage ditches, or other public areas for a period of one-year. The City provides trash bags and reflective safety vests to volunteers and disposes of all bagged litter collected by volunteers.

A City of Burleson representative will assist volunteers in selecting an area to clean. The City will also execute an agreement with the volunteer, set up a litter pick up schedule, and discuss safety rules with volunteers.

In appreciation for volunteer groups' litter removal efforts, the City will install signs along adopted segments, crediting groups for their participation in the **Adopt-A-Spot** program.

Adopting groups can take pride in their contributions to the community and be confident that their efforts are increasing public awareness about litter control. **Adopt-A-Spot** saves taxpayer dollars and gives volunteers a valuable opportunity to work together to make a difference.

WHO CAN PARTICIPATE?

Adopt-A-Spot is open to individuals or organized groups in the City of Burleson. Some examples include, but are not limited to, scout groups (both boys and girls), students, cycling clubs, hiking clubs, running clubs, civic organizations, youth groups, church groups, sports groups and businesses.

Also, individuals wishing to make a difference or high school students wishing to complete their required community service hours for graduation.

Note: One or more adults must supervise groups with members age 18 or under.

WHY PARTICIPATE?

People often notice the litter in our community and feel angry and frustrated that our natural environment is being treated this way. Now, you can put these feelings into action by helping to keep our community clean.

There are more than 450 miles of streets and 25 miles of drainage ditches throughout the City. It's too costly for City staff to pick up all the litter on public land. Your volunteer efforts can make the difference in achieving the higher standards we all have for these areas.

Your organization or business also will receive recognition through outlets such as the approved signage along the adopted segment. Now, everyone who drives or walks along your adopted segment will know that you care for your community and are doing something about it.

BENEFITS OF THE Adopt-A-Spot PROGRAM

COMMUNITY INVOLVEMENT

Adopt-A-Spot provides opportunities for groups to help keep the City free from litter. As a volunteer, you will have a unique opportunity to donate services to the community and enjoy the results of your hard work.

Adopt-A-Spot volunteers become stewards of public lands by working to improve the look of the community in a meaningful way for all to enjoy.

ECONOMIC

When your group or business helps the City by maintaining our public lands through litter removal, tax dollars are stretched further. The economic benefit could be seen with more people wanting to live or establish businesses in the enhanced environment created in part by **Adopt-A-Spot**.

ENVIRONMENTAL

Your effort and involvement increases public awareness of the importance of protecting our natural resources and the environment. Your group can create a better environment for yourself and your neighbors.

INDIVIDUAL

What better feeling can one have than the feeling of knowing that he or she makes a difference? You can make a difference in the aesthetics of your community, the health of the environment and the sense of pride people have in our community. Volunteering keeps you active and outdoors, gaining the many health benefits of an active lifestyle.

PROGRAM POLICIES

When reviewing this document, the term "Volunteer Coordinator" refers to the City of Burleson's point of contact. "Volunteer" refers to the **Adopt-A-Spot** volunteer.

1. The adopting group must enter into a signed agreement with the City of Burleson (see page 17).
2. All work must be performed during daylight hours.
3. All volunteers must follow safety guidelines.
4. Litter pickups must be scheduled at least four times per year – usually at least twice during the months of April through October. Some areas may require an additional time commitment.
5. Groups should provide the Volunteer Coordinator with at least one week's notice of their intent to perform pickups to allow City staff time to coordinate resources.
6. All volunteers age 18 or under must have responsible adult supervision. No children under age 7 will be allowed to participate in any **Adopt-A-Spot** activities.

7. Each **Adopt-A-Spot** volunteer must complete a Volunteer Waiver and Indemnification form and submit it to the Volunteer Coordinator **prior** to the first work day. If a volunteer is age 18 or under, a parent or guardian also must sign the Volunteer Waiver and Indemnification form. Parents assisting with cleanups must also sign Volunteer Waiver and Indemnification forms. Only one Volunteer Waiver and Indemnification form is needed per calendar year.

8. Group Leaders are responsible for completing an Inspection Checklist at the beginning and end of each scheduled work day. The Inspection checklist documents the date, number of volunteers, hours worked, activities accomplished and the condition of the area. The Inspection Checklist is an important tool used by the Volunteer Coordinator to evaluate the program and document volunteer contributions to the City of Burleson. On the reverse side of the checklist is an Audit Roster. **Each participant must sign in/out on the roster each work day.**

9. Volunteers shall provide their own transportation and tools to accomplish the program requirements. This includes gloves.

10. Volunteers shall agree to abide by all applicable City regulations.

11. A designated Group Leader will be required for each organization to serve as the liaison to the City's Volunteer Coordinator. The Group Leader will be responsible for signing the Statement of Commitment, scheduling workdays, and ensuring compliance with the Statement of Commitment.

12. Group Leaders must have a first aid kit and be aware of local emergency services in case of injuries.

13. Adopting groups may keep proceeds from any materials with recyclable value that are collected.

14. The Environmental Services Division will provide trash bags and safety vests. Safety vests must be returned to the Division along with the Inspection Checklist and Audit Roster. The City will collect and dispose of filled bags after your work day.

15. The City will monitor and record all forms for the **Adopt-A-Spot** group and will provide a spreadsheet showing the forms received from participants.

HOW TO APPLY

STEP ONE: SELECT AND SUBMIT AN APPLICATION FORM

Areas that may be considered for adoption include streets, drainage ditches or waterway, trails, or other public land. Typically, these areas are where most of the litter accumulates. Groups may select areas on a first-requested basis. Groups will retain the first right of refusal for their segment.

Once you select an area to adopt, let us know by calling the Volunteer Coordinator at 817-426-9848 or email ktanz@burlesontx.com. The City's Volunteer Coordinator will answer any questions you may have and help you complete the application form.

STEP TWO: REVIEW AND COMPLETE THE INFORMATION PACKET

Once the City confirms the proposed area is available for adoption, you should read and complete all the information in this Packet. Contained in it are a Statement of Commitment, which describes the responsibilities of the Group Leader, adopting group and the City, and a Volunteer Waiver and Indemnification form. Each participant must complete and sign a Volunteer Waiver and Indemnification form. Groups must assign a Group Leader to be the contact person for the City. Once all forms are completed, you may mail them to or drop them off at:

City of Burleson
Environmental Services Division
725 SE John Jones
Burleson, Texas 76028

STEP THREE: Adopt-A-Spot STAFF APPROVAL

Once the City approves the adoption and you sign the Statement of Commitment, your group is ready to start. A letter will be sent to the Group Leader once the adoption is approved.

STEP FOUR: ORGANIZE AND PLAN YOUR FIRST CLEANUP

Select a date for your first cleanup and then arrange with the Volunteer Coordinator to pick up trash bags and safety vests. As a Volunteer, you must supply all other supplies and tools. Cleanup materials should include gloves, rakes, and other tools.

Use your Inspection Checklist to document the date, number of trash bags collected and condition of the area. The Inspection Checklist is an important tool used by the Volunteer Coordinator to evaluate the program and document volunteer contributions to the City of Burleson. On the reverse side of the checklist is an Audit Roster. **Each participant must sign in/out on the roster each work day.** Safety vests must be returned to the Environmental Services Division along with the Inspection Checklist and Audit Roster.

For subsequent cleanup days, continue to inform the Volunteer Coordinator before the desired date to check for scheduling conflicts, to arrange to pick up more trash bags (if needed), and to ensure prompt collection of all litter collected. Volunteers should provide the Volunteer Coordinator with at least one week's notice of their intent to perform pickups to allow City staff time to coordinate resources.

STEP FIVE: RENEWAL

Within 60 days of the term expiration, **Adopt-A-Spot** volunteers must submit a written request to the Volunteer Coordinator to continue with their **adoption** activities.

RECYCLING

Adopt-A-Spot groups are encouraged to recycle materials whenever possible by placing recyclable materials in a bag labeled "Recycle." Place it with the other garbage bags in the designated collection site. If desired, volunteers may take recyclables to an appropriate recycling center and keep any proceeds derived. If not, the City will recycle the bagged materials.

RECOGNITION

Adopt-A-Spot groups will receive recognition in the form of a sign posted along the segment they have agreed to maintain and a Certificate of Appreciation.

PHOTOS

Adopting groups are encouraged to submit photos taken during litter pickup activities. Each participant has the option to agree to Photo Release terms on the Volunteer Waiver Indemnification Form in order to promote the **Adopt-A-Spot** program. Photos can be e-mailed to the Volunteer Coordinator at ktanz@burlesontx.com.

ACCIDENTS AND EMERGENCIES

Adopt-A-Spot volunteers are individually responsible for any/all injuries resulting from these activities. For record-keeping purposes, volunteers must report all accidents and injuries within 24 hours to the City and, if needed, Police Department. Please contact the Coordinator for additional information.

Note: In case of an accident or injury, call 911.

SAFETY GUIDELINES

All participants are required to review the safety recommendations listed below **prior** to participating in a pickup event. The Group Leader is responsible for ensuring that all volunteers have reviewed the safety recommendations and completed the Volunteer Waiver and Indemnification form. **If volunteers are age 18 or under, a parent or guardian must sign the waiver.**

Volunteers should be advised by the Group Leader of the following safety recommendations:

- Wear provided safety vests at all times.
- Wear sunscreen, sunglasses and a hat for protection from the sun.
- Wear leather work gloves and/or latex gloves at all times.
- Wear boots or closed-toe shoes.
- Work on only one side of the street at a time.
- Keep participants together for better visibility to motorists.
- Designate one person to watch traffic.
- Do not work in the street, and never walk on the street.
- Do not pick up litter that is in the street.
- Drink plenty of water.
- Stay within designated cleanup boundaries.
- Do not trespass on private property.
- Supervise children at all times.
- Lift objects with your legs, not with your back.
- Tie trash bags tightly.
- Avoid construction areas.
- Leave pets at home.
- Obey all traffic rules and regulations. Always cross the street at corners. Ensure that motorists see you and are stopping before you enter the street.
- Beware of bees, poison ivy, poison oak and other irritants. Wear insect repellent.
- Do not apply any pesticides or herbicides.
- Wash your hands thoroughly when done with the cleanup.
- Carry a cellular telephone with emergency contact numbers.

Under no circumstances should you pick up any of the below items:

- Hypodermic needles, syringes, medical waste or condoms
- Chemical containers
- Dead animals
- Sharp items (broken glass, nails, etc.)

Note: The Volunteer should notify the appropriate authorities if these items are found.

WILDLIFE ENCOUNTERS

When you're participating in a pickup event you may encounter different types of wildlife, especially in the long grasses alongside some streets or drainage ditches. While viewing wildlife can be exciting, please use caution. A few tips are included for your information.



RATTLESNAKES

This is a venomous snake found in grassland areas, most often seen sunning themselves on rocky outcrops. They mainly prey on rodents but also feed on bird eggs and lizards. These snakes will rattle their tails as a warning if you approach too close and may bite as a last resort. Venomous snakes can be observed from a safe distance, as they are generally not aggressive toward people unless they are startled, cornered or stepped on.

What to do if you encounter a rattlesnake:

- Most importantly, remain calm and still at first
- Give the snake a lot of room and walk around it or back away
- Do not handle, move or harass the snake

FACTS ABOUT POISON IVY

What is poison ivy?

Poison ivy is a 3-leaved plant found throughout the United States. All parts of the plant (leaves, vines and roots) contain an oil called urushiol that causes an allergic reaction like a rash. The plant can grow as a bush or climb up trees and across the ground. The risk is present year-round.



How do I get a poison ivy rash?

- From touching it, or touching something that has touched it.
- Inhaling smoke from firewood burning with poison ivy on it.

What is it like to get it?

At first, the allergic reaction will be a slight itchy spot, which gets worse. Severe reactions can cause giant red sores. Rashes can last from one to three weeks but can be treated with prescription remedies.

Can the allergic reaction be prevented?

- Wear long pants and long-sleeves to prevent direct skin contact.
- Rinse the affected area with a lot of cold water within one hour.
- Wash the affected area and clothes with alcohol within six hours.

Adopt-A-Spot Litter Cleanup Volunteer Program

CONDUCTING A CLEANUP

Adopt-A-Spot Group Leaders must:

1. Call the Volunteer Coordinator at 817-426-9848 at least one week prior to the proposed date.
2. Notify the volunteers and designate a place to meet. Ask participants to bring their own work gloves and tools.
3. Stock and bring a first-aid kit.
4. Complete an Inspection Checklist at the beginning of the work day.
5. Before cleanup begins:
 - Have all participants sign the Audit Roster.
 - Verify that all participants have a signed, completed Volunteer Waiver and Indemnification form on file with the City.
 - Review safety guidelines.
 - Determine who is responsible for child participants and keep them away from dangerous areas.
 - Tell participants to report all problems to the Group Leader.
 - Tell everyone to return to the designated meeting place at the end of the cleanup.
 - Distribute trash bags and safety vests.
6. After cleanup is completed:
 - Have all participants sign the Audit Roster.
 - Collect all safety vests.
7. Complete the Inspection Checklist at the end of the work day.
8. Bring all recyclable materials to an appropriate recycling center.
9. Submit Inspection Checklist, Audit Roster, and safety vests to the Volunteer Coordinator.

Adopt-A-Spot Litter Cleanup Volunteer Program

ADOPTION LOCATIONS MAP

Not available at this time. Please call the Environmental Services Division at 817-426-9848 or email ktanz@burlesontx.com to choose a location.

Adopt-A-Spot Litter Cleanup Volunteer Program

APPLICATION

TODAY'S DATE: _____

PROPOSED ADOPTION LOCATION: _____

GROUP NAME: _____

TYPE OF ORGANIZATION: BUSINESS COMMUNITY GROUP CHURCH
 SERVICE GROUP SCHOOL GROUP CLUB
 SCOUT GROUP OTHER: _____

GROUP LEADER: _____

ADDRESS: _____

PHONE NUMBER: _____

EMAIL: _____

ESTIMATED NUMBER OF PARTICIPANTS:

ADULT: _____ YOUTH (18 AND UNDER): _____

What do you hope to gain from this experience?

STATEMENT OF COMMITMENT

I have read and agree to abide by the policies, regulations and safety recommendations as put forth by the City of Burleson in regard to the **Adopt-A-Spot** program. I understand that this is an application for the **Adopt-A-Spot** program and that a City of Burleson representative will contact me to finalize an agreement. In addition, I understand that a City of Burleson representative will make the final determination as to whether I can participate and make the final assignment.

SIGNATURE: _____ DATE: _____

Adopt-A-Spot Litter Cleanup Volunteer Program

STATEMENT OF COMMITMENT

Adopt-A-Spot is a cooperative effort between the City of Burleson and residents, business owners, organizations, etc., that wish to contribute to the appearance of their community. Both parties, therefore, commit to each other to perform certain activities for maintaining roadsides, drainage ditches, and other public lands free of litter. It is understood that at no time is the safety of any volunteer to be compromised in the performance of any activity associated with this program.

**THE GROUP LEADER ON BEHALF OF _____
AGREES TO:**

The Group, both jointly and independently, acknowledges the hazardous nature of the work and agrees to the following terms and conditions:

- Participants in the group agree to obey and abide by all laws and regulations relating to safety and any special terms and conditions that may be required by the City for a particular street or drainage ditch segment.
- The group shall appoint or select a Group Leader to serve as the group spokesperson and leader during pickup events.
- The Group Leader will obtain trash bags and safety vests from the Environmental Services Division during regular business hours. The group will be responsible for all other supplies and materials.
- When participants are age 18 or younger, the group shall furnish adequate supervision.
- The Group Leader will assure that all participants are responsible people.
- Groups shall perform organized litter pickup at least four (4) times each year as determined by the Environmental Services Division and at additional times as required by the Neighborhood Services Director.
- The group shall be responsible for placing litter in trash bags furnished by the Environmental Services Division. Unused materials and supplies furnished by the City shall be returned to the City within one week of the organized pickup event.

- The group will abide by all policies set forth in the **Adopt-A-Spot** program.
- The method, manner and appearance of the participants will not in any way distract, disrupt or adversely affect traffic.
- The Group Leader will ensure that all participants have completed the necessary safety training and signed and submitted necessary forms to the City prior to beginning any activities.
- The Group Leader will discuss safety precautions with participants and assure that the appropriate tools and equipment are used during cleanups.
- The group shall submit a work plan and/or diagram when requested by the Department.
- The group shall be responsible for maintaining a first-aid kit and ensuring that all participants follow all safety standards.
- The group shall release, relieve, hold harmless and indemnify the City of Burleson and the Environmental Services Division, its agents, servants and employees for any and all actions, claims, injuries or lawsuits arising out of or in any way connected to the activities connected with the **Adopt-A-Spot** program.
- The group shall report to the Environmental Services Division any injury incurred by any participant during cleanup activities and any hazard encountered at the site.

THE CITY OF BURLESON ENVIRONMENTAL SERVICES DIVISION AGREES TO:

- Communicate with the Group Leader via a City liaison regarding the performance of their duties and special work days.
- Coordinate the review of safety guidelines.
- Supply trash bags and safety vests.
- Arrange for the removal and disposal of any litter, trash, leaves and material collected from the adopted site, including recyclable materials.
- Supply and install one **Adopt-A-Spot** sign with the adopter's name on it when the adopter has satisfactorily performed the duties stated in this agreement.
- Provide maps of the areas to be cleaned to the Group Leader, if requested.

The beginning and end dates of this agreement will be decided by the

mutual consent of both parties. The City of Burleson Environmental Services Division can renew the agreement for any period. Either the City or the Volunteer may terminate this agreement within ten (10) days by written notification.

I have read and understood this statement of commitment for the **AdoptA-Spot** program, and I agree to the terms of participation.

GROUP: _____

GROUP LEADER: _____ DATE: _____

CITY OF BURLESON

VOLUNTEER COORDINATOR SIGNATURE: _____ DATE: _____

Adopt-A-Spot Litter Cleanup Volunteer Program

ADULT VOLUNTEER WAIVER FORM AND INDEMNIFICATION FORM

I, _____, am over the age of 18 years and wish to provide volunteer services to the City of Burleson for the Adopt-A-Spot Program. I recognize that in performing volunteer tasks, there exists a risk of physical injury. In consideration of the permission granted to me by the City of Burleson to participate in this volunteer work, on behalf of myself, my heirs, personal representatives, and executors, I HEREBY ASSUME ALL RESPONSIBILITY AND RISK OF INJURY THAT MIGHT OCCUR TO ME OR MY PROPERTY AND AGREE TO INDEMNIFY, HOLD HARMLESS, RELEASE, AND DEFEND THE CITY OF BURLESON, ITS OFFICERS, AGENTS, SERVANTS, AND EMPLOYEES, FROM ANY AND ALL CLAIMS OR SUITS FOR PROPERTY DAMAGE OR LOSS, OR PERSONAL INJURY, INCLUDING DEATH, SUSTAINED BY ME IN CONNECTION WITH MY VOLUNTEER SERVICES, WHETHER OR NOT DAMAGES OR INJURIES ARE CAUSED DIRECTLY OR INDIRECTLY BY THE NEGLIGENCE OF OFFICERS, AGENTS, SERVANTS, OR EMPLOYEES OF THE CITY OF BURLESON.

FURTHERMORE, I HEREBY ASSUME ALL RESPONSIBILITY AND AGREE TO INDEMNIFY, HOLD HARMLESS, AND DEFEND THE CITY OF BURLESON, ITS OFFICERS, AGENTS, SERVANTS, AND EMPLOYEES, FROM ANY AND ALL CLAIMS OR SUITS, FOR PROPERTY DAMAGE OR LOSS, OR PERSONAL INJURY, INCLUDING DEATH, SUSTAINED BY OTHERS BY REASON OF MY PERFORMING VOLUNTEER SERVICES.

I further understand and agree that as a volunteer, I am not an officer, agent, or employee of the City of Burleson, and that my service in volunteer activity shall not be construed or interpreted as that of an officer, agent, or employee of the City, and that the doctrine of respondeat superior shall not apply between the City of Burleson and me.

AGREED to this _____ day of _____, 20_____ in Burleson, Texas.

(Signature)

Name (Printed)

Adopt-A-Spot Litter Cleanup Volunteer Program

MINOR VOLUNTEER WAIVER FORM AND INDEMNIFICATION FORM

In order to participate in the Adopt-A-Spot Program, minors are required to obtain parental consent:

As the ___ parent ___ legal guardian [check one] of _____ ("my child"), I hereby authorize my child to participate in the Burleson Adopt-A-Spot Program. I understand that my child is being allowed to provide volunteer services to the City of Burleson at my request. I recognize that while removing litter and performing other volunteer tasks, there exists a risk of physical injury. In consideration of the permission granted to my child by the City of Burleson to participate in this volunteer work, I HEREBY ASSUME ALL RESPONSIBILITY AND RISK OF INJURY THAT MIGHT OCCUR TO MY CHILD OR MY PROPERTY AND AGREE TO INDEMNIFY, HOLD HARMLESS, RELEASE, AND DEFEND THE CITY OF BURLESON, ITS OFFICERS, AGENTS, SERVANTS, AND EMPLOYEES, FROM ANY AND ALL CLAIMS OR SUITS FOR PROPERTY DAMAGE OR LOSS, OR PERSONAL INJURY, INCLUDING DEATH, SUSTAINED BY MY CHILD IN CONNECTION WITH MY CHILD'S VOLUNTEER SERVICES, WHETHER OR NOT DAMAGES OR INJURIES ARE CAUSED DIRECTLY OR INDIRECTLY BY THE NEGLIGENCE OF OFFICERS, AGENTS, SERVANTS, OR EMPLOYEES OF THE CITY OF BURLESON.

FURTHERMORE, I HEREBY ASSUME ALL RESPONSIBILITY AND AGREE TO INDEMNIFY, HOLD HARMLESS, AND DEFEND THE CITY OF BURLESON, ITS OFFICERS, AGENTS, SERVANTS, AND EMPLOYEES, FROM ANY AND ALL CLAIMS OR SUITS, FOR PROPERTY DAMAGE OR LOSS, OR PERSONAL INJURY, INCLUDING DEATH, SUSTAINED BY OTHERS BY REASON OF MY CHILD'S PERFORMING VOLUNTEER SERVICES.

AGREED to this _____ day of _____, 20_____ in Burleson, Texas.

(Signature)

Name (Printed)

Adopt-A-Spot Litter Cleanup Volunteer Program

INSPECTION CHECKLIST

*****This form should be completed each time a group performs litter cleanup. The Group Leader is responsible for returning the completed form to the Environmental Services Division no later than the 30th day of the month in which work was completed.*****

GROUP: _____

GROUP LEADER: _____

GROUP LEADER PHONE NUMBER: _____

PICKUP DATE: _____

ADOPTED SPOT: _____

NUMBER OF VOLUNTEERS: _____

START TIME: _____ **END TIME:** _____

WHAT ACTIVITIES DID YOU ACCOMPLISH DURING YOUR PICKUP DAY?

WHAT IS THE GENERAL CONDITION OF THE AREA? _____

LIST ANY ITEMS THAT REQUIRE IMMEDIATE MAINTENANCE ATTENTION (BE SPECIFIC)

HAVE WAIVERS BEEN SUBMITTED FOR ALL VOLUNTEERS? **YES** **NO**

DID YOU SUBMIT PHOTOS? **YES** **NO**

RETURN CHECKLIST TO:

City of Burleson
ENVIRONMENTAL SERVICES DEPARTMENT
725 SE John Jones
Burleson, Texas 76028
Phone: 817-426-9848
ktanz@burlesontx.com

Adopt-A-Spot Litter Cleanup Volunteer Program

CONTACT INFORMATION

www.burlesontx.com

Kristen Tanz

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