

City of Pittsburgh  
Neighborhood Team Improvement Team



**Adopt-A-Spot  
Volunteer Program**

Parks | Creeks | Drains | Streets | Trails | Plaza | Painting



*You, your family, company, or organization can make a difference in our community.*

For more information call (925) 252-4129  
Or visit: [www.pittsburgca.gov](http://www.pittsburgca.gov)

*Keep Pittsburgh Clean & Beautiful!*

## Adopt-A-Spot Volunteer Program

The City of Pittsburg Neighborhood Improvement Team is seeking volunteers to help maintain parks, creeks, drains, streets, plazas, and trails, as well as assist with painting equipment and buildings within the City. The Neighborhood Improvement Team, in partnership with individuals, neighborhood groups, civic organizations, and local businesses, would like the community to take ownership, responsibility, and pride in these public areas as well as make a visible impact in neighborhoods and reduce pollutants such as trash from entering our waterways and the Delta.

The City and nation are facing difficult times, so it is more critical than ever to assist your local community and commit to cleaning and beautifying areas. Keeping our community and neighborhoods clean helps keep crime down and potentially maintain property values. Every person's actions count.

An Adopt-A-Spot project can include many different types of activities. It may be as simple as picking up stray litter in your local park once a month, or it may be a longer-term project such as weeding, planting, and maintaining a specific area. The Adopt-A-Spot program can accommodate an array of volunteer interests and goals.

### What kind of work is involved?

- Removing litter
- Controlling weeds
- Spreading mulch
- Painting



### City's Commitment:

- Clean up supplies: gloves, bags, pick up tools, first aid kit, etc.
- Safety instructions and safety supplies (as needed)
- Recognition of you and/or your team's commitment on the City's website and for those with proven dedication, an Adopt-A-Spot courtesy sign
- Yard sign for individual/families that adopt the storm drain in front of their house
- Pick-up/Removal of trash, weeds, etc. collected by you

### Volunteer's Commitment:

- Two-year commitment (Businesses & organizations)
- Individuals and families may do one-time projects or commit to a longer-term commitment.
- Adopted "spot" must be cleaned at least 6 times a year.
- Notify City one (1) week prior to clean up event to coordinate resources as well as to make sure all paperwork is on file and current.

### Definitions:

**Project** – from here on in this document the term "Project" will be used to mean any volunteer work performed at an adopted park/spot that may include, but is not limited to: trash pickup, weeding, pruning, and planting.

The Adopt-A-Spot Volunteer Program gives civic minded individuals, neighborhood groups, civic organizations, and local businesses the opportunity to participate in creating a cleaner more beautiful community and to play an active and ongoing role in greening and maintaining our neighborhoods, streets, and parks.

## Adopt-A-Spot Volunteer Program

### Guidelines

To help ensure your organization enjoys a stress-free project and to measure the success of the Adopt-A-Spot Program, the City of Pittsburg's Neighborhood Improvement Team (NIT) has developed the guidelines below. Please pay special attention to the reporting guidelines as they are the only means for the City to track your group's participation (your projects are credited and recorded in your file) as well as the progress of the Adopt-A-Spot as a whole.

#### Eligibility:

- The City reserves the right to accept, decline, or release any volunteer in the program at any time.
- Minimum age requirements are based upon individual volunteer opportunities within the City.

#### Guidelines

- Within your organization, identify the Adopt-A-Spot point person who can:
  - Provide adult supervision for volunteers 14 to 18 years of age.
  - Make available water to participants, have a first aid kit, and a cell phone in case of an emergency.
  - Call the NIT at (925) 252-4129 (or the number provided by staff contact) when your point person/information changes.
  - Work harmoniously with City staff, citizens, and other volunteers.
  - Be dependable in attendance, punctuality, and performance of duties.
- Within your organization, make a schedule of your projects; establish the date, time, and number of volunteers for your projects. Be sure to conduct a cleanup or maintenance day of the adopted area at least 6 times per year.
- The point person will contact NIT at (925) 252-4219 (or the number provided by staff contact) to report the project information/ideas and schedule at least one (1) week prior to the start of the project for approval. Larger projects, such as major planting projects etc., may require more notice for the approval process.
- Prior to the scheduled project, the point person should distribute and review the Project Safety Guidelines and have each volunteer sign a Volunteer Release Form. These forms need to be turned in prior to the event.
- During your project, the point person should ensure that all volunteers follow the Project Safety Guidelines while proceeding to collect all loose litter, debris, and unsightly items.
- Once your organization's project is complete, place any collected material in a pre-designated spot and call after the event to report the location and number of bags (925) 252-4129 or number provided by staff contact).
- Following your project, your group's point person is responsible for calling or emailing the NIT to report the project date, the number of participating volunteers, the number of hours worked, the number of trash bags filled (if any) during the project.



- Volunteer time actually worked should be recorded in hours and minutes rounded to the nearest quarter hour.
- Volunteers in the program will be expected to dress accordingly, taking into consideration the work to be performed, the environment, and safety. No political buttons, union shirts, etc., will be permitted.
- Volunteers should avoid discussing personal problems in public.
- Volunteers may not drive or be transported in city-owned vehicles without prior authorization.
- Volunteers will be oriented and trained, if necessary, by City of Pittsburg's Neighborhood Improvement Team personnel.
- Volunteers requiring an absence shall inform their Adopt-A-Spot point person.
- Volunteer Teams regularly scheduled within the Adopt-A-Spot Program should notify NIT at (925) 252-4129 (or the number provided by staff contact) if unable to report.

Remember to give your volunteers positive feedback and recognition within your organization to help increase participation for the next project!

## Adopt-A-Spot Volunteer Program

### Project Safety Guidelines

Below is a list of suggestions from the City of Pittsburg Neighborhood Improvement Team, Public Works, and Parks & Recreation Departments to help make your project experience a safe one! Have a safety meeting with your Team prior to your project event to review these safety do's and don'ts.

#### Safety DOs:

- Wear gloves and thick-soled, closed-toe shoes.
- Wear long pants and long-sleeved shirts.
- Wear sunscreen and bug repellent.
- Wear a hat when appropriate.
- Dress appropriately for the weather.
- Drink plenty of fluids in extreme temperatures.
- Be aware of your surroundings and the potential hazards associated with them (e.g. passing cars, hazardous tree branches, poison ivy, etc.)
- Always sweep, rake, or shovel glass. Never pick up sharp objects with your hands.
- When possible, stay on or work from the sidewalk. Never walk in the street.
- Request and use reflective vests when working in high traffic areas.
- Cross streets at signals or crosswalks.
- Use the "buddy system", work in teams of two or three to maximize safety.
- Watch your footing on slopes and shorelines and never allow children to work on steep slopes or near shorelines without adult supervision.
- Keep per-moistened towelettes on hand.
- Wash hands with antibacterial soap after the project, especially when dealing with trash pickup.
- Know emergency procedures, such as the location of the nearest emergency facility and how to quickly summon an ambulance or the police (call 911).



#### Safety DON'Ts:

- **NEVER TOUCH NEEDLES!!!** Contact a City staff person to dispose of needles. Bring a flag marker with you to identify the location of any needle(s) that may be found.
- **NEVER TOUCH HAZARDOUS WASTE!!!** Hazardous waste includes toxins (like auto fluids, chemicals or paints) or medical waste. Contact your Team Leader or City staff person to report hazardous waste.
- Do not overstuff trash bags; these can rip, tear, or cause injuries.
- If an item is too large to move, report this information to your City contact (925) 252-4129 (or number provided by staff contact) for pickup by a City crew.
- Do not conduct projects during extremely inclement weather.
- Do not conduct projects near or around construction sites.