

Adopt – A – Spot Targeted Community Cleanup

Program Guide

A Program of



KEEP TRUCKEE MEADOWS
BEAUTIFUL

*Creating a cleaner, more beautiful region through education and active
community involvement*

**Developed in Cooperation With
The Public Works Departments of
The City of Reno, The City of Sparks, and Washoe County,
Nevada**

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“Adopt – A – Spot”

- What?** An ongoing cleanup program involving specific public intersections, blocks, and corners within Reno, Sparks, and Washoe County.
- Who?** Any volunteer or volunteer group such as families, civic groups, church groups, neighborhood organizations, or businesses.
- When?** Three times per year plus regular monitoring of the spot where appropriate. Cleaning is suggested throughout the year, although, it must be completed during each of the following periods; March through May, June through August, and September through November.
- How?** Get a group excited and committed to the idea. Read on for more details; contact Keep Truckee Meadows Beautiful for additional information.
- Why?** To create a cleaner area in which to live, work, and play. To build PRIDE in our community. To increase public awareness of the litter problem by example, education, and involvement. To supplement the area’s public works departments, saving taxpayer dollars.

The Details

- Once you have a group interested, contact Keep Truckee Meadows Beautiful (KTMB) at 775-851-5185.
- If you have a spot already in mind, let us know. If not, you can select one from our list.
- Agree to logical safety, liability, and frequency factors in conjunction with the Public Works Department and KTMB (see attached).
- Let KTMB know your cleanup dates and arrange to pick up orange trash bags, orange safety vests, gloves, and other equipment deemed necessary from KTMB.
- Hold a brief common-sense safety meeting when your group assembles at the spot. KTMB will provide you with some examples of safety tips to consider.
- KTMB will arrange for your filled trash bags to be picked up within one week of the cleanup.
- Return vests, gloves and any other unused supplies within one week from the date of each cleanup. Return the post-cleanup report and sign-in sheet as well so we can record that you have completed your cleanup.
- After your initial cleanup and where physically feasible, KTMB and the Public Works Department will place a sign at your spot recognizing your group's involvement and commitment to keep that area clean.
- Revisit your spot for a total of three times each year. You may also decide that a couple of people can monitor it between cleanups to keep it looking its best. Remember, Adopt-A-Spot sites do effect the public's perception of the group or business listed on your Adopt-A-Spot sign.
- KTMB will maintain ongoing communication with group leaders and assist wherever possible on publicity efforts.

Adoptable Spots

The program applies to numerous public areas throughout Reno, Sparks, and Washoe County. When you apply for a spot, please list your top three spots. Due to traffic conditions, existing maintenance agreements, or specific safety concerns, your top choice may not be adoptable.

“Become a Part of a National Movement – Volunteer!”

Across the nation, families, civic organizations and businesses are “adopting” sections of highways, roads, streets, and medians. These “adoptions” include not only litter removal, but may lead to tree plantings, wildflower seeding, center median landscaping, and graffiti removal.

There are five options available for involvement in Adopt-A-Spot. The impact you will have, whichever option you choose, will be direct: cleaning up your area, keeping it clean, demonstrating your pride in your community, and helping to build pride in others.

- **Good Neighbor Adoption** – Families, Service Clubs and Non-Profit Organizations may participate in the Adopt-A-Spot program and are responsible for all clean-up and monitoring. An annual contribution of \$150 is required to help offset the costs of administering the program, producing the Adopt-A-Spot sign, and providing proper equipment.
- **Commercial Adoption** – Businesses and Organizations may participate in the Adopt-A-Spot program, and are responsible for all clean-up and monitoring. An annual contribution of \$250 is required to help offset the costs of administering the program, producing the Adopt-A-Spot sign, and providing proper equipment. The sponsorship requires a minimum two-year contract.
- **Sponsorship Adoption** – The adoption is available for Families, Service Clubs, Non-Profit Organizations, Businesses, and other Organizations that want to keep an area clean but are unable to actually clean and monitor the area. A \$500 annual contribution will be used to offset the costs of actual clean-up, administration, supplies, and a sign.
- **Free Adoption** – For those individuals or groups who wish to Adopt-A-Spot, but do not have the funds available for an annual contribution. To qualify for this program, you must write a letter indicating your interest in participating in the free Adoption option and agree to clean your spot and an additional spot at least one time each year, for a total of at least four clean-ups per year. You will receive a sign at your chosen location, and KTMB will assign you one additional spot during your required clean-up period. These are generally spots that have been neglected or are **Sponsorship Adoption** spots.

Adopt-A-Spot Billing and Contract Termination

During your first year of adoption you will receive a prorated billing for your Adopt-A-Spot. Thereafter, you will be billed by September 1 of each year. If you have not paid your annual renewal fee by November 15, your Adopt-A-Spot sign will be removed and your contract terminated. Your contract may also be terminated if you fail to clean your spot three times per year within the time requirements specified.

Safety

- The Adopt-A-Spot program is designed so common sense safety will prevail.
- Participants and/or parents bear individual responsibility for personal safety and appropriate behavior within an Adopt-A-Spot location. Each participant must sign an Adopt-A-Spot Waiver Form each time you clean-up your spot.
- Participants will work without direct city, county, or KTMB supervision and without traffic control.
- Organizations are required to provide one adult supervisor for every five minors on the spot between the ages of 12 - 18. If the participant is under the age of 12, a parent/legal guardian must accompany the participant at all times.
- Participants will remove litter from the spot area and will not go into traffic lanes to remove litter. When requested, traffic cones and/or signs will be provided to notify motorists of cleanup activity taking place.
- Participants will work in teams of at least 2 individuals. Using the buddy system, each member of each team will have the other team member in view at all times.
- KTMB will provide an orientation prior to your group's first clean-up to answer any other safety concerns.

The following Adopt-A-Spot safety requirements must be reviewed before entering the spot area. Adult group leaders are responsible for conducting a safety briefing for all participants prior to the cleanup.

Safety Requirements

- Wear proper safety gear and clothing.
 - Orange safety vest.
 - Gloves.
 - Close-toed shoes.
 - Pants.
- Remember to:
 - Wear proper safety gear and clothing.
 - Stay away from traffic and keep an eye out at all times.
 - Do not work in rainy/windy weather.
 - Do not work if the road is under construction.
 - Do not touch anything that may be toxic/hazardous, such as oil, paint, or gasoline. If something is suspicious, report it to KTMB as soon as possible.
 - Do not touch broken glass or other jagged objects which may lead to injury.
 - Do not engage in horseplay, distract, or interfere with motorists.

Adopt-A-Spot Coordination

Adopt-A-Spot is coordinated by Keep Truckee Meadows Beautiful, in cooperation with the City of Reno, City of Sparks, and Washoe County.

The KTMB coordinator is available to assist you with additional information and to answer any questions you may have. The coordinator may be reached by calling 775-851-5185, or by writing to:

Keep Truckee Meadows Beautiful
P.O. Box 7412
Reno, NV 89510

The coordinator will have safety equipment and supplies available, and arrange for placement of the sign, where feasible, noting your adoption.

Application

An application to participate must first be completed and submitted to KTMB. The approval process and site selection should take approximately two weeks. Once you have conducted your initial clean-up it should take approximately three weeks to put up your sign.

Typical Timetable

- **Prior to September 1:** KTMB will bill you for your Adopt-A-Spot.
- **October 1:** You will receive a post card from KTMB that will serve as a friendly reminder to clean-up your spot.
- **November 15:** If you have not paid your annual renewal fee, your Adopt-A-Spot sign will be removed and your contract terminated.
- **March 1:** You will receive a post card from KTMB that will serve as a friendly reminder to clean-up your spot.
- **June 1:** You will receive a post card from KTMB that will serve as a friendly reminder to clean-up your spot.
- **July:** Adopt-A-Spot Reception and Recognition Event. You and members of your family, organization, and business who participate in the Adopt-A-Spot program will be invited to an Adopt-A-Spot reception.

Throughout the year you will receive KTMB invitations to volunteer trainings and other events.



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Mailed:	_____
Returned:	_____
Signed:	_____
Placement:	_____
OFFICE USE ONLY	

APPLICATION FOR ADOPT-A-SPOT

GROUP NAME: _____

GROUP COORDINATOR: _____

MAILING ADDRESS: _____

CITY: _____ ZIP CODE: _____

TELEPHONE: _____ FAX: _____

E-MAIL: _____

TYPE OF GROUP (business, service organization, non-profit, family, church, etc.):

_____ Group Size: _____

DESIRED SECTION OF ROADWAY (Please list top three choices):

1 _____

2 _____

3 _____

DESIRED NAME ON SIGN: _____

Return application to:

KEEP TRUCKEE MEADOWS BEAUTIFUL
P.O. BOX 7412
RENO, NEVADA 89510-7412

For more information:

(775) 851-5185 (775) 851-5182
maia@beautiful.reno.nv.us www.ktmb.org



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Adoption Agreement

This agreement is entered into by the City of _____, through its Department of Public Works, hereinafter called the "DEPARTMENT," Keep Truckee Meadows Beautiful, hereinafter called "KTMB," and _____ hereinafter called the "GROUP."

WHEREAS the DEPARTMENT maintains its roadways pursuant to Chapter 403 of the Nevada Revised Statutes; and

WHEREAS the DEPARTMENT may enter into agreements to carry out the provisions of said Chapter; and

WHEREAS the DEPARTMENT has the authority to enter into agreements for litter-free roadways; and

WHEREAS Keep Truckee Meadows Beautiful, the regional affiliate of Keep America Beautiful, is dedicated to promoting a cleaner, more beautiful region and coordinates cleanup and anti-litter education efforts in the area; and

WHEREAS the parties recognize the benefit of litter-free roadways and desire to enter into this agreement to permit the GROUP to contribute toward the effort of maintaining litter-free highways;

THEREFORE THE PARTIES AGREE to the terms and conditions hereinafter set forth:

1. The GROUP acknowledges the hazardous nature of the work and efforts involved in contributing toward achieving litter-free roadways. More specifically, clean up and improvement work can be in rough areas, next to vehicle traffic, or involve dangerous materials. The GROUP and its members acknowledge and assume these risks.
2. The GROUP, with the approval of the DEPARTMENT and KTMB, shall adopt a section of roadway, which section shall be determined on an individual basis.

Adoption Agreement

3. The GROUP shall pick up litter a minimum of three times per calendar year, or as outlined by the “Adopt-A-Spot Targeted Cleanup Program Guide”.
4. The GROUP shall notify KTMB prior to each litter cleanup session and shall obtain required supplies and materials in advance from KTMB during regular business hours.
5. The GROUP agrees to use Orange trash bags for their clean-ups.
6. The GROUP shall place filled orange trash bags at one or more mutually agreed locations at the adopted site for pickup and disposal by the DEPARTMENT or its designee following the cleanup.
7. Unused materials and supplies furnished by KTMB shall be returned to KTMB within one week following the cleanup.
8. The GROUP shall conduct a safety meeting before commencing each roadside cleanup. KTMB will provide an outline of safety points to be covered.
9. The GROUP shall notify KTMB of any change in GROUP coordinator during the term of this Agreement.
10. When participants are between the age of twelve and fifteen years old, the GROUP shall furnish adequate supervision by one or more adults.
11. No one younger than twelve years old may participate in this program.
12. Following approval of this Agreement, KTMB and the DEPARTMENT shall erect a sign if feasible on the adopted section with the GROUP's name or acronym displayed.
13. KTMB shall provide reflective safety vests and use orange trash bags.
14. KTMB shall coordinate publicity efforts with the GROUP.
15. If, in the judgment of the DEPARTMENT and KTMB, it is found that the adopting GROUP is not meeting the terms and conditions of this Agreement, the DEPARTMENT and KTMB may terminate this Agreement and remove the signs upon thirty days written notice.

Adoption Agreement

16. The GROUP accepts the responsibility of picking up litter on this section of roadway and promoting a litter-free environment in the community for a minimum period of two years beginning with the approval of the GROUP's application. The agreement will remain in effect thereafter until or if the Group chooses to end the agreement or the Adopt-A-Spot program ends. In either event, thirty days written notice is required.

GROUP NAME

GROUP Coordinator (Print)

GROUP Coordinator (Signature)

Address

Date Signed: _____

City, State & Zip Code

Telephone

Approved:

CITY OF _____

By: _____

Date: _____

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By: _____
Director

Date: _____