



GREENSBORO  
PARKS AND  
RECREATION



*Greensboro's*  
*Inclusive Volunteer Experience*

**ADOPT-A-STREET MANUAL**



# ADOPT-A-STREET MANUAL

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This manual includes guidelines and forms for your records. You will find these forms helpful during your adoption period.

For individuals or organizations interested in adopting a street, please review the expectations and benefits of becoming an Adopt-a-Street partner. Complete an Adopt-a Contact Form and submit to our Volunteer Coordinator to begin the adoption process.

Thank you so much for your commitment. Greensboro Parks and Recreation looks forward to assisting and working with your organization!

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For more information about volunteer opportunities, contact:

**Alexandra Zaleski**, Volunteer Coordinator  
 Youth and Volunteer Services Division Parks  
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 City of Greensboro  
 1001 4<sup>th</sup> Street, Greensboro, NC 27405  
 Phone: 336-373-7507; Fax: 336-373-2060  
[alexandra.zaleski@greensboro-nc.gov](mailto:alexandra.zaleski@greensboro-nc.gov)  
<http://greensboro-nc.gov/parksandrecvolunteer>



# GREENSBORO'S INCLUSIVE VOLUNTEER EXPERIENCE

The City of Greensboro works with the community to improve quality of life for residents through inclusion, diversity, and trust.

Greensboro Parks and Recreation encourages a cooperative effort to enhance and improve areas throughout the community. Volunteers are an integral part of the City's stewardship of taxpayer dollars and community resources.

Our Parks and Recreation department supports volunteers with the knowledge, experience, and sometimes financial resources to enhance public spaces. Volunteers of all ages, individuals, small or large groups, and corporations who want to improve their community are welcomed

Whether you're volunteering for a day or for a decade, your service helps our local government ensure that Greensboro is a desirable place to work, live and play. Thank you for your interest in volunteering with the City of Greensboro!

## ADOPT-A-STREET GUIDELINES

### Participation and Commitment

There are two levels of involvement in the Adopt-a-Street Program: the Senior Partner and Junior Partner participation levels. Below are the requirements for each level of involvement:

Senior Partner — Ideal for businesses, civic groups, churches, etc.

- Adopt a minimum of a one-mile section street
- Collect litter along your adopted section at once every three months (four times per year) for a period of two years
- Obey all safety rules outlined in the Adopt-a-Street Agreement
- The Senior Partner will have two roadside signs installed after completing two
- cleanups.

Junior Partner — Ideal for neighborhood associations, families, etc.

- Adopt a section of any city street or neighborhood (less than one mile)
- Collect litter along your adopted section at once every three months (four times per year) for a period of two years
- Obey all safety rules outlined in the Adopt-a-Street Agreement



# ADOPT-A-STREET GUIDELINES

## Responsibilities of Agency:

- Conduct a cleanup at least once every three months (four times per year) at your chosen site
- Review and enforce Program Safety Guidelines with all cleanup volunteers
- Collect names and signatures of all cleanup volunteers on [Liability Release Form](#)
- [Request trash bags, gloves, and safety vests](#) from Volunteer Coordinator at least three business days before scheduled cleanups
- Submit a [Cleanup Reporting Form](#) and [Liability Form](#) within two days of each cleanup
- Return borrowed safety vests within one week of the cleanup
- Report major maintenance problems to the Volunteer Coordinator at 336-373-7507
  - Vandalism
  - Large trash items
  - Toxic or hazardous materials
  - Large sharp metal objects
  - Medical waste
  - Dead animals
  - Trees across trails
  - Erosion problems
  - Suspicious or illegal activities
- If unable to fulfill two-year commitment, contact the Volunteer Coordinator to release the street to another group

## Responsibilities of the Parks and Recreation Department:

- Provide supplies and materials for cleanups (gloves, trash bags, and safety vests)
- Supply recognition signs for adopted streets (after two cleanups have been completed by Senior Partners)
- Provide necessary forms as listed in the requirements
- Collect trash bags when cleanups have been completed



## PROGRAM SAFETY GUIDELINES

- Volunteers under 18 years of age may participate with proper supervision by an adult and parental/guardian signature.
- Use of power tools such as chainsaws are not permitted unless approved by the Parks and Recreation Department
- Cleanups should only be done during daylight hours.
- Wear light-colored clothing that covers arms and legs; in addition, wear safety vests, rubber boots or waders, gloves, hat and safety glasses.
- Wear clothing that will not impair vision or movement during cleanup activities.
- Work in small groups. **Do not work alone!**
- Stay clear of any construction.
- Do not work in inclement weather.
- During warm weather months, drink plenty of fluids, take breaks and avoid overexertion.
- During cold weather months, dress warmly with layered clothing.
- Be alert for snakes, stinging insects, and poisonous plants.
- Carpool to the site to reduce the number of vehicles.
- Use proper bending and lifting techniques.
- Be aware of wet rocks, hills, and slopes. Watch your step!
- Do not use or possess illegal drugs or alcohol during cleanup.
- Do not pick up trash or walk on bridges, on overpasses or in tunnels or culverts.
- Do not pick up what appears to be hazardous material (notify Volunteer Coordinator if you encounter hazardous objects or holes, guy wires and other hidden obstacles in the ground).
- Do not attempt to squeeze bags to make room for more trash; injuries from broken or jagged objects can result from this practice.

### **In Case of Emergency:**

- ✓ Have an adequate first-aid kit available.
- ✓ Select an emergency room/hospital and know the route from the work area to the designated treatment facility.
- ✓ If possible, have one member bring a cell phone for emergencies.



# “ADOPT-A” AGREEMENT

I agree to provide services to maintain \_\_\_\_\_ [name of street]  
from \_\_\_\_\_ [starting location / intersection]  
to \_\_\_\_\_ [ending location / intersection] in the  
City of Greensboro, as part of Greensboro’s Inclusive Volunteer Experience (GIVE) Program. If  
I represent a group or organization, I state that I am duly authorized to enter this agreement by  
said group or organization. The terms of this agreement shall be in effect for two years,  
from \_\_\_\_\_ [MM/YY] until \_\_\_\_\_ [MM/YY].

I and all members of my group/organization hereby release the City of Greensboro, its officers,  
employees, and agents from all claims, demands, and actions which we may have against the  
City of Greensboro for any property damage, personal injury, or death by or arising out of our  
participation in GIVE program.

I acknowledge the risks associated with cleanup-and maintenance activities, including but not  
limited to: the risk of injury from equipment, chemicals, exposure to the elements, stress, strain,  
and the acts of omissions of other persons, and I expressly agree to defend, indemnify and hold  
harmless from and against any claims, demands, and actions on account of or resulting from my  
organization’s participation in the GIVE program.

\_\_\_\_\_  
Name of Represented Organization/Group

\_\_\_\_\_  
Print Name of Greensboro Parks and  
Recreation Department Representative

\_\_\_\_\_  
Print Name of Organization/Group  
Representative

\_\_\_\_\_  
Signature of Greensboro Parks and  
Recreation Department Representative

\_\_\_\_\_  
Signature of Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



# ADOPT-A CONTACT FORM

## CONTACT INFORMATION

*Name of Organization (If affiliated with a college or university, please indicate):*

\_\_\_\_\_

## PRIMARY CONTACT INFORMATION

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

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

*City:* \_\_\_\_\_ *State:* \_\_\_\_\_ *Zipcode:* \_\_\_\_\_

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

*Email:* \_\_\_\_\_

## SECONDARY CONTACT INFORMATION

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

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

*City:* \_\_\_\_\_ *State:* \_\_\_\_\_ *Zipcode:* \_\_\_\_\_

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

*Email:* \_\_\_\_\_

## **ADOPTION SITE DESCRIPTION**

*Name of Street/Trail/Park/Facility:* \_\_\_\_\_

*(Street & Trail Only) Starting Location/Intersection:* \_\_\_\_\_

*(Street & Trail Only) Ending Location/Intersection:* \_\_\_\_\_

*(Park & Facility Only) Physical Address:* \_\_\_\_\_

**Please return this form to:**

**Alex Zaleski**, Parks and Recreation Department – City of  
Greensboro 1001 4<sup>th</sup> Street, Greensboro, NC 27405  
alexandra.zaleski@greensboro-nc.gov or Fax: 336-373-4133



# SUPPLY PICK-UP REQUEST

This form is to inform our staff of your need for supplies. **Please submit at least three business days prior to a cleanup.**

Supplies can be picked up from 8 am to 5 pm Monday through Friday at the Parks and Recreation Administration Building, located at 1001 Fourth Street. If you are picking up safety vests, you will be asked to sign them out as well as return them within a week of your scheduled cleanup.

Name of Organization/Group: \_\_\_\_\_

Adopted Street: \_\_\_\_\_

Name of Group Representative: \_\_\_\_\_

Email Address or Phone Number: \_\_\_\_\_

Cleanup Date: \_\_\_\_\_ Anticipated Number of Participants \_\_\_\_\_

I need to pick up:  Trash bags  Gloves  Safety Vests

Other Comments:

Please give us the date you plan to arrive so materials will be ready for pickup: \_\_\_\_\_

**Please return this form to:**  
**Alex Zaleski**, Parks and Recreation Department – City of  
Greensboro 1001 4<sup>th</sup> Street, Greensboro, NC 27405  
alexandra.zaleski@greensboro-nc.gov or Fax: 336-373-2060





# LIABILITY RELEASE FORM

Before participating in volunteer activities, all volunteers must sign this liability release form. A parent/guardian is required to sign for volunteers under 18 years. This form must be received by our office after each cleanup.

*The following persons will participate in one or more cleanups. By our signatures we agree to abide by the City's policies and safety guidelines. We will not hold the City of Greensboro responsible for injuries or damages that may occur as a result of participation in the GIVE Adopt-a program.*

First & Last Name	Check if Minor	Signature

*\*Note: If more spaces are needed, please make copies of this Liability Release Form*

# CLEAN-UP REPORTING FORM



- Notify the Volunteer Coordinator with the location of bags from cleanups within two days of each cleanup.
- Group the trash bags together and where practical place them within at least 8 feet from the side of the road to make the job of collecting bags easier and safer.
- Always be aware of your surroundings.
- Please report any unknown substances or possible hazardous materials to 911. Give a brief description of the problem and include the following: nearest physical address to the problem (street name and block number).
- **DO NOT** attempt to clean unknown substances; they can be hazardous to your health.

**Date of Cleanup:**

**Name of Group/Organization:**

**Name of Cleanup Site:**

**Location of Bags/Debris to be picked-up:**

**Number of Bags Collected:**

**Debris Removed:**

(list type removed such as tires, paper, plastic, etc.)

**Actual # of hours spent doing the cleanup:**

**Actual # of adult participants:**

**Actual # of youth Participants (under age 18):**

**AREA ASSESSMENT:** Rating Scale – 1-10 (*1 needs immediate attention – 10 excellent*) Please note if anything looked unnatural or out of the ordinary during your visual inspection. Write "n/a" if the category does not apply to your adopted site.

CATEGORIES	1-10	IMPROVEMENTS/COMMENTS
General items (benches, tables, signage, graffiti)		
Playground equipments, basketball court		
Shelters/Rooms (restrooms, sidewalks, roofing, etc.)		
Environmental (creeks, creeks banks, poisonous plants, bees/hornets, insects, wildlife, etc.)		
Additional warning/caution signs needed?		
Trail markings, signage, etc. (Trails only)		

**Please return this form to:**

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