

Adopt-A-Spot Beautification Program-Volunteer Orientation

Office of Neighborhood Services
Volunteer Programs

Thank you...

- Volunteer adopters make a huge impact on our community.
- Hundreds of residents and visitors will enjoy seeing your bed every day.
- Your efforts affect how they feel about our city.
- The City has more than 90 beds currently in the program.

To review today...

- Water
- Mulch
- Annual flowers

Water...

- Water is turned off for those beds without frost free hydrants from Oct. 15-April 15.
- *Please let us know by March 1 if you plan to use the water so we can make sure your hydrant is turned on.*
- *Please check that the water is working before planting flowers.*

Water...

- Water is available in some beds.
- If water is not currently in your bed, it is quite unlikely that it will be added.
- Adopters are responsible for quick coupler keys (when applicable) and must return them at the end of their adoption.
 - If the initial key is lost, the adopter will be responsible for purchasing a new one.

Mulch

- Please communicate with us if you would like mulch.
 - We can pay for your mulch with our vendor
- We can reimburse you for mulch from other sources with advanced approval
 - For smaller beds, we encourage you to buy bagged mulch and mail your receipts to our office for reimbursement.
- We will only pay for your mulch (delivered or bagged) one time per year.

Annual Flowers

- We are again providing up to \$50 reimbursement for annual flowers.
- Please send us your receipt (email is fine!) and we will request a check.
 - You may use any vendor

Sight-Distance Hazards

- If plant materials are creating a traffic hazard we will ask you to remove or cut back the plants.
- If the volunteer does not cut back or remove our staff will to remove the hazard.

Adopt-A-Spot Expectations

- **Excellent** = Bed is weed free and has appropriate plants; bed has color throughout the growing season.
- **Good** = Bed has some weeds and needs additional plants or dead plants removed; can reach excellent with little effort.
- **Unacceptable** = Bed does not meet the standards of the program; weeds are abundant and need immediate attention.

Bed Reviews

- Staff review all beds 2-3 times throughout the growing season.
- You will receive feedback from us based on program expectations.
- We will also pass on to you feedback we received from the public.

When beds don't meet program expectations...

- We want you to succeed and will give you time to maintain your bed.
- If the Adopt-A-Spot program is not a good fit for the volunteer and it is not being maintained, we may ask if it can be transferred to a new adopter.

Your sign

- Your sign is an important part of recognizing you for your efforts and identifying your participation in the program.
- If your sign is damaged or vandalized, please let us know. We want it fixed or replaced.

Signs continued...

- Our policy is one sign per bed. Adopters with larger beds may purchase a second sign. Currently the cost is \$130.
- If you need a new sign due to a name change, we ask that you bear that cost.
- If one is needed, we will purchase a replacement sign for your bed every four years with a renewal agreement.

Tips on maintenance

- Have a plan
 - Take time each week or two weeks to weed and/or water your bed.
- If you are part of a group who is adopting, please work with your group to devise a plan before you agree to participate.

Waste from your bed

- You will have weeds and dead plant material to cut back from your bed.
- You are welcome to dispose of that at a city mulch site OR bag it and let us know; we will ask a Solid Waste truck to pick it up.
- Please fill the bags no more than 50 pounds.
- Please do not throw it in the street or along the curb. It is unsightly and pollutes our stormwater system.

“Murphy’s Law”

If anything can go wrong, it will

- Your bed may be driven into
- Deer may eat your plants
- Your plants may be stolen
- Your sign may be vandalized

Thank You!

- For your commitment to our city by volunteering with the Adopt-A-Spot Beautification Program.

We look forward to working with you!