

The background of the slide features a repeating pattern of stylized, hand-drawn plants and flowers in a muted teal color. The pattern includes various elements like small flowers, leaves, and clusters of dots, creating a textured, organic feel.

ADOPT-A-SPOT BEAUTIFICATION

VOLUNTEER ORIENTATION



WELCOME!

We are happy to welcome you to the Adopt-A-Spot Beautification program! Hundreds of residents and visitors will enjoy your bed everyday, and we thank you for making a huge impact on our community!

NOW WHAT?

- ✓ Submit your signed agreements, adopter review and sign info card via email (kylie.platt@como.gov) or by mail (P.O. Box 6015, Columbia, MO 65205).
- ✓ Make a plan for the bed and submit your concept/ideas to Kylie via email (kylie.platt@como.gov). Your plant list and budget must be approved **prior** to purchasing plants.

EXPECTATIONS

- The bed is weed-free and colorful throughout the growing season.
- You and/or your group will need to provide ongoing care throughout the growing season, either weekly or bi-weekly.



YOUR SIGN

- One sign per bed is provided by the City to recognize the adopter.
- Adopters with larger beds may purchase a second sign for \$130.
- If your sign is damaged or vandalized, please let us know so we can get it fixed or replaced.

PLANTS

- Volunteers are strongly encouraged to use Missouri native plants for new beds or replacing plants.
 - We ask that if you are caring for an established bed, that you keep what plants you can to avoid any unnecessary costs.
- Spring bulbs are available to adopters each fall.





WATER

- Water is available at some locations. Less than half of the beds have water access.
- If your location does not have water currently, it is unlikely it will be added in the future.

WATER

- Water will be off from October 15 - April 15.
- Please let us know by March 1 if you plan to use water to ensure water is turned on.
- Turning on water is not a quick and immediate process, so please check it is on before planting.
- If the bed has a quick coupler, the adopter is responsible for the key. If the key is lost, the adopter will be responsible for purchasing a new one.

MULCH

- Available once per year from the City.
- Please contact us if you would like mulch delivered. We can help you figure out the appropriate amount, and source (bulk delivery or bagged).
- For smaller beds or beds in locations where bulk mulch cannot be dropped, we encourage you to go the bagged route.



REIMBURSEMENTS

- Adopters will be reimbursed up to \$50 for annuals per year.
- Mulch is reimbursed once per year.
- Any other plant/material purchases must be approved prior to the purchase.

REIMBURSEMENT

- Please send your receipts to kylie.platt@como.gov with who the check should be made out to and the best address to mail the reimbursement.
- We strive to make our budget stretch as far as possible and do not want to “re-do” beds at the expense of the City unless necessary.

EQUIPMENT

- Some equipment is available for use at your Adopt-A-Spot with at least a 48 hour notice.
 - wheelbarrows, hand tools, shovels, rakes, etc.
- Equipment is checked out at a first come, first serve basis.
- Supplies will need to be picked up from City Hall (701 E. Broadway) and returned in a timely manner for other volunteer use.

ILLEGAL SIGNS

- Chapter 29 in the City of Columbia Code prohibits the placement of advertisements within the right-of-way of any public thoroughfare with the exception of those signs permitted by this section.
- Advertisements within your Adopt-A-Spot can be removed and placed with waste from your bed.



WASTE FROM YOUR BED

- Weeds and dead plant materials can be dropped off at a City mulch site or bagged for pickup in City provided Adopt-A-Spot bags. Please let us know when bags need to be picked up.
- Please fill the bags no more than 50 pounds and place them at a location that is easy for pickup by a refuse truck (edge of bed or near a street sign).
- Please do not throw weeds or cuttings in the street or along curbs as it pollutes our stormwater system.



BED REVIEWS

- Staff reviews all beds throughout the growing season:
 - Excellent** Bed is weed-free and has appropriate plants; bed is colorful and aesthetically pleasing.
 - Good** Bed has some weeds, needs additional plants and/or dead plants removed.
 - Unacceptable** Bed does not meet the standards of the program; weeds are abundant and needs immediate attention.
- You will receive feedback based on the program expectations, as well as feedback received from the public.
- If feedback is given numerous times without action being taken, the bed will be transferred to a new adopter.



- We want you to succeed and will give you time to maintain your bed.
- If you need assistance, let us know! We are always here to help and have a great team of volunteers.

SIGHT-DISTANCE HAZARDS

- If plant materials are creating a traffic hazard, we will ask you to remove them or cut back.
- For roundabout beds, it is preferred that the plant material does not block traffic view from any direction.
- If the volunteer does not cut back or remove the plants, our staff will remove the hazard.



SAFETY

- Keeping our volunteers safe is a top priority!
- Safety vests are available upon request. Please put them to use if working along a busy street.
- “Caution: Volunteers at Work” signs are also available upon request.

TIPS ON PREPARING FOR WINTER

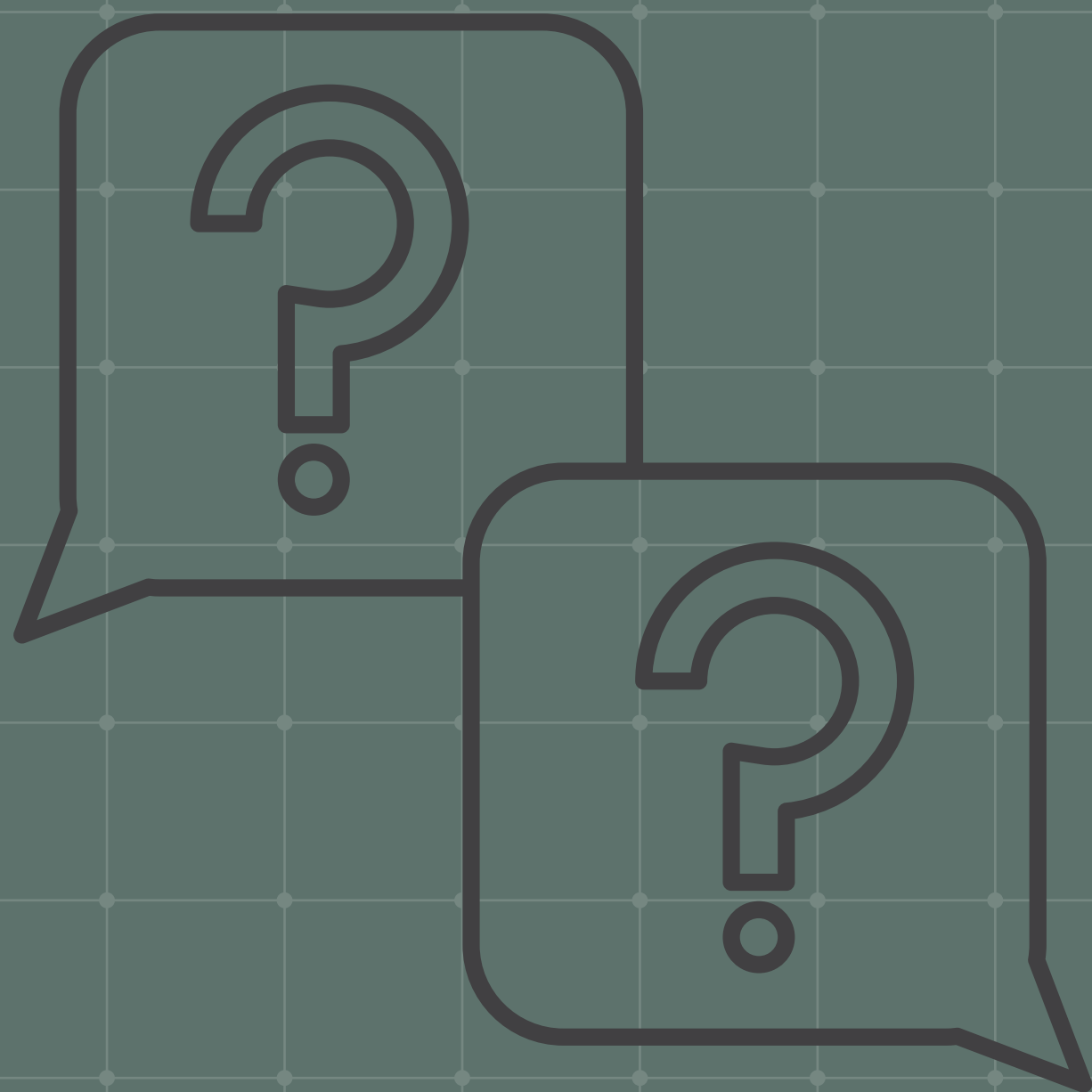
- Cut back dry stems of perennials to soil level after frost.
- Leave ornamental grasses and stems with attractive seed heads for winter interest.
- Pull up any dead annuals.
- Cut off diseased or damaged foliage from evergreen plants and shrubs.
- Please do not leave cutback materials in the bed.
- Plant any fall bulbs before the ground freezes.



MURPHY'S LAW

“If anything can go wrong, it will.”

- Your bed may be driven into, vandalized, plants or materials stolen, or an animal may damage the bed.
- Please don't be discouraged or take these instances personally, it happens!
- We will do what we can to help make it right!



QUESTIONS?

Reach out to Kylie Platt at
kylie.platt@como.gov,
volunteer@como.gov or
573.874.7499!

THANK YOU!

For your commitment to our City by volunteering with the
Adopt-A-Spot Beautification program!