



ADOPT-A-SPOT PROGRAM GUIDELINES

The Adopt-A-Spot program was created to meet a need of our community. The program allows volunteers to keep a portion of public areas beautified and properly maintained. Volunteers are allowed to adopt a spot that is important to them, their families, and their community. All public spaces are eligible for adoption such as: traffic islands, medians, and city owned lots, streets, and parks.

Applicants should adhere to the following guidelines and Safety rules:

1. An application must be completed, indicating all relevant contact information, group information if you are volunteering as part of a group, program selection and right-of way selection. The selection of a public area should be precise and clearly identifiable. Please include a map depicting the location you have chosen and its boundaries. **Submit the completed application and map to Keep Augusta Beautiful, 535 Telfair Street, Suite 520, Augusta, GA 30901.**
2. Each volunteer must sign and complete the Release, Waiver, Hold Harmless, and Indemnity form. **ONLY** volunteers with a completed form on file will be allowed to participate in any activities surrounding your adopted location. All new volunteers must sign and complete the form prior to picking up cleaning supplies.
3. All volunteers under the age of 18 are required to have a parent/guardian complete their Release, Waiver, Hold Harmless, and Indemnity form. Volunteers under the age of 15 must be accompanied by adult supervision.
4. Applicants are required to clean their specified location at least once monthly.
5. Applicants must commit to cleaning their specified location for a minimum of 1 year. At least 3 months prior to the end of your 1 year commitment, a renewal application will be required.
6. Major events surrounding the cleaning of your location which could produce a significant amount of trash and debris should be coordinated with Keep Augusta Beautiful for removal.
7. The safety of all applicants/groups/individuals is paramount. All applicants/groups/individuals are expected to follow all safety guidelines and practice safe habits at all times.
8. If you cannot keep your adoption commitment, you are required to inform Keep Augusta Beautiful. Your spot will become eligible for another applicant/group/individual.
9. Applicants are required to report their cleanup after each cleanup by clicking the "Report Your CleanUp" link located on the Keep Augusta Beautiful website. If a hard copy of the report is needed, please coordinate with Keep Augusta Beautiful to obtain prior to your clean up. All hard copies are expected to be returned no later than 48 hours after the completion of your cleanup.
10. In order to meet local, state, and federal sign posting guidelines, Urban areas must be adopted in blocks of 5 for named streets (e.g. Broad and 5th down to Broad and 10th) and From Laney Walker Blvd to Reynolds for numbered streets (e.g. 10th Street from Laney Walker Blvd to Reynolds Street). For Rural areas and Neighborhoods, the spot must be at least 1 mile long (unless adopting a neighborhood sign area only). For Parks, there may be no more than two group adoptions for small parks and four group adoptions for larger parks (this does not preclude park sponsorships).



Adopt-A-Spots are inspected regularly and group leads will be notified of any problems in the adopted area. In the event that an applicant becomes noncompliant with the program guidelines, the following steps will occur:

1. Upon inspection of the property by KAUGB Staff and the property is found to be noncompliant, photos will be taken. The KAUB Manager will place the photos into the applicant's file after review.
2. The applicant will be notified via phone call to perform an additional clean up to correct the noncompliance and report their cleanup efforts.
3. Another site visit will be performed to ensure compliance.
4. Should the applicant fail to correct the compliance, the next level of removal will be exercised.
5. Upon approval of the KAUGB Manager, a letter will be sent to the applicant regarding their noncompliance issues. A site visit with the applicant must be scheduled to discuss the noncompliance.
6. The applicant will, again, have the opportunity to correct the noncompliance issues and report their cleanup efforts.
7. If the applicant refuses to correct the noncompliance issues, a certified letter will be mailed to applicant stating their noncompliance and removal from the program.
8. The KAUGB Administrative Assistant will schedule to have the name plate of the affected signs removed and replaced with a vacant sign.
9. Applicants that have been removed from the program must wait 1 year from the date of removal to reapply.

Augusta, GA reserves the right to preserve the integrity of the public right-of-way limiting the amount of adoptable spots in any given area.



SAFETY GUIDELINES

The following are safety guidelines for the Adopt-A-Spot Program. All groups and individual volunteers are urged to consider them accordingly:

1. Hold safety meetings with group prior to litter pick-up activities.
2. Carpool to litter pick-up area, if possible, to keep vehicles to a minimum.
3. Park vehicles away from roadways.
4. Keep work group to a manageable size relative to the size of the location you have selected.
5. Closely supervise youth. Volunteers age 15 and under should be discouraged from collecting litter in streets.
6. Keep sight of all participants and be aware of your surroundings at all times.
7. Stay clear of construction zones.
8. Do not remove hazardous materials found on the site. Call 311 or 911.
9. Do not work during inclement weather, hours of darkness, or hours of peak traffic.
10. Consider bringing plenty of water when working in hot temperatures and pace yourself.
11. Be aware of possible contact with poisonous plants, stinging insects, fire ants, snakes and rodents.
12. Consider the possibility of any participant's known allergies prior to litter pickup.
13. Do not allow participants to partake of, possess, or distribute alcoholic beverages while involved in beautifying the work area.
14. Make participants aware that they are working in a potentially dangerous environment and caution them to act accordingly.
15. Use gloves and protective clothing and urge all participants to do so.
16. Never place your back towards traffic, always face traffic.
17. Safety cones may be required at certain adopted locations.
18. Consider bringing a First Aid Kit to the adopted location.