

City of Pittsburg  
Neighborhood Improvement Team



## Adopt-a-Spot Volunteer Program

Park 🌸 Creek 🌸 Drain 🌸 Street 🌸 Trail 🌸 Plaza 🌸 Painting



You, your family, company or organization can  
make a difference in our Community.

For More Information Call.

925-252-4936

or visit [www.ci.pittsburg.ca.us](http://www.ci.pittsburg.ca.us)

## Keep Pittsburg Clean & Beautiful!



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

The City of Pittsburgh Neighborhood Improvement Team is seeking volunteers to help maintain parks, creeks, drains, streets, plazas, and trails as well as assist with painting equipment and buildings within the City. The Neighborhood Improvement Team, in partnership individuals, neighborhood groups, civic organizations, and local businesses, would like the community to take ownership, responsibility, and pride of these public areas as well as make a visible impact in neighborhoods and reduce pollutants such as trash from entering our waterways and the Delta.

The City and nation are facing difficult times so it is more critical than ever to assist your local community and commit to cleaning and beautifying areas. Keeping our community and neighborhoods clean helps keep crime down and potentially maintain property values. Every person's actions count.

An Adopt-a-Spot project can include many different types of activities. It may be as simple as picking up stray litter in your local park once a month, or it may be a longer-term project such as weeding, planting, and maintaining a specific area. The Adopt-a-Spot program can accommodate an array of volunteer interests and goals.



### **What kind of work is involved?**

- Removing litter
- Controlling weeds
- Spreading mulch
- Painting

### **City's Commitment:**

- Clean up supplies: gloves, bags, pick up tools, first aid kit, etc
- Safety instructions and safety supplies (as needed)
- Recognition of you and or your team's commitment on the City's website and for those with proven dedication, an Adopt-a-Spot courtesy sign
- Yard sign for individuals/families that adopt the storm drain in front of their house
- Pick-up/Removal of trash, weeds, etc. collected by you

### **Volunteer's Commitment:**

- Two year commitment (Businesses & Organizations)
- Individuals & families may do one time projects or commit to longer termed commitments.
- Adopted 'spot' must be cleaned at least 4 times a year.
- Notify City one (1) week prior to clean up event to coordinate resources as well as to make sure all paperwork is on file and current.

### **Definitions:**

**Project** – From here on in this document the term "Project" will be used to mean any volunteer work performed at an adopted park/spot that may include but is not limited to: trash pickup, weeding, pruning, and planting.

***The Adopt-a-Spot Volunteer Program gives civic minded individuals, neighborhood groups, civic organizations, and local businesses the opportunity to participate in creating a cleaner more beautiful community and to play an active and ongoing role in greening and maintaining our neighborhoods, streets, and parks.***



## **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 Application

## A City of Pittsburgh Neighborhood Improvement Team Program



Please complete this first half of this form and mail it to the address below or fax it to (925) 252-4851. Your request will be processed and a City staff person will contact you. If you have any questions or special needs, please call (925) 252-4936.

Today's Date: \_\_\_\_\_

Name of Group/Organization: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Cell #: \_\_\_\_\_

Fax #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

1) Please check type of spot to be adopted:

- ☐ Park ☐ Creek ☐ Drain ☐ Trail ☐ Plaza ☐ Street (curb and sidewalk) ☐ Painting  
☐ Other (please list) \_\_\_\_\_

2) Approximately how often do you plan to clean the site? ☐ weekly ☐ bimonthly ☐ monthly  
☐ other: \_\_\_\_\_

And what services will you provide: ☐ litter pickup ☐ weeding ☐ planting ☐ watering  
☐ painting ☐ pruning shrubs ☐ other \_\_\_\_\_

3) Approximately how many volunteers will be cleaning the area? \_\_\_\_\_

4) Generally, what day(s) of the week will you clean?

☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun

5) List nearest address of your adopted spot: \_\_\_\_\_

I agree and am authorized on behalf of myself / family / group / organization (circle one) to commit to and abide by the terms and conditions City's Adopt-a-Spot Volunteer Program, its Guidelines, its Safety Guidelines, Code of Conduct and Recordkeeping. I agree to return all tools, extra trash bags, and other materials given to me to complete this project after the clean-up event if this is a onetime project or after I decide to leave the Adopt-a-Spot Volunteer Program if this is an ongoing project.

\_\_\_\_\_  
VOLUNTEER'S Signature

\_\_\_\_\_  
VOLUNTEER'S Name (please print)



For Staff Use Only **SITE ASSESSMENT**

Date of Assessment: \_\_\_\_\_

Notes/Safety Concerns: \_\_\_\_\_

Site Approved/Denied by: \_\_\_\_\_

Date: \_\_\_\_\_



## **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 repellent. 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.



# City of Pittsburgh



## Adopt a Spot Volunteer Waiver and Release Agreement for Minor Volunteers

**Date: Fiscal Year July 1, 201\_\_ – June 30, 201\_\_**

I have a **minor volunteer** participating in the City of Pittsburgh's Adopt a Spot Program scheduled for Fiscal Year July 1, 201\_\_ through June 30, 201\_\_. As the parent/guardian of a minor performing *volunteer activities* for the City of Pittsburgh, I recognize and acknowledge that there are certain risks of serious injury. I understand that the creeks, parks, streets, plazas, drains, and trails may contain broken and discarded items such as glass bottles, sharp metal objects, and other potentially serious hazards. I understand that by the allowing the child/ward to participate in this volunteer activity that there is exposure to injury to the child/ward.

This Waiver and Release Agreement is intended to discharge in advance the City of Pittsburgh ('City') (its officers, employees, and agents) and person(s) owning land along the creek or designated volunteer area from any and all liability arising out of or connected in any way with my child/ward's participation in said activity, even though that liability may arise out of negligence or carelessness on the part of the persons or entities mentioned above. It is further agreed that this Waiver and Release is to be binding on my heirs and assigns. I agree to assume the full risk of any injuries, damage or loss which my minor child/ward may sustain as a result of participating in any and all activities connected with or associated with these volunteer activities.

Parent/Guardian additionally agrees to indemnify the City against any claims or rights of action for damages which the minor child/ward has before or after has the reach age of majority.

In the event of an emergency, I authorize City officials to secure from any licensed hospital, physician, and/or medical personnel any treatment deemed necessary for my minor child/ward's immediate care and agree that I will be responsible for payment of any and all medical services rendered.

I have read and fully understand the above Waiver and Release Agreement and Permission to Secure Treatment.

|                                      |   |                       |
|--------------------------------------|---|-----------------------|
| _____<br>Parent/Guardian's SIGNATURE | _____<br>Print Name (Parent / Guardian) |                       |
| /                                    | /                                       |                       |
| _____<br>Emergency Contact           | _____<br>Emergency Phone Number         | _____<br>Relationship |

\_\_\_\_\_  
Any medications, allergies or health problems to be aware of?

\_\_\_\_\_  
VOLUNTEER'S Date of Birth

.....

I agree to abide by all instructions set forth by the City of Pittsburgh staff during my volunteer activities.

I understand that I am required to wear and /or use all safety equipment and follow safe work practices as designated by the City of Pittsburgh staff. If I am injured while participating in the event, I agree to report it to my crew chief or to the first aid staff immediately.

I agree to all of the above conditions.

|                                |  |   |
|--------------------------------|--|---|
| _____<br>VOLUNTEER'S Signature | _____<br>VOLUNTEER'S Name (please print) |   |
| _____<br>Home Number           | _____<br>E-mail address                  | _____<br>School, Club, or other Affiliation |

|                  |               |                   |
|------------------|---------------|-------------------|
| _____<br>Address | _____<br>City | _____<br>Zip Code |
| .....            |               |                   |

Location(s) of volunteer activities: \_\_\_\_\_



# City of Pittsburgh



## Adopt a Spot Volunteer Waiver and Release Agreement for Volunteers

**Date: Fiscal Year July 1, 201\_\_ – June 30, 201\_\_**

I *volunteered to participate* in the City of Pittsburgh Adopt a Spot Program scheduled for Fiscal Year July 1, 201\_ through June 30, 201\_. As a volunteer, over 18 years of age, performing activities for the City of Pittsburgh, I recognize and acknowledge that there are certain risks of serious injury. I understand that the creeks, parks, streets, plazas, drains, and trails may contain broken and discarded items such as glass bottles, sharp metal objects, and other potentially serious hazards. I understand that by participating in this volunteer activity that I expose myself to injury.

This Waiver and Release Agreement is intended to discharge in advance the City of Pittsburgh (its officers, employees, and agents) and person(s) owning land along the creek or designated volunteer area from any and all liability arising out of or connected in any way with my participation in said activity, even though that liability may arise out of negligence or carelessness on the part of the persons or entities mentioned above. It is further agreed that this Waiver and Release is binding on my heirs and assigns. I agree to assume the full risk of any injuries, damage or loss which I may sustain as a result of participating in any and all activities connected with or associated with these volunteer activities.

I do hereby fully release and discharge the City of Pittsburgh its officers, agents and employees from any and all claims from injuries, damage or loss which I may have or which may accrue to myself arising out of, connected with, or in any way associated with the volunteer activities.

In the event of an emergency, I authorize City officials to secure from any licensed hospital, physician, and/or medical personnel any treatment deemed necessary for my immediate care and agree that I will be responsible for payment of any and all medical services rendered. If I am injured while participating in the event, I agree to report it to my crew chief or to the first aid staff immediately.

I have read and fully understand the above Waiver and Release Agreement and Permission to Secure Treatment.

I agree to abide by all instructions set forth by the City of Pittsburgh staff during my volunteer activities.

I understand that I am required to wear and /or use all safety equipment and follow safe work practices as designated by the City of Pittsburgh staff.

\_\_\_\_\_  
SIGNATURE (*Volunteer*)

\_\_\_\_\_  
Name of Volunteer (*please print*)

\_\_\_\_\_  
Email address

\_\_\_\_\_  
School, Club, or other Affiliation

/

&

\_\_\_\_\_  
Emergency Contact / Relationship

\_\_\_\_\_  
Home & Emergency Phone Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Zip Code

.....  
Location(s) of volunteer activities: \_\_\_\_\_