



ADOPT-A-SPOT APPLICATION

(Please print or type)

Organization/Group Name _____

Mailing Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

Number of people in your organization _____

Group Coordinator/Contact _____

Address (if different from above) _____

Phone _____ Fax _____

Please specify the area you would like to adopt (1st choice & 2nd choice)

How would you like your sign to read?

“Adopted by _____”.

Short and sweet is more readable. Businesses please add a qualifying term such as the
“volunteers of _____”

Our group recognizes the need and desirability of litter-free communities and is committed to picking up litter and removing graffiti and illegal signs in our designated area for a period of one year. We agree to conduct cleanups a minimum of 4 times during that period. We will contact the City of Kingsville (361) 595-8093 prior to cleanups to arrange trash pickup.

We have read and understand all of the program guidelines of this application and will abide by them and any other requirements of the City of Kingsville for participation in the Adopt-A-Spot program.

Adopting Group’s Authorized Representative:

Print Name

Signature

Date



ADOPT-A-SPOT ACTIVITY

Safety Tips, Procedures, and Reminders

1. The Memorandum of Understanding & Liability Waiver must be signed by a designated representative of your sponsoring organization and renewed annually.
2. Failure to perform necessary maintenance duties at your adopted site may result in your name being removed from the sign and the Memorandum of Understanding being terminated.
3. All designs for proposed changes or new plant installations **MUST** be submitted for review and approved by a designated representative of the Adopt-A-Spot Program before any work can begin.
4. Each Sponsoring organization will be responsible for the following:
 1. Watering as needed.
 2. Weeding throughout the growing season.
 3. General site clean up (including trash, autumn leaves, debris, etc.).
 4. Other maintenance as needed.
5. Volunteers must provide adult supervision at the rate of one adult for every five children between the ages of 10 and 16 years of age. Children must be at least 10 years of age to work in an Adopt-A-Spot.
6. The following Safety procedures shall be practiced when working at all Adopt-A-Spot locations:
 1. Always work facing oncoming traffic.
 2. Avoid standing in, walking along, or crossing driving lanes .
 3. Park vehicles in legal parking spaces.
 4. The use of traffic cones and safety vests is highly recommended when working at Adopt-A-Spot locations.



ADOPT-A-SPOT ACTIVITY Program Guidelines

The City of Kingsville determines the acceptance or rejection of applications for spot locations.

Notify the City of Kingsville's Litter Abatement Officer prior to clean-ups.

Participants must be at least 10 years old and supervised by an adult. One adult should be present for every five minors.

No pets allowed at clean-up sites.

Stay off of pavement surfaces (streets) during clean-ups.

Park vehicles off the pavement and do not park on curves, bridge decks, near or under overpasses or in medians.

Place safety cones in highly visible area during clean up. Return safety cones and vests by next business day.

Do not be under the influence of, consume, or be in possession of alcoholic beverages or controlled substances.

Place filled bags near Adopt-A-Spot signs.

Submit valuables found to be returned to owner or authorities.

Any local community organization, business, or individual (18 years or older) will be eligible to apply for an adopt-a-spot. However, the City of Kingsville reserves the right to deny adoption requests for any reason.

Adoption length is a minimum of one year, with four clean-ups a year. If the adoption is at a busy area (i.e. park, ball field) it will be necessary to increase the frequency of clean-ups.

Participants should hold two meetings a year to review safety guidelines in addition to a review on the clean-up date. No participant may be involved in a clean up without attending a safety meeting.

The City of Kingsville will provide trash bags, and safety vests and safety cones if needed and requested at the time of notification of the clean-up is given to the Litter Abatement Officer.

Participants are encouraged to recycle.

The City of Kingsville will provide a sign noting the program and the adopting group's name for installation at the clean-up area.

The City of Kingsville will monitor the progress of the program.

After each cleanup, adoption groups must file an activity report detailing the number of people involved, number of bags of litter collected, recyclable, date and hours involved.

The City of Kingsville reserves the right to revise terms as needed. The adopting group will receive copies of program guidelines, checklist, signed waiver & release, signed memorandum of understanding, signed application, safety tips & activity reporting form.



Memorandum of Understanding

Name of Organization _____
 Contact Member _____
 Address _____
 Telephone Number _____
 Site Location _____
 E-Mail _____

The Sponsoring organization listed above on the “Memorandum of Understanding” has agreed to weed, remove dead plant material, clean up and perform general and specific maintenance of the site “adopted” for a period of at least 1 year. The Sponsor also agrees to furnish plants for the site unless the site has an established landscape design that only requires maintenance of existing plant materials. Sponsor will be informed if this is applicable to their site. **Sponsor agrees not to prune any trees or shrubs in the existing landscape.** Prior to addition of any plant materials at the site, Sponsor must submit a landscape plan, and the managing agents of the Adopt-A-Spot Program must agree upon the plan in advance. All proposed site designs must meet City ordinances regarding height of plant material and line of site currently in effect by the City of Kingsville.

After a meeting with the managing agents of the Adopt-A-Spot Program where the ‘Memorandum of Understanding’ and ‘Waiver of Liability’ have been signed by all parties a sign will be installed at the Adopt-A-Spot location that lists the name of “Sponsor”, “City of Kingsville” logo and the “Adopt-A-Spot” logo. Sponsor understands that a brief period is needed to have signage constructed and installed.

****Should the Sponsor receive 2 (two) notifications from the Adopt-A-Spot Program Coordinator regarding the need for immediate weed control and maintenance at the site, and Sponsor fails to follow this direction within 1 (one) week of the second contact, the City of Kingsville may terminate the Memorandum of Understanding.** Continuation of the Sponsorship from year to year will be based upon satisfactory inspection reports during the year.

Should the Sponsor decide to decline maintenance of a site for the following year, we will need notification no later than December 31st of the last year of Sponsorship.

All volunteers involved in this project must be at least 10 years old. Sponsors that include members between the ages of 10 and 16 shall be provided with adult supervision (one adult for each 5 youth volunteers in the age Sponsor specified).

All Sponsor members must park vehicles legally when performing maintenance work at the Adopt-A-Spot location. The Sponsor must work at the site without interfering with the traffic lanes near the site.

The Sponsor agrees to perform regular, preferably quarterly, maintenance of the site and remove all dead plant material in appropriate receptacles and notify the City of Kingsville prior to clean-up schedule trash pick. The Sponsor must place any and all trash or plant debris in the designated areas for pick-up. The Sponsor agrees to perform these clean-ups a minimum of four (4) times a year.

 Adopt-A-Spot Sponsor

 City of Kingsville

Date _____



The Path to a Cleaner and Safer Kingsville

ADOPT-A-SPOT ACTIVITY
WAIVER OF LIABILITY, RELEASE AND INDEMNIFICATION FORM

In consideration of the acceptance of my participation in the Activity:

1. I, as a representative of _____, hereby agree to comply with all the rules and regulations and event instructions of the activity ADOPT-A-SPOT and its agents.
2. For myself, my executors, administrators, heirs, next of kin, successors, and assigns, I hereby:
 - (a) Waive and release any and all claims that I may have against the activity, its committee, officers, elected or appointed officials, directors, members, volunteers, employees, agents, and any one or more of them or their executors, administrators, heirs, next of kin, successors, or assigns (“the releasees”) including any and all claims for damage caused by the negligence of any of them, arising out of my participation in the event and its related activities, together with any costs including attorney’s fees that may be incurred as a result of any such claims, whether valid or not, and
 - (b) Indemnify and hold harmless the releasees and each of them against any such claim that I or my guests or any one of more of my/our or their executors, administrators, heirs, next of kin, successors or assigns may have or assert and against any costs including attorney’s fees with respect thereto.
3. I hereby acknowledge that I have sole responsibility for my personal possessions and equipment during the activity and its related activities.
4. I hereby acknowledge that participation in the activity carries with it potential hazards, including death. With knowledge of these hazards, I therefore release the activity, its committee, officers, elected or appointed officials, directors, members, volunteers, employees, and sponsors of any and all liability surrounding any injury or my death during the activity.
5. I hereby attest and verify that I am physically fit to participate in this event.
6. I hereby attest and verify that I have adequate health and disability insurance sufficient to cover any and all physician, medical, hospitalization and all related costs that I may sustain as a result of injury, accident or sickness during the event and its related activity.
7. I hereby consent to receive medical treatment at my cost, which may be deemed advisable in the event of injury, accident and/or illness during the activity.
8. I hereby permit the free use of my name and picture in broadcasts, telecasts and the press as they pertain to the activity.

(Printed or typed name of representative/participant)

(Printed or typed name of City of Kingsville Representative)

(Signature of participant)

(Signature of City of Kingsville Representative)

(Date)



Adopt-A-Spot check list!

So you can have a safe, rewarding and fun experience

Before your cleanup:

- Plan your cleanups well ahead of time.
- Call Litter Abatement Officer at (361) 595-8093 to get on the schedule.
- Make sure you have the tools and supplies that you need.
 - The City of Kingsville will provide: Plastic Bags, safety vests, and safety cones (must request at the time that notification of the clean-up is given to the Litter Abatement Officer)
- Check the weather forecast the day before.

During your cleanup:

- Go over safety guidelines before every cleanup with all the volunteers - designate a safety monitor.
- Stack all trash bags in one or two locations where a trash truck will be able to pull over without impeding traffic.
- Be safe and have fun.
- Celebrate your effort: have a picnic, go to lunch or take the group to a pool to reward yourselves for a great job.

After your cleanup

- Fill out the Project Report Form, then mail, fax or email to the Litter Abatement Officer.
- Include a list with the names of all volunteers, and the date and time worked.
- Set the date for your next cleanup.



ADOPT-A-SPOT/STREET ACTIVITY REPORT FORM

This Information Is Requested After Each Cleanup

Litter Abatement
City of Kingsville
P.O. Box 1458

Kingsville, Texas 78364 (Mail this form)

or

595-8035 (FAX this form)

or

595-8093 (Call and leave a voice-mail message)

or

litterabatement@cityofkingsville.com (Send an e-mail message)

Adopting Person/Group

Adopted Spot/Street

Contact Person Telephone No

Cleanup Date:

No. Persons:

No. Hours:

No. Bags Total:

Comments:

Signature _____

Date _____