

# KEEP SHERWOOD BEAUTIFUL



# ADOPT -A- SPOT

Coordinator: Marina Brooks  
501-690-8360

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## PURPOSE

Adopt-A-Spot is a volunteer program to demonstrate the care of our community with beautification, litter prevention and control. This allows individuals, families, groups, organizations and businesses to adopt an area to perk up and maintain. An area may need painting, cutting, weeding, plants, benches, and/or litter receptacles — in other words, a little TLC. You will be expected to maintain this area on a regular basis, at least twice annually.

## BENEFITS

- ✓ Reduces costs in dollars and manpower involved in time-consuming operation of sprucing up areas.
- ✓ Provides a way in which local citizens can show community pride.
- ✓ Demonstrates personal responsibility and changes attitudes regarding littering.
- ✓ Clean, attractive cities promote economic development.

## ADOPTER RESPONSIBILITIES

- ✓ Fill out the application form for your chosen area and return it to Keep Sherwood Beautiful for approval by our Public Works Department. Keep in mind available facilities such as water for plants. An area may need painting, weeding, planting and/or picking up. You might add trash receptacles, bird baths, benches, etc.
- ✓ You will be expected to maintain this area on a regular basis (at least twice a year).
- ✓ Immediately after each work session, complete the Report Form and return it to KSB. This information goes to Keep Arkansas Beautiful and Keep America Beautiful in annual reports
- ✓ If you have trash to be picked up, call the Public Works Department at 501-835-3288 to report the contents and location.
- ✓ Observe the enclosed Safety Rules and Regulations.
- ✓ Get supplies, if you need them, from KSB and return what you borrow.
- ✓ Be sure each volunteer is properly dressed. Have plenty of water, sanitizer and supplies available.

## SUPPLIES

Participants may request available supplies from Keep Sherwood Beautiful. These will be given to the person on record as in charge.

ONE-TIME USE:  
1. Safety Vests  
2. Gloves  
3. Trash Bags

CHECK IN/OUT:  
1. Pickers  
2. Signs  
3. Garden Tools

## ADOPT-A-SPOT SAFETY RULES & REGULATIONS

The safety of volunteers is the number one priority of this program. Please have each volunteer read or go over this collectively.

- ✓ All under the age of 18 must be properly supervised by adults.
- ✓ Work in your area must be done during daylight hours.
- ✓ Wear appropriate attire according to what you will be doing and the weather. Wearing gloves and a hat is highly suggested.
- ✓ Safety vests should be worn and are available from Keep Sherwood Beautiful.
- ✓ It is suggested you have a small first aid kit available.
- ✓ Sunscreen should be applied during any time of the year.
- ✓ Have plenty of water available for all.
- ✓ Utility installations, culverts and drainage ditches should be off limits.
- ✓ Do not climb into anything.
- ✓ Do not pick up hazardous materials, very large or heavy objects – make a note of the item and location to report to our Public Works Department at 501-835-3288.
- ✓ Be sure someone in your group has a mobile phone for emergency contact. Have emergency contact numbers for all volunteers.
- ✓ Stay clear of traffic.
- ✓ Most of all have fun, enjoy each other's company and BE SAFE!



# KEEP SHERWOOD BEAUTIFUL ADOPT-A-SPOT AGREEMENT FORM

Individual/Group Name:

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Area to Adopt:

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Description of Project:

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**Adopt-A-Spot Sign to Read:** *(Please print or type name and allow one space between each name. Commas, colons, hyphens, etc. are counted as letters.)*

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1st Contact Name:

Phone:

Email:

Alternate  
Phone:

Full Mailing Address:

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2nd Contact Name:

Phone:

Email:

Alternate  
Phone:

Full Mailing Address:

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By signing below, I/we agree to the following:

We are aware of the potentially hazardous nature of the work that is to be performed and have agreed to follow Adopt-A-Spot safety guidelines and will NOT hold Adopt-A-Spot, Keep Sherwood Beautiful, Keep Arkansas Beautiful, Keep America Beautiful, the City of Sherwood or any of its employees, or the county Adopt-A-Spot Coordinator or his/her sponsor(s) responsible for any injuries they may suffer or damages they may incur as a result of participation in the program.

We accept the responsibility for picking up litter in the adopted area at least twice a year or at any time the adopted area requires pickup.

We understand that Keep Sherwood Beautiful may terminate this agreement and/or remove the Adopt-A-Spot signs bearing our name or acronym and put the spot back up for adoption if, in its sole judgment, it finds and determines that the group is not meeting the terms and conditions of this agreement and of the Adopt-A-Spot program.

We understand because of limited spacing on the Adopt-A-Spot signs, group names may have to be abbreviated and have written its name in the application above as it is to appear on the sign.

1st Contact Signature:

Date:

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2nd Contact Signature:

Date:

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KSB Representative:

Date:

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# ADOPT-A-SPOT CLEANUP REPORT FORM

Adopter Name:

Area Worked:

Date of Work:

Number of Volunteers:

Total Hours (*Example: 10 volunteers worked 2 hrs = 20 hrs total*):

Number of Bags of Litter Collected:

Name Any Unusual Litter Items:

We Planted: # Trees:

# Flowers:

# Bulbs:

# Bushes:

Other Activity Of Note?:

Please call the Public Works Department at 501-835-3288 to report the contents and location of the litter your group collected so they can arrange a pickup.

PLEASE RETURN THIS REPORT FORM TO:

Marina Brooks, Adopt-A-Spot Coordinator

Keep Sherwood Beautiful

P. O. Box 6256 Sherwood, AR 72124

501-690-8360 • Mbrooks1616@gmail.com

This will be put on our annual report sent in to Keep Arkansas Beautiful and Keep America Beautiful showing the work we do and the pride we have in Sherwood. Please do not hesitate to contact us if you have any questions about this program.