



## **KEEP DUNCANVILLE BEAUTIFUL “ADOPT-A-PARK” PROGRAM**

## **A. PURPOSE**

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

## **B. RESPONSIBILITIES**

### ***ADOPTER/ORGANIZATION RESPONSIBILITIES:***

- Group supervisor must read and sign the **Adopt-A-Park Safety Rules and Regulations** prior to the first cleanup.
- Adhere to all **Adopt-A-Park Safety Rules and Regulations**.
- Complete at least **FOUR** (4) cleanups of the entire adopted area per year. Schedule each cleanup at least two (2) weeks prior to cleanup date.
- Obtain safety vests and trash bags at designated facility.
- Return safety vests and unused trash bags to designated facility within two (2) working days after completion of cleanup.
- Place collected trash in designated location.

### ***CITY RESPONSIBILITIES:***

- Approve park selection.
- Provide written **Adopt-A-Park 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 park and dispose of properly.
- Erect signs identifying the name of volunteer organization.
- The City reserves the right to approve, disapprove, and/or edit names or acronyms on the signs.

## C. ADOPT-A-PARK 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.

- All participants must be at least fourteen (14) years of age. For every ten (10) teenagers participating, there must be one (1) adult supervisor at least twenty-one (21) years of age. Middle school students younger than fourteen (14) years of age may participate as an organized student activity if copies of the parent/guardian signed school permission form are provided to the City prior to participation.
- 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.
- Large groups of fifteen (15) or more should be divided into two (2) groups, with one (1) group on each side of the park. 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 cleanup.
- Ensure that first-aid kits are available. It is recommended that at least one (1) 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.
- Ensure 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.
- 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 or dangerous. Report these materials to your supervisor.
- 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 (2) people cannot reasonably lift.
- The Maintenance Report Form should be utilized to report the location of hazardous materials or facilities that may need maintenance/repair.

## D. FREQUENTLY ASKED QUESTIONS BY POTENTIAL ADOPTERS

### *Recruiting volunteers – How many people does a group need?*

As many as it takes. We recommend you involve enough people so that the cleanups are manageable. Some individuals have made solo adoptions and are comfortable picking up an area by themselves.

### *Is it difficult to keep the parks clean?*

That depends largely on the traffic volume, the location of the park, the size of your group, and the frequency of your cleanups. Most report that their cleanups are not particularly taxing, but if you're an individual who has adopted a highly used park, you may need additional time and manpower.

### *What's in it for me?*

With your name on a sign, you'll be recognized as a community member who takes action. You will receive full support from the City, with a supply of bags and safety vests. You will also be part of an effort that was pioneered right here in Texas.

### *How does the actual cleanup work? What should we do with our bags?*

Start by setting a date and time convenient for all who want to participate. Be sure that the pickup is during the daylight hours and avoid rush hour. Gather the group together before passing out the safety vests and trash collection bags. Check to see that everyone has gloves and closed-toe shoes. Then take a few minutes to review the **Adopt-A-Park Safety Rules and Regulations**. At that point, you should be ready to start bagging trash.

When the cleanup is completed, try to gather the bags in one or two places. If groups are not able to remove the collected trash, they should notify the Keep Duncanville Beautiful office before a cleanup so that removal of the bags can be scheduled for the following workday. In either case, be sure to report the number of participants and bags collected to the coordinator. (Amy Sisler, 972.780.5074)

### *How often are we supposed to clean our park?*

At a minimum, four (4) times per year, but some groups pick up more frequently. If you conduct the cleanups at regular intervals, you can get a sense of how much littering is done over a period of time, and then adjust your schedule to keep pace.

## **D. FREQUENTLY ASKED QUESTIONS BY POTENTIAL ADOPTERS (CONTINUED)**

### *Can a sign say whatever we want?*

No. Signs are generally for the name of those conducting the cleanups. The intention is to recognize the name of the individual, group, organization or business, not your message.

### *Is it okay to advertise our business by adopting a park?*

Yes. However, business names on signs need to be the actual name of the business with no additional advertising information. For example, “Blakely’s – Your Home Town Grocery Store” is not acceptable if “Your Home Town Grocery Store” is not part of the business name.



# ADOPT-A-PARK

## TERMS AND ADOPTION AGREEMENT

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

### ***Volunteer Responsibilities:***

- Group supervisor must acknowledge receipt of the **Adopt-A-Park Safety Rules and Regulations** prior to the first cleanup.
- Adhere to all **Adopt-A-Park Safety Rules and Regulations**.
- Complete at least four (4) cleanups of entire adopted park per year.
- 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.
- Place collected trash in designated location.

### ***City Responsibilities:***

- Approve park selection.
- Provide **Adopt-A-Park 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.
- City reserves the right to approve, disapprove, and/or edit name or acronyms on the signs.

\_\_\_\_\_, having an interest in the appearance of the Duncanville community and recognizing the need and the desirability for a litter-free City, agree to adopt \_\_\_\_\_ and acknowledge receipt of the **Adopt-A-Park Safety Rules and Regulations** on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
*Signature of Individual or Authorized Representative*

\_\_\_\_\_  
*Printed Name*



# ADOPT-A-PARK CONTRACT

I/we agree to pick up litter at my/our adopted area and promote a litter-free environment in the City of Duncanville for the period of \_\_\_\_\_ 1, 20\_\_\_\_ to \_\_\_\_\_ 31, 20\_\_\_\_. This is an annual contract that, subject to the approval of the coordinator, must be renewed annually to exist. If I/we do not renew my/our contract within thirty (30) days of the expiration of the contract, the Adopt-A-Park signs will be removed and the area placed for re-adoption.

If in the sole judgment of the City, it is found that the adopter is not meeting the terms and conditions of this agreement, upon thirty (30) days' notice or a shorter period in the event of an emergency, the City may terminate the adoption agreement and remove the signs. This agreement may be modified in scope or altered in any other manner at the sole discretion of the City. The City reserves the right to modify or cancel the Program at any time, and for any reason at its sole discretion. The City and the adopter both recognize and agree that the adopter shall act as an independent contractor.

**Name of Park Adopter:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

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

\_\_\_\_\_

**Phone:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Authorized Representative  
Signature:** \_\_\_\_\_

**Authorized Representative  
Title:** \_\_\_\_\_

**City Contact/Coordinator  
Information:**

Timothy Hamilton, KDB Staff Liaison  
330 Shady Trail, Duncanville, TX 75137  
(972) 780-5072



## ADOPT-A-PARK

## MAINTENANCE REPORT FORM

Please use this form to report hazardous materials that should be removed by City staff or to report facilities that need maintenance/repair.

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

**Name:** \_\_\_\_\_

**Daytime Phone Number:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Please describe the hazardous materials discovered or facility that may need maintenance/repair:** \_\_\_\_\_

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**Please provide detailed information regarding the location of the hazardous materials or facility that may need maintenance/repair:** \_\_\_\_\_

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**Return completed form to:**

Timothy Hamilton, KDB Staff Liaison  
330 Shady Trail, Duncanville, TX 75137  
(972) 780-5072

