



## **Adopt-a-Spot Volunteer Program** **GUIDELINES**



To help ensure your organization enjoys a stress-free project and to measure the success of the Adopt-A-Spot Program, the City of Pittsburgh's Neighborhood Improvement Team (NIT) has developed the guidelines below. **Please pay special attention to the reporting guidelines** as they are the only means for us to track your group's participation (your projects are credited and recorded in your file) as well as the progress of the Adopt-A-Spot Program as a whole.

### Eligibility

- The City reserves the right to accept, decline, or release any volunteer in the program at any time.
- Minimum age requirements are based upon individual volunteer opportunities within the City.

### Guidelines

- Within your organization, **identify the Adopt-A-Spot point person** who can:
  - ✓ Provide adult supervision for volunteers 14 to 18 years of age.
  - ✓ Make available water to participants, have a first aid kit and a cell phone in case of an emergency.
  - ✓ Call the NIT 252-4936 (or number provided by staff contact) when your point person/information changes.
  - ✓ Work Harmoniously with City staff, citizens, and other volunteers.
  - ✓ Be dependable in attendance, punctuality and performance of duties.
- Within your organization, make a schedule of your projects; **establish the date, time, and number of volunteers for your projects**. Be sure to conduct a cleanup or maintenance day of the adopted area at least 4 times per year.
- The point person will contact NIT at 252-4936 (or number provided by staff contact) **to report the project information/ideas and schedule at least one (1) week prior to the start of the project for approval**. Larger projects, such as major planting projects, etc., may require more notice for the approval process.
- Prior to the scheduled project, the point person should **distribute and review the Project Safety Guidelines** and **have each volunteer sign a Volunteer Release Form**. These forms need to be turned in prior to the event.
- During your project, the point person should ensure that all volunteers **follow the Project Safety Guidelines** while proceeding to collect all loose litter, debris, and unsightly items.
- Once your organization's project is complete, **place any collected material** in a pre-designated spot and call after the event to report the location and number of bags (252-4936 or number provided by staff contact).



## **Adopt-a-Spot Volunteer Program** **GUIDELINES Cont.**



- Following your project, your group's point person is responsible for calling or e-mailing the NIT to **report the project date**, the **number of participating volunteers**, the **number of hours** worked, the **number of trash bags filled (if any)** during the project.
  - ✓ Volunteer time actually worked should be recorded in hours and minutes rounded to the nearest quarter hour.
- Volunteers in the program will be expected to dress accordingly, taking into consideration the work to be performed, the environment and safety. No political buttons, union shirts, etc., will be permitted.
- Volunteers should avoid discussing personal problems in public.
- Volunteers may not drive or be transported in city-owned vehicles without prior authorization.
- Volunteers will be oriented and trained, if necessary, by City of Pittsburgh's Neighborhood Improvement Team personnel.
- Volunteers requiring an absence shall inform their Adopt-a-Spot point person.
- Volunteer Teams regularly scheduled within the Adopt-a-Spot Program should notify NIT at 252-4936 (or number provided by staff contact) if unable to report.

**Remember to give your volunteers positive feedback and recognition within your organization to help increase participation for the next project!**



## **ADOPT-A-SPOT PROGRAM**

### **PROJECT SAFETY GUIDELINES**

Below is a list of suggestions from the City of Pittsburgh Neighborhood Improvement Team, Public Works and Parks & Recreation Departments to help make your project experience a safe one! Have a safety meeting with your Team prior to your project event to review these safety do's and don'ts.

#### **Safety DOs:**

- Wear gloves and thick-soled, closed-toe shoes.
- Wear long pants and long-sleeved shirts.
- Wear sunscreen and bug repellant. Wear a hat when appropriate.
- Dress appropriately for the weather.
- Drink plenty of fluids in extreme temperatures.
- Be aware of your surroundings and the potential hazards associated with them (e.g., passing cars, hazardous tree branches, poison ivy, etc.)
- Always sweep, rake or shovel glass. Never pick up sharp objects with your hands.
- When possible, stay on or work from the sidewalk. Never walk in the street.
- Request and use reflective vests when working in high traffic areas.
- Cross streets at signals or crosswalks.
- Use the "buddy system"--work in teams of two or three to maximize safety.
- Watch your footing on slopes and shorelines and never allow children to work on steep slopes or near shorelines without adult supervision.
- Keep pre-moistened towelettes on hand.
- Wash hands with antibacterial soap after the project, especially when dealing with trash pickup.
- Know emergency procedures, such as the location of the nearest emergency facility and how to quickly summon an ambulance or the police (call 911 or 646-2441).

#### **Safety DON'Ts:**

- NEVER TOUCH NEEDLES!!! Contact a City staff person to dispose of needles. Bring a flag marker with you to identify the location of any needle(s) that may be found.
- NEVER TOUCH HAZARDOUS WASTE!!! Hazardous waste includes toxins (like auto fluids, chemicals or paints) or medical waste. Contact your Team Leader or City staff person to report hazardous waste.
- Do not overstuff trash bags, these can rip, tear, or cause injuries.
- If an item is too large to move, report this information to your City contact (252-4936 or number provided by staff contact) for pickup by a City crew.
- Do not conduct projects during extremely inclement weather.
- Do not conduct projects near or around construction sites.