



## Adopt-A-Spot

The Adopt-A-Spot program is a community based program developed by Keep Princeton Beautiful and City of Princeton. It gives individuals and groups a public way to show pride in the community and to help keep it litter free. Anyone may participate by volunteering to adopt a spot in Princeton by pledging to maintain it for one year or longer and by agreeing to maintain the spots six times within the year and send reports to the Environmental Education Coordinator (Mary Abercrombie). The program is FREE and open to all citizens.

**What can be adopted:** Any spot within the city limits of Princeton that is not currently being maintained may be adopted, with special attention to those places that appear neglected. A vacant lot, city medians, and city parks are possible candidates. TxDot roadways such as, 380, FM 75, and 6<sup>th</sup> Street are not available to be adopted through this program.

Some spots may require litter pick up to be maintained, and others may require weeding and/or grass maintenance as well as litter pick up. Our Adopt-A-Spot coordinator can help you choose a location that best suites you and your group.

To apply for a spot, simply fill out the form below. Please do not leave any fields blank on this application. Once received, the Adopt-A-Spot Coordinator will email you to confirm that we have received your application. If the location is approved, it will then be sent to the City of Princeton for final approval and sign installation.

*Please review these guidelines before filling out the application below:*

### **GUIDELINES FOR ADOPTING-A-SPOT**

- All locations must be approved first and are subject to City approval.
- All adopters must be either Princeton residents or work within Princeton city limits.
- Select a spot appropriate to the capabilities and size of your group
- Maintain minimum commitment for ONE YEAR
- If applicable, pick up litter AT LEAST six times a year and report your hours
- A written report must be submitted three days after each maintenance day that includes the number of volunteers who cleaned, the number of hours, and how many bags of trash you collected. Reports can be emailed or turned in by hand at the Princeton Public Works building (255 E Monte Carlo Blvd, Princeton, TX, 75407).
- Weeding or beautification efforts, if applicable and approved, must be performed as frequent as possible to maintain a groomed appearance.
- Any improvements to the spot (plants, flowers) MUST be approved prior to being planted. Contact our office for planting guidelines.
- Periodic submission of photos at your location are required to reflect your group maintaining your spot. These photos will be posted on Facebook and used on our website.

- We will provide free supplies to help maintain your spot, including: trash bags, litter grabbers, gloves, and safety vests (appropriate to the size of your group).
- Once approved, sign changes may only be made once a year IF the contract is up for renewal. For more information about our sign policy, please contact our office.
- City of Princeton reserves the right to terminate an individual's or a group's participation in the program with or without cause.

## **RESPONSIBILITIES**

### **Adopter/Organization Responsibilities**

Adhere to all Safety Rules and Regulations.

Complete at least six cleanups of the entire adopted area per year. Schedule each cleanup at least two weeks prior to clean-up date.

Weed as needed

Obtain safety vests and trash bags at designated facility.

Return safety vests and unused trash bags to designated facility(s) within two working days after completion of cleanup.

### **City Responsibilities**

Approve roadway selection based on traffic volumes, speeds, and shoulder widths.

Provide written safety rules and regulations to organization's supervisor for distribution to program participants.

Supply safety vests and trash bags for use by volunteer organizations.

Remove filled trash bags from roadside and dispose of properly (Bags can be dropped off at...).

Erect signs identifying the name of volunteer organization.

The government reserves the right to approve, disapprove, and/or edit names or acronyms on the signs.

## **SAFETY RULES AND REGULATIONS**

Safety of the volunteers is the number one priority of the program. All volunteers must receive proper safety training prior to arriving at the job site to perform any cleanup activities. The following guidelines are designed to help ensure the safety of each volunteer and must be adhered to at all times.

- Any person participating that is not part of an organization must be 18 years of age or older.
- Cleanup activities must be scheduled through the coordinator and must be performed only in daylight hours and during good weather conditions.
- Supervisors of both adult and youth groups should be assigned prior to the cleanup.
- Participants should assemble away from the designated work site and carpool to reduce the number of cars at the litter pick-up site. Vehicles must be parked at least four feet away from the roadway.
- Large groups of 15 or more should be divided into two groups, with one group on each side of the roadway. Individuals must remain with the group to which they are assigned.
- Wear appropriate attire, including boots or hard-soled shoes (no sandals), comfortable clothes, gloves and, hats.
- Safety vests must be worn by all participants at all times during the litter pick-up project.
- Assure that first-aid kits are available. It is recommended that at least one person is experienced in administering first aid and CPR and that transportation is available to the nearest medical facility.
- Work as a group facing oncoming traffic at all times.
- Assure that water is available and in sufficient quantity to meet your group's needs.
- Alcoholic beverages are strictly prohibited. Anyone under the influence of alcohol or narcotics shall be asked to leave the work site.
- Do not cross the roadway unnecessarily. Volunteers should cross only at the designated locations that the supervisor has determined prior to starting work.
- Utility installations, culverts, and drainage structures are off-limits. Do not remove litter from these areas.
- Use caution when you encounter the following: cactus, animals, steep slopes, sharp rocks, insects, barbed wire, traffic, and other unusual circumstances.
- Do not pick up hazardous materials such as car batteries, animal carcasses, discarded chemical containers, or any object that appears questionable. Report these materials to your supervisor.
- Do not distract motorists with horseplay or abrupt, erratic movements. Horseplay of any kind is strictly forbidden. The roadways are potentially very dangerous.
- When lifting objects use correct lifting techniques, keeping your back as straight as possible.
- Keep the object you are trying to lift close to your body and let your legs do the work. Do not attempt to lift heavy objects that two of you cannot reasonably lift.



## Adopt-a-Spot Program Terms and Adoption Agreement

The Adopt-a-Spot Program gives civic-minded individuals, organizations, and businesses the opportunity to participate in creating a cleaner, more beautiful community.

By signing this Adoption Agreement, the volunteer(s), both jointly and severally, acknowledge the potentially hazardous nature of the work to be performed, and both jointly and severally, agree to the Program Terms listed below.

### Volunteer Responsibilities

- Adhere to all Safety Rules and Regulations.
- Complete at least 6 cleanups of entire adopted roadway per year.
- Place collected trash in designated location.
- Obtain safety vests and trash bags at designated facility.
- Return safety vests and unused trash bags to designated facility within two working days after cleanup completion.

### City Responsibilities:

- Approve roadway selection based on traffic volumes, speeds, and shoulder widths.
- Provide safety rules and regulations to organization's group supervisor for distribution to program participants.
- Supply safety vests and trash bags for use by volunteer organizations.
- Remove filled trash bags from roadside and dispose of properly.
- Erect signs identifying the name of volunteer organization.
- Government reserves the right to approve, disapprove, and/or edit names or acronyms on the signs.

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, \_\_\_\_\_ having an interest in the appearance of the Princeton community and recognizing the need and the desirability for a litter-free city, agree to adopt

\_\_\_\_\_.

I/we agree to pick up litter at my/our adopted area and promote a litter-free environment in the community for the period of \_\_\_\_\_ to \_\_\_\_\_. This is an annual agreement that, subject to the approval of the coordinator, must be renewed annually to exist. If I/we do not renew my/our agreement within 30 days of the expiration of the agreement, the Adopt-a-Spot signs will be removed and the area placed for re-adoption.

I/we agree that if the maintenance of my/our adopted area is not being performed according to the terms agreed upon, I/we will be given thirty (30) day notice of termination after which time the Adopt-a-Spot signs will be removed and the spot placed for re-adoption. If within this 30-day period of time the maintenance is resumed, the Agreement will be continued.

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**Name of Adopter Organization**

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Contact Name

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Mailing Address

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Phone

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Email

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Signature

**Government Contact info**

Mary Abercrombie

[mabercrombie@princetontx.us](mailto:mabercrombie@princetontx.us)

(214) 952 - 1247



**ADOPT-A-SPOT  
Report Form**

Name of Group (name on sign) \_\_\_\_\_

Location of ADOPT-A-SPOT \_\_\_\_\_

Date of activity \_\_\_\_\_

Number of participants \_\_\_\_\_ Hours each \_\_\_\_\_

Number of bags of trash collected \_\_\_\_\_

Trimming and weeding areas \_\_\_\_\_

New planting – what & how much \_\_\_\_\_

\_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Findings \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please complete and return by the 3rd of each month, you can email your reports to:

Mary Abercrombie

[mabercrombie@princetontx.us](mailto:mabercrombie@princetontx.us)

(214) 952 - 1247