



# City of Suffolk Public Works Department

442 West Washington Street, 2<sup>nd</sup> Floor

Suffolk, VA 23434

Phone: 514-7604 Fax: 514-7726

Email: [littercontrol@suffolkva.us](mailto:littercontrol@suffolkva.us)

## ADOPT-a-SPOT REGISTRATION FORM OVERVIEW OF PROGRAM

**Program Intent:** The purpose of the program is to promote citizen participation and education in landscape beautification and litter control benefits. Individuals, organizations or businesses agree to keep a designated area other than a highway, cleared of litter for a two-year period.

**Program Basics:** Volunteers are given materials to help with clean ups, and a sign bearing their name is posted in the area. At the end of the two-year period, the volunteers will receive a special certificate of appreciation and may renew their agreement.

The Commission can nominate adoptable locations for acceptance. Locations include, but are not limited to entrance/special areas of the City, public grounds, parks or other public areas.

### PROPOSED LOCATION

To reduce litter and enhance the appearance of our community and to promote education of litter control benefits, we request permission to adopt a spot at the following location. (Please provide the street address, cross streets and/or map of the exact boundaries of the area):

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Name of Adopting Group: \_\_\_\_\_ Number of members \_\_\_\_\_

Individual representing the adopting group (please print):

Name: \_\_\_\_\_ Date of Submittal: \_\_\_\_\_

Address: \_\_\_\_\_ Acceptance Date: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Exact name and spelling to be placed on the sign:**

# ADOPT-A-SPOT AGREEMENT ADDENDUM

## Safety Guidelines and Procedures

To conduct a safe clean up, all volunteers **MUST:**

- Dress appropriately. Wear thick soled, closed toe boots or shoes. Sandals are not allowed;
- Long sleeves and pants should be worn by volunteers working in tall grass or weeds;
- Wear sunscreen rated SPF 15 or greater, sun glasses, and a hat;
- Wear bright, light colored clothing and the City safety vest;
- Park all cars clear of any roads or in designated parking spaces. If no parking is available, car pool to the site;
- Use work gloves;
- Work only in the daylight and in fair weather;
- Provide adult supervision for group members less than 18 years of age;
- Be aware of poisonous plants and inform group leader if allergic to bees;
- Drink plenty of fluids and take breaks as needed;
- Have a First Aid Kit available; either carry a cell phone with charged batteries or know the location of the nearest telephone;

To protect yourself and the group, volunteers **MUST NOT:**

- Squeeze or step on bags to make room for more trash;
- Pick up syringes or hypodermic needles with bare hands;
- Pick up materials that appear to be hazardous. Report dumping or spills to the Public Works Department at 514-7600 or 514-7604;
- Work during peak travel times, darkness or inclement weather including temperatures in excess of 90 F;
- Horseplay or do anything that may distract passing drivers;
- Use power tools such as lawn mowers, tractors, chainsaws, etc.;
- Participate under the influence of alcohol or drugs;
- Overexert yourself;
- Pick up litter at construction sites or on property otherwise not authorized.

# ADOPT-A-SPOT AGREEMENT

## City of Suffolk

### Suffolk Clean Community Commission

#### THE CITY AGREES TO:

- Provide bags, safety vests, litter grabbers and trash pick up for each scheduled clean up day;
- Oversee the production and post a sign declaring the area as an Adopt-A-Spot area which is adopted by the group;
- Recruit and contact groups. Provide guidance to adopting groups in selecting appropriate locations, dates, and times for clean up, giving consideration to seasonal mowing patterns, traffic volumes, weather conditions, etc.;
- Maintain records of group clean up results and compile monthly and annual data;
- Provide Certificates of Appreciation at the end of the two-year period to groups who successfully maintained an area in accordance with this program;
- The Suffolk Clean Community Commission may remove from the program any group, which fails to meet the requirements of the adoption agreement.

#### ADOPTING GROUP AGREES TO:

- Contact the Litter Control Office a minimum of one week prior to a clean up day;
- Conduct a minimum of four clean up days per year;
- Conduct clean ups in compliance with the City's Safety Guidelines and Procedures. Inform all participants of safety measures prior to a clean up day;
- Be responsible for City property which will be signed out on an "as needed" basis;
- Inform the Litter Control Office if there is a change of address, telephone, etc. of the current group leader or if a new group leader is appointed;
- Return Clean-Up Report Cards to Litter Control Coordinator the very next business day following the cleanup;
- Notify the Litter Control Office if the group terminates a clean up or decides to withdraw from the program;
- An adult must supervise group members less than 18 years of age.

Said work will be performed under and in accordance with the terms above and attached. By acceptance of this agreement, the group and its participants agree to see that all necessary safety precautions are followed and will indemnify the City of Suffolk, its employees, and agents and save them harmless from and against any and all claims, damages, liability and expenses in connection with loss of life, personal injury, and/or damage to property arising from or out of any occurrence arising from the exercise of the privileges granted in the agreement. The Suffolk Clean Community Commission may terminate the agreement at any

time the applicants do not comply with this agreement or at any time the applicant's work effort is considered unsafe or causes traffic problems. The Suffolk Clean Community Commission reserves the right to revise or discontinue this program at any time.

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Agent for Adopting Group Date

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Please print name here

Accepted by the City of Suffolk:

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Litter Control Coordinator, Suffolk Public Works Date

