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Recycling Hotline: (256) 233-8000
KeepALBeautiful@att.net
www.KeepAthensLimestoneBeautiful.com

To all participants in the Adopt-A-Spot program:

First, I want to thank you for considering the Adopt-A-Spot program. What you are about to do will make a tremendous difference in the appearance of Athens and Limestone County, and your community service is a wonderful example to others.

You will find all you need to register and fulfill your Adopt-A-Spot responsibilities in this document. Your cooperation in completing these forms and getting them to us in a timely manner will be very much appreciated.

- **APPLICATION** must be completed in order to become an official Adopt-A-Spot group. Once completed, please make a copy for your records.
- **PROGRAM GUIDELINES** should be self-explanatory; however if you have any questions regarding the contents and how it applies to your group/organization, please feel free to contact me.
- **CLEANUP SAFETY GUIDELINES** are provided for your protection and ours. Please note that one of these forms is to be reviewed and signed by all volunteers **EACH TIME YOU CLEANUP**. You can return this with a written report of cleanup. If you report your cleanups online, you must keep these signed safety guidelines on file.
- **PROJECT REPORT** forms are to be completed each time you clean. This will help us with keeping track of statistics. It is preferred that you report your cleanups online to save time, paper, and postage. These project reports must be received for your group to get credit for each cleanup. You will find the link to the Adopt-A-Spot Report on our website at www.KALBCares.com under the Programs menu.

Feel free to contact me at any time with questions or concerns.

Sincerely,

Lynne Hart
Executive Coordinator.



ADOPT-A-SPOT Program Guidelines

1. Keep Athens-Limestone Beautiful (KALB), a non-profit 501 (c) 3 organization, has established the Adopt-A-Spot program to provide opportunities for community-spirited businesses, organizations, groups and individuals to enhance Athens and Limestone County neighborhoods by cleaning and maintaining a designated “spot”. KALB will determine the specific right-of-ways and other public properties available for adoption.
2. The adopting group recognizes the need for and desirability of litter-free neighborhoods and accepts responsibility for picking up litter at its spot and promoting a litter-free environment. KALB will determine whether an application is accepted.
3. The volunteer group or individual will agree to adopt a location for a minimum of one year and clean the site minimally every 4-6 weeks.
4. Volunteers that adopt certain pre-determined locations within the Athens City limits will have a specific agreement to clean their adopted location once per month, with a *minimum* of one cleanup every 6 weeks. These groups will have the opportunity to utilize this community service to benefit their organization financially through special agreement.
5. Adopting groups and individuals are requested to take digital “before” and “after” pictures whenever possible.
6. Volunteers acknowledge that potential dangers may be involved in cleanups, such as contact with broken glass, sharp metal, hazardous materials and animals. The City of Athens, Limestone County, and Keep Athens-Limestone Beautiful, Inc. are not responsible for injuries incurred during Adopt-A-Spot cleanups. Volunteers that come across sharps or other hazardous materials should not touch the materials and report their location to KALB. Any weapons found should be reported to the Athens Police Department at 233-8700 or the Limestone County Sheriff’s Department at 232-0111.
7. Group leaders will review the “Cleanup Safety Guidelines” with all participants prior to each cleanup. A Project Report must be mailed, faxed, or completed online to KALB upon completion of each cleanup. Project Reports must include a copy of the Safety Guidelines signed by the cleanup leader and all volunteers or, if reporting online, must be kept on file.

8. The possession, consumption, or being under the influence of alcohol or drugs during cleanups is prohibited.
9. Cleanups will take place during daylight hours and during fair weather.
10. KALB will assist adopting groups by providing safety tips, trash bags, gloves, safety vests, and some litter grabbers when appropriate and available. The City of Athens will provide pickup of trash bags along route cleaned. Limestone County will assist with trash pickup outside city limits.
11. Participating groups have the option of receiving special recognition in the form of semi-permanent signs at their spots acknowledging their contribution, unless the cleanup location is on a State Route. The adopting group may be asked to pay a \$25 fee to assist with sign cost.
12. While performing activities on the right-of-way, participants must not distract, disrupt, or adversely affect traffic. Participants must not display messages or carry banners.
13. The Athens Police Department may be requested to assist with safety of participants in areas with high traffic.
14. The adopting group must provide one adult supervisor for every eight volunteers between 13 and 17 years of age, and one adult supervisor for every four volunteers between the ages of 6 and 12. KALB may give special permission for younger volunteers to participate.
15. Volunteers agree to stay clear of traffic on the right-of-way.
16. Volunteers will refrain from wearing headphones during cleanups so they will remain aware of their surroundings at all times.
17. The adopting group agrees to defend, release, indemnify and save and hold harmless the City of Athens, Limestone County, and Keep Athens-Limestone Beautiful, its officers, agents and employees against any and all damages to property or injuries to or death of any person or persons, including property and employees or agents of the City, and shall defend, release, indemnify, and save and hold harmless the City of Athens, Limestone County, and Keep Athens-Limestone Beautiful from any and all claims, demands, suits, actions, liabilities, causes of action or legal or equitable proceedings of any kind or nature, including workers' compensation claims, of or by anyone whomsoever, in any way resulting from or arising out of the adopting group's activities in connection with the Adopt-A-Spot program, including acts or omissions of the adopting group or its officers, employees, representatives, suppliers, invitees, licenses, agents and volunteers. For this purpose, it is required that each group provide a notarized Hold Harmless Agreement prior to the first cleanup.

18. The adopting group understands that its employees and volunteers are not and shall not be construed to be employees of the City, County, or KALB for any purpose whatsoever.
19. It is the responsibility of the group leader to familiarize all participants with these guidelines.

These guidelines have been accepted on this date.

GROUP NAME: _____

AUTHORIZED REPRESENTATIVE (please print) _____

SIGNATURE: _____ TITLE: _____

DATE: _____



ADOPT-A-SPOT Cleanup Safety Guidelines

A CLEAN CITY IS IMPORTANT... YOUR SAFETY IS MORE IMPORTANT!

REVIEW THESE GUIDELINES WITH ALL VOLUNTEERS PRIOR TO EVERY CLEANUP

DO make sure that all volunteers are familiar with these safety precautions.

DO dress appropriately for the weather. Closed in, hard-soled shoes, long pants, and sturdy gloves are recommended. Safety glasses (or plastic lens sunglasses) are recommended for eye protection. Light-colored clothing is best in summer heat.

DO carpool to pickup sites to keep the number of vehicles on the roadside at a minimum.

DO work only in daylight and in fair weather.

DO work in groups and designate one volunteer to watch the activities of all other volunteers to ensure that proper safety practices are being followed.

DO take breaks and drink liquids.

DO be aware of personal surroundings at all times (loose dogs, traffic, etc.) Stay alert for snakes and noxious weeds – avoid them!!

DO stay alert – watch out for traffic. Face traffic. Cross with signals.

DON'T pick up litter on the roadway surface or close to the edge of the road or on any medians at any time where you would be placing yourself at risk.

DON'T horseplay or do anything that will distract passing drivers or other volunteers.

DON'T work during peak travel times in heavy traffic. Never do cleanups at night.

DON'T leave children or pets in vehicles at cleanup sites. Don't bring small children or pets along to cleanup sites.

DON'T pick up materials which might be hazardous (firearms, hypodermic needles, chemicals, etc.) Contact KALB or local law enforcement agency as instructed in the Adopt-A-Spot Program Guidelines.

DON'T over exert yourself. Get assistance when lifting heavy items. Don't climb to remove items in high areas. Report items too heavy to safely manage or which are unreachable to KALB in your Project Report.



**ADOPT-A-SPOT
APPLICATION**

Organization / Group Name: _____

Mailing Address: _____

Group Contact Person: _____

Phone: _____ Cell Phone: _____

Email Address: _____

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

#1: _____

#2: _____

How would you like your sign to read? Adopted by _____

(The shorter the name, the more readable it will be)

Our group recognizes the need and desirability of litter-free communities and is committed to picking up litter, removing illegal signs, and reporting graffiti in our designated area for a period of one year. We agree to conduct cleanups a minimum of _____ during that period. We will contact Keep Athens-Limestone Beautiful at (256) 233-8728 immediately following a cleanup to arrange for trash pickup.

We have read and understand all of the Program Guidelines and Safety Guidelines and will abide by them and any other requirements of Keep Athens-Limestone Beautiful with regard to participation in the Adopt-A-Spot program.

Adopting Group's Authorized Representative:

Print Name

Date

Signature



**ADOPT-A-SPOT
PROJECT REPORT**

Organization / Group Name: _____

Location of Cleanup: _____

Date of Cleanup: _____ Number of Bags filled: _____

Did you contact KALB for trash pickup? Yes No, we discarded the bags ourselves

Number of Hours Worked: _____ Number of Volunteers: _____

List location and description of any items you could not remove: _____

List location of any graffiti noted: _____

CLEANUP LEADER – PRINT NAME

SIGNATURE



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