



# Adopt-a-Spot Beautification-Volunteer Orientation

Office of Neighborhood Services  
Volunteer Programs



# Welcome!

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- Volunteer adopters make a huge impact on our community.
- Hundreds of residents and visitors will enjoy seeing your bed everyday.
- Your efforts affect how they feel about our city.
- The City has more than 100 beds currently in the program.

# Water

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- Water is turned off for those beds without frost free hydrants from October 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

# Water continued...

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- 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.
    - Costs for a new key ranges from \$30-\$50

# Mulch

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- Please communicate with us if you would like mulch. We can order mulch for you and have it delivered by our vendor, and we will pay them directly.
- 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.
- The City will provide mulch (delivered or bagged) one time per year.

# Native Plants

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- Volunteers are strongly encouraged to use Missouri native plants for establishing new beds or replacing plant material.
  - To learn more, visit the Grow Native! Website: [www.grownative.org](http://www.grownative.org)
- Please send us your receipt (email is fine) and we will request a check.
  - The Resource Guide on Grow Native's website includes a list of native plant suppliers. You may use any vendor.
- Submit your plant list and budget for approval before purchasing plants.

# Plants continued...

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- Annuals-Adopters will be reimbursed up to \$50 for annuals
  - Please send us a receipt (email is fine!) so we may request a check
  - You may use any vendor
- Bulbs- Volunteer programs will have a variety of bulbs available in the fall
  - Adopters will be notified via email in early September when bulbs have been ordered and can request bulbs as that time

# Sight-Distance Hazards

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- 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 the plants, our staff will remove the hazard.



# Adopt-a-Spot Expectations

- When you agree to join this program you acknowledge that:
  - Your bed is to be weed-free and to have color throughout the growing season
  - Maintenance requires ongoing care from the adopter, with an investment each week to every-other-week during the growing season.

# Bed Reviews

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

# When Beds Don't Meet Program Expectations

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- 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 the bed is not being maintained, we may ask if it can be transferred to a new adopter.

# Your Sign

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- 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...

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- 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

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- 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

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- 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 for a Solid Waste truck to pick it up
- Please fill the bags no more than 50 pounds.
- Please do not throw weeds and cuttings 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"

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- 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!**