

# Adopt-A-Spot Beautification Program

*Thank you for your work as an Adopt-A-Spot Beautification volunteer.*

*We appreciate all you do to make our city look good!*

*Adopter:*

*Location:*

## **As an Adopt-A-Spot Beautification Partner, I understand that:**

- My commitment as a volunteer plays an important role in our community. My work will be seen by hundreds of citizens and visitors each day and will affect their perception of Columbia.
- The expectation for my Adopt-A-Spot bed is for it to be weed-free and to have color throughout the growing season.
- It is my responsibility to maintain the bed through weeding, watering, mulching and planting annual flowers and bulbs. Maintenance requires on-going care from me, with an investment of time each week or every-other-week during the growing season.
- I will keep safety in mind when working in the bed taking care around traffic and may request the use of safety vests.
- I need to be in touch with the City of Columbia Office of Volunteer Services if my sign is damaged, I need technical advice, help with replacement plants, repairs to the water hydrant in my bed, or to update the contact information for myself or my group.
- I will be asked to provide a record of volunteer hours given to this bed by myself and my group a few times each year. These volunteer hours help the city measure the activities of the program.

## **The City of Columbia will:**

- Provide a sign in recognition for your efforts.
- Provide feedback to you on your bed – both praise on a “job well done” or ideas for improvement.
- Communicate any comments received on your bed from the public.
- Provide information of assistance to adopters through newsletters, e-mail and educational meetings.
- Provide safety equipment (vests and signs) as requested by the adopter.
- Make you aware of any resources available for your bed, including mulch, bulbs, perennials and annual flowers.
- Make an effort to accommodate the needs of you, our volunteer adopter.

## **Your agreement as a volunteer:**

I hereby agree and represent that I will provide volunteer service under the following terms and conditions:

- I will obey all laws, regulations, and the City Program rules when performing as a volunteer.
- I understand that the City is my supervisor, and I agree to abide by all rules, instructions, and directions of my supervisor.
- I understand and am willing to provide service as a volunteer, not a City employee for purposes of workers compensation or liability coverage, without any compensation for my volunteer service.
- I understand that undertaking volunteer service does not create a contract or any kind of employment relationship with the City.
- I agree that all tools and materials received by the City for volunteer service will be used only on the volunteer task and all tools and unused supplies shall be returned to the City upon completion.
- I will not hold the City liable and hereby waive any claim against that City that may arise out of the performance of volunteer service or any other participation in the volunteer program.
- I understand that it is my responsibility to update any address, emergency contacts or other information on file with the City.
- I understand that for certain positions, a background check may be conducted before I am placed as a volunteer with the City of Columbia and I agree to cooperate in the background check.
- I understand that my photo may be taken while volunteering and it may be utilized for promotion of volunteer programs, unless I notify the City of Columbia.

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Adopter Signature

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Date

*Please keep one copy for your file and return the other copy.*