

Town of Cary Spruce Program Requirements: Adopt a Spot

A clean and litter-free community is fundamental to upholding the values and beauty of the Town of Cary. The Adopt a Spot program (herein referred to as the Program) was created to engage citizens in maintaining clean streets, parks, neighborhoods, streams, and natural areas throughout the Town. This program is administered through the Town's litter reduction and beautification program, Spruce: Keeping Cary Clean and Forever Green.

Volunteers with the Program agree to clean litter from their adopted area on a quarterly basis (four times per year) for a two-year period per the requirements outlined in this document. The Town will in turn provide the volunteers with supplies and a recognition sign (where possible).

General Provisions:

- The Director of Parks, Recreation and Cultural Resources or his designee shall approve applications of individuals or groups ("Participants") applying to participate in the Program.
- Individuals, or frequently organized groups like non-profit organizations, register for the Program and commit to provide volunteers for litter reduction and beautification projects at designated spots.
- No person under 18 years of age will have a Spot assigned to them. Persons under 18 may participate only as part of a group.
- Volunteers with the Program are neither employees nor independent contractors of the Town of Cary but are volunteers keeping our community clean and litter-free.
- Adopt a Spot Participants with volunteers under the age of 18 must provide adequate adult supervision. Along streets, volunteers must be at least 12 years old to participate (volunteers 12 to 18 years of age must also have adequate supervision).
- Spots are allocated on a first-come, first-served basis.
- Only Participants determined by the Town to exhibit in good faith the willingness and the capacity to perform the responsibilities of the Program will be allowed to Adopt a Spot. The Town may refuse to grant a request to adopt if, in its opinion, granting the request would jeopardize the Program, be counterproductive to its purpose, or create a hazard to the safety of Town employees, any other individual, or the public. Participants shall not be discriminated against on the basis of religion, race, national origin, sex or handicap with respect to their participation in the Program. Where a handicap may affect the individual's safe participation in the Program, attempts will be made to identify alternative opportunities.
- The Town may inspect all requested adoption sites and reserves the right to deny any site for adoption.
- Specific provisions for streets: Adopt a minimum of one linear mile. Only Town of Cary roadways are open for adoption (State roads are not available through the Program). Medians are not included and volunteers should not attempt to remove litter from medians.
- For Spots on Private Property (such as schools, libraries, neighborhood areas and trails): Participants must obtain a License to Enter from the property owner similar in form to the attached sample License. All activities must be approved by the property owner. A sign will only be installed with written permission from the owner.

- Participants agree to fulfill their responsibilities for a two-year period; however, the Town reserves the right to remove any Participant from the Program for violation of any of these requirements, including failure to complete the required number of projects; for unsafe, hazardous or unlawful activity by any Participant or member of any Participant group; or for any other reason. The Town will notify the Participant of its removal from the Program in writing.

The Participant agrees to:

- Host at least **four volunteer days a year** at their spot for a **two year period**.
- Inform volunteers of risks and train them on proper safety procedures.
- Ensure that all volunteers (or parents/guardian of a minor) have completed the attached waiver before participating in any sweeps. The waivers must be turned in to the Spruce Coordinator after each project.
- Appoint a Participants' Group Coordinator to oversee projects, serve as the main contact for the Spruce Coordinator, and be responsible for ensuring that the safety guidelines are followed, report forms are filed, and supply/trash pickup is arranged with the Town promptly.
- Schedule their own workdays and notify the Spruce Coordinator two weeks prior to sweeps.
- Pick up litter sweep supplies and return any borrowed equipment to the Spruce supply shed (located in the Town Hall Parking Garage at 121 Wilkinson Ave.).
- Hold projects only in daylight hours, in good weather, and in a group. No individual should undertake a project alone. It is recommended that the Participant have at least one person on the crew that is certified in First Aid/CPR.

The Town agrees to:

- Provide Participants with project-relevant tools and supplies such as litter grabbers, non-disposable/reflective safety vests, trash and recycling bags, work gloves, shovels, rakes, etc. for loan. All items should be returned promptly to the Spruce supply shed (located in the Town Hall Parking Garage at 121 Wilkinson Ave.) at the earliest convenience.
- Provide safety information, guidelines, and waivers to the Participants' Group Coordinator who will then be responsible for disseminating that information to its volunteers.
- Furnish, install and maintain a maximum of one sign with the Participant's name at the adoption site (see sign form and restrictions). No sign will be placed if, in the Town's judgment, sign placement is not appropriate. The Town reserves the right to determine the best location to place the sign.
- Participants may also be recognized on the Town's website or social media outlets.
- Remove the trash and recycling bags following the project.
- Provide press information upon request from the media.

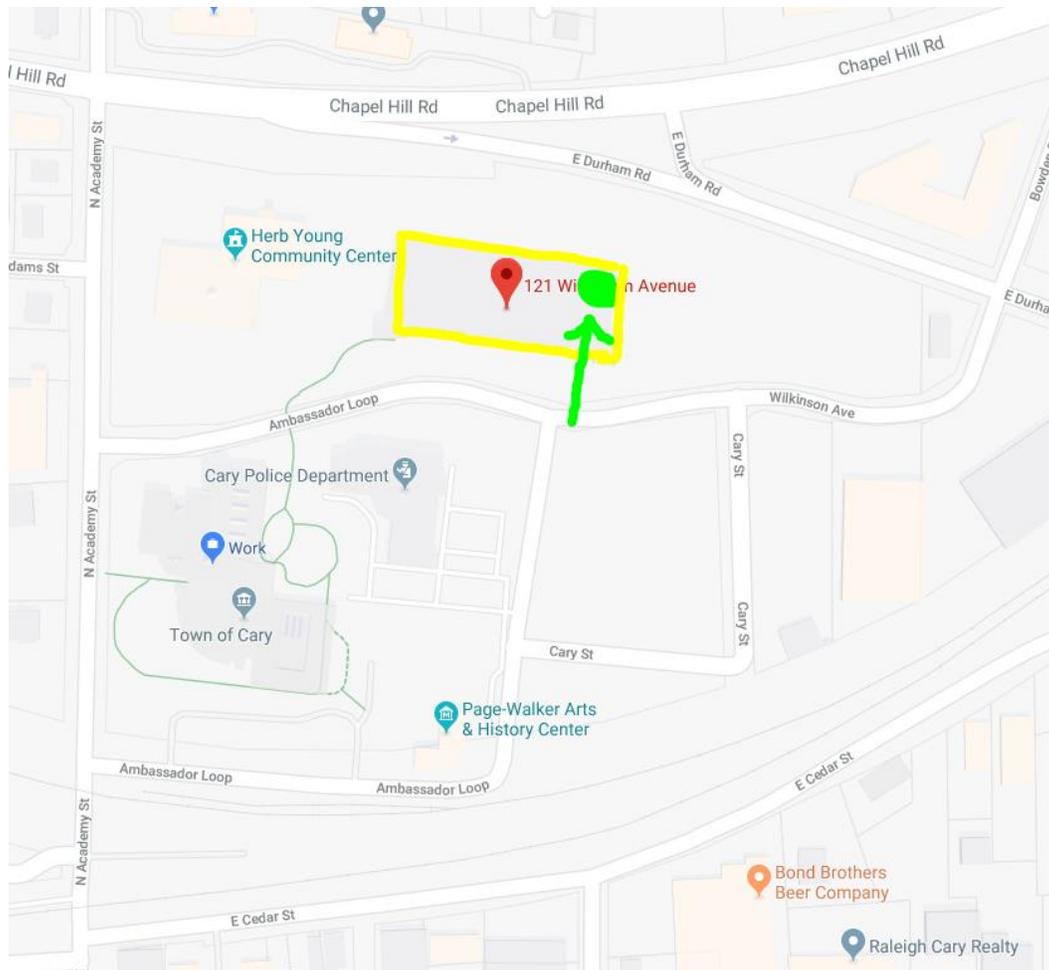
Scheduling a Workday:

- Participants may request to schedule a workday by visiting the Adopt a Spot webpage and clicking on Schedule a Workday: <http://www.townofcary.org/connect-engage/volunteer/environmental-volunteering/adopt-a-spot>

- Standard litter sweep supplies consist of litter grabbers, non-disposable/reflective safety vests, trash and recycling bags, work gloves, volunteer waivers, and a report form. Participants may also request additional tools and supplies, including shovels, rakes, or other items if needed.
- After submitting a Workday Request Form, the Participants' Group Coordinator will receive a confirmation email within two business days with a time when the supplies will be staged for pick-up. This email will also include information regarding the availability of any additional supplies that were requested.

Picking up Supplies:

- Supplies are staged in front of the Spruce supply shed, located in the Town Hall parking garage at **121 Wilkinson Ave., Cary, NC 27513**. The shed is located in the back-right corner of the parking garage if entering from Wilkinson Ave.
- After submitting a Workday Request Form, the Participants' Group Coordinator will receive a confirmation email with a supply staging time. Supplies can be collected at the Participants' convenience at or after this time.
- Supplies can be returned to the same location at the earliest convenience following a workday.



Location of the Town Hall Parking Garage (the Spruce supply shed is indicated in green)

Election to Participate in the Town of Cary's Adopt a Spot Program

_____ (name of business, organization, group or individual, herein referred to as the "Participant") after having read and agreed to the requirements contained in the attached document, elects to participate in the Town of Cary's Adopt a Spot Program, administered through the Spruce Program, to promote and ensure a clean and litter-free community.

The Participants and all of its volunteers agree to abide by the Program requirements and safety guidelines set forth in the attached document titled "Town of Cary Spruce Program Requirements: Adopt a Spot." The Participant is responsible for explaining the risks of the Program and training its volunteers on proper safety procedures. The Participant understands that the work to be performed can result in physical injury or damage to property and agrees to assume this risk, as outlined in the attached Waiver. In return for the opportunity to participate in the Program, Participants agrees for itself and for its heirs, assigns, executors, and administrators to release, waive, and discharge any legal rights it may have to seek payment or relief of any kind from the Town of Cary, its officers, employees or agents, for injury, illness, or death resulting from the Program. Participant also agrees not to sue the Town of Cary, its officers, employees or agents, and agrees to hold harmless and indemnify the Town of Cary, its officers, employees, or agents, for all claims, damages, losses, or expenses, including attorney's fees, if a suit is filed concerning an injury, illness, or death resulting from participation in this Program.

Participant that is an individual:

By: _____
Name (printed): _____
Date: _____

Participant that is a non-profit organization or other organized group:

By: _____
Name (printed): _____
Title: _____
Date: _____

The Town of Cary recognizes the above named Participant as the adopting organization for:

Spot type

Spot description (start/end points, description of adopted area limits, etc.)

Time Period

Town of Cary Spruce Coordinator

Date

Participant Contact Information

Primary Participants' Group Coordinator:

Print Name: _____

Mailing Address: _____

City, State, Zip: _____

Email Address: _____

Telephone: _____

Secondary Participant Contact:

Print Name: _____

Mailing Address: _____

City, State, Zip: _____

Email Address: _____

Telephone: _____

Adopt a Spot Sign Form

The boxes below represent the maximum number of characters allowed in your sign. You have the option of one or two lines, each with the maximum number of 16 characters per line. Please print one character per box; punctuation and spaces between words count as characters.

Sign Guidelines

- Please include only the name of the individual, organization, or group.
- Telephone numbers, internet addresses, logos, slogans, messages, etc. are not permitted on signs.
- Phrases such as “In Memory of” or “In Honor of” will not be permitted on signs.
- The Town of Cary must approve all signs.
- A maximum of one sign will be placed in your adopted area. No sign will be placed if, in the Town’s judgment, sign placement is not appropriate. The Town reserves the right to determine the best spot location to place the sign.
- Signs will be installed in accordance with State and Federal standards for sight distance and safety. No sign will be installed if it obstructs visibility of motorists or pedestrians or creates a safety hazard.
- Signs will be ordered and installed after the first cleanup is successfully completed. Please allow two months after the first sweep for ordering and installation.

Enter one letter per box (spaces and punctuation count as one letter) as you would like your name to appear on the sign. You may choose one sign option only. “Option One” is for groups with a shorter name. “Option Two” is for groups with a longer name.

Option One:

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Option Two:

Note: If you entered an acronym in the form above, you are required to enter the full name of the individual, organization or business on the line below:

SAFETY GUIDELINES FOR LITTER SWEEP

Participants' Group Coordinators must review this safety information with **all volunteers** before beginning each sweep.

Note: The trash bags are reversible. Use the Orange bags for trash and turn bags inside out to be Blue for recycling.

1. Volunteers should assemble in a safe area and carpool to reduce the number of cars at the work site. Vehicles must be parked in appropriate parking areas.
2. Stay alert for cars and traffic. Use caution and cross the road only when necessary and only at intersections.
3. Watch where you are walking and know how close you are to the road.
4. Volunteers must wear safety vests and gloves at all times.
5. Obey all traffic signals and rules.
6. Do not attempt to clean litter in streets and medians. Stay away from the edge of the road. Do not attempt to pick up litter on bridges, tunnels and overpasses.
7. Sweeps should only be performed during daylight hours and in good weather conditions.
8. Do not overfill trash bags, try to compact the trash, or carry a heavy bag. When a bag is starting to get full, tie it off and leave it on the side off the road, safely away from the edge.
9. Always work in groups and facing oncoming traffic.
10. No CD players, iPods, or other electronic devices may be used while volunteering.
11. Designate someone as the traffic spotter to alert the group if there is an oncoming car.
12. Be alert for poisonous plants, snakes, stinging insects like fire ants, and other natural hazards.
13. Do not enter private property.
14. Stay hydrated and drink plenty of water.
15. Do not pick up heavy or bulky items. Instead, alert the Town for a pickup.
16. Never attempt to pick up anything hazardous or toxic. Avoid items like chemicals, batteries, dead animals, needles and syringes, broken glass and other sharp objects, motor oil, gasoline, or weapons. If you see these, note where they are on the route and alert the Town, we will handle these items. **When in doubt, do not pick it up.**
17. Wear appropriate and brightly colored clothing, long pants and shirts and proper closed-toed shoes.
18. Use proper lifting and bending techniques to avoid strain or injury.
19. Furnish adequate supervision for groups that have youth participants.
20. Leave filled bags at a safe distance from the road to avoid creating a hazard for motorists and report the location of bags for pickup.
21. At the end of the sweep, please fill out the Report Card and return it with your equipment.

THANK YOU FOR KEEPING CARY CLEAN AND FOREVER GREEN!



ADOPT A SPOT VOLUNTEER RELEASE AND WAIVER

I understand that Town of Cary provides the opportunities for individuals and/or groups (hereinafter "Participant") to "Adopt a Spot" and that the Town provides materials for litter pick-up and will remove trash and recycling bags after the pick-up, and may provide a sign with the Participant's name on it. I and/or my child wish to volunteer with _____ [Participant name] for the Town of Cary's Adopt a Spot Program by participating in a litter pick-up activity. I understand that there are dangers inherent in participating in this activity including, but not limited to, bodily injury, disability and death. I understand that participating in this activity involves risks that include inclement weather or excessive heat, proximity to vehicles or equipment, contact with and actions of other participants, slips/trips/falls, and exposure to wildlife (including snakes and biting insects), among others. I choose for myself or for my child to participate in this activity despite the risks. By signing this form, I acknowledge all risks of injury, illness, and death and affirm that I have assumed all responsibility of injury, illness, or death in any way connected with participation in this activity. I also agree for myself and for any child participant to follow all rules and procedures that apply to the activity and to follow the reasonable instructions of the Participants' Group Coordinator.

In return for the opportunity described above, I agree for myself and for my heirs, assigns, executors, and administrators to release, waive, and discharge any legal rights I may have to seek payment or relief of any kind from the Town of Cary, its officers, employees or agents, for injury, illness, or death resulting from the activity. If I am allowing a child to participate in the activity, I agree that I am a parent, legal guardian, or am otherwise responsible for the child who is participating, and I release, waive, and discharge any legal rights that I may assert on behalf of the child participating in this activity. I also agree not to sue the Town of Cary, its officers, employees or agents, and agree to hold harmless and indemnify the Town of Cary, its officers, employees, or agents, for all claims, damages, losses, or expenses, including attorneys' fees, if a suit is filed concerning an injury, illness, or death to me or to my child resulting from participation in this activity.

I understand that the Town of Cary does not provide insurance or worker's compensation coverage for me or for my child. I have read this document thoroughly and understand its terms. I have been able to ask questions about the activity and they have been answered to my satisfaction. I execute this voluntarily and understand that by signing this form I am waiving legal rights.

Name (Please Print): _____

Signature: _____

Date: _____

If Volunteer is a Minor (Under 18 Years of Age):

Minor Name (Please Print): _____

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature: _____

Date: _____

Thank you for volunteering!

TOWN of CARY

Reporting Card:
****Please complete after each litter sweep and return with supplies****



**ADOPT A SPOT
LITTER SWEEP REPORT**

Adopt-a-Spot Group Name: _____

Adopt a Spot Site: _____

Date: _____ # of Volunteers: _____ Hours cleaned: _____

Please note that your trash bags are reversible. Use **ORANGE** for trash or turn a bag inside out to use **BLUE** recycling. All of the items you recycle at home through our Cary Recycles Program can be put in the blue bag.

Number of Bags Trash: _____ Number of Bags Recycling: _____

Comments or concerns: _____

If **trash and recycling pick up is desired**, please call (919) 469-4301 directly following your litter sweep and leave a message with the exact location(s) of your bags. We prefer that bags are left at street intersections, greenway trailheads, or beside existing trash receptacle stations in parks. Town staff will pick them up at no charge following your event.

SAMPLE License to Enter

I, (Name) _____, being owner of a property situated at
(Description of property location) _____ (hereinafter,
“Property”) in Cary, North Carolina, do hereby grant permission to (Group or individuals name)
_____ (hereinafter, “Participant”)

Represented primarily by (Name of Participants’ Group Coordinator) _____

and the volunteers recruited by this group and/or organizer to enter the Property to participate in the Town of Cary’s Adopt a Spot Program (hereinafter, “Program”). I understand that Participant and affiliated volunteers will remove litter from the Property.

This license is granted for a period of two years. I understand that I may revoke this license at any time in writing, with a copy to both the Participants’ Group Coordinator and the Adopt a Spot Coordinator noted below.

Participants’ Group Coordinator

Name: _____

Address: _____

Phone number: _____

Adopt a Spot Coordinator

Name: _____

Address: 316 North Academy Street, Cary, NC 27513

Phone Number: (919) 469-4301

By granting this permission, I do, with intent to be legally bound, hereby release Participant, their volunteers, and the Town of Cary and its officers, employees and agents, from any liability incurred during any Program activity.

I grant permission to the Town of Cary to install a recognition sign on behalf of the Participant on the Property.

Property Owner

Signature: _____ Date: _____

Phone number: _____