

ADOPT-A-SPOT

Safety Tips, Procedures & Reminders

1. The Memorandum of Understanding & Liability Waiver must be signed by a designated representative of your sponsoring organization and will be renewed annually.
2. Production and installation of the sign will be coordinated by your Park Department representative, and placed in the appropriate location.
3. Failure to perform necessary maintenance duties at your adopted site may result in your name being removed from the sign and the Memorandum of Understanding being terminated.
4. All designs for proposed changes or new plant installations **MUST** be submitted for review and approved by a designated representative of the Adopt-A-Spot Program before any work can begin.
5. Each Sponsoring organization will be responsible for the following
 - a. Weeding and deadheading throughout growing season
 - b. Regular general site clean-up (including trash, autumn leaves, debris, etc)
 - c. Mulching (at least once a year, preferably early Spring) – *Site specific*
 - d. Watering as needed – *Site specific*
 - e. Planting (coordinated with Program Coordinator)
 - f. Other maintenance as needed
6. Volunteers must provide adult supervision at the rate of one adult for every four children between the ages of 12 and 16 years of ages. **Children must be at least 12 years of ages to work in an Adopt-A-Spot.**
7. Safety procedures shall be practiced when working at all Adopt-A-Spot locations:
 - a. Always work facing oncoming traffic
 - b. Avoid standing in, walking along or crossing driving lanes
 - c. Park vehicles in legal parking spaces
 - d. Use of a safety vest is mandatory when working at Adopt-A-Spot locations

Adopt-A-Spot Sponsor

Adopt-A-Spot Sponsor Organization

