



## City of Harlingen Adopt-A-Spot Program

Thank you for your interest in the Adopt-A-Spot program with the City of Harlingen. This packet is to assist you in completing the necessary requirements to ensure a safe and enjoyable event.

The packet includes:

- Adopt-A Spot program details
- Adopt-A Spot application & agreement form
- Waiver & Release of Liability form

In order to begin the process, we will need:

- A legible & completed Adopt-A Spot application & agreement form
- Waiver & Release of Liability form from each participant.

Once we have received all the information,

- You will be confirmed for an adoptable area.
- A sign will be posted at your site of adoption.
- You will be provided with supplies to get you started.
- You will be responsible to submit a report for each cleanup.  
Pictures will be greatly appreciated.

Feel free to contact me directly should you have any questions or concerns regarding the application process at 956-216-5200.

**Juan Leal**  
**Interim Code Enforcement Manager**



## *City of Harlingen Adopt-A-Spot Program*

### *About the program:*

The City of Harlingen's Adopt-A-Spot program encourages citizen participation in beautification projects and litter clean-ups of designated public areas at regular intervals. A spot could be a park, medians, traffic island or city right-of-way. Individuals, organizations, or businesses may agree to keep a designated spot cleared of litter and/or provide beautification for a period of one year. Volunteers clean an adopted spot six times a year for one year, and in return, receive recognition by the City of Harlingen and the community as well. In addition, volunteers have access to cleanup equipment and supplies.

### *Program benefits:*

- A cleaner community
- A sense of community pride and service
- Community Service hours for students and you groups\
- A sign bearing the name of the organization will be placed in the adopted area

### *You can participate by:*

- Litter control
- Beautification/landscaping

### *Everyone can participate:*

- Individuals
- Families
- Youth groups
- Scouts
- Schools
- Business

### *Volunteer responsibilities:*

- Commit to litter control for a minimum of six clean up events during the year.
- Volunteers are required to report on their cleanup and/or beautification
- Volunteers will be required to complete all forms on the Adopt-A-Spot packet prior to taking part in the clean up or beautification event
- Provide the city with names of all volunteers involved
- Follow all guidelines and safety precautions

Please feel free to contact me directly at 956-216-5200 or at 502 E. Tyler, should you have any questions or concerns regarding the program. We look forward to hearing from you

**Juan Leal**  
**Interim Code Enforcement Manager**



**Please Submit to:**  
Code Enforcement Division  
P.O. Box 2207 • Harlingen, TX 78550  
Or drop off at 502 E. Tyler St.

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## Adopt-A-Spot Application and Agreement

Your request will be processed and a Code Enforcement representative will contact you. Your Adopt-A-Spot Agreement will be valid when it is signed by a City representative and returned to you. Failure to perform necessary maintenance duties at your adopted area may result in your name being removed from the sign. If you have any questions or special needs, please call (956) 216-5200.

Name of Group/Individual: \_\_\_\_\_

Primary Contact Person \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

1) Please check type of spot to be adopted:

- Park (name) \_\_\_\_\_
- Median Strip
- Block (curb and sidewalk)
- Traffic island
- Other (please list) \_\_\_\_\_

2) What is the location of your spot (or closest intersection or address)?  
\_\_\_\_\_

3) Approximately how often do you plan to clean the site?

- weekly  monthly  every other month  other: \_\_\_\_\_

4) What services will you provide? (Please check as many as you wish)

- litter pickup  weeding  planting  other \_\_\_\_\_

Describe the scope of your work:  
\_\_\_\_\_  
\_\_\_\_\_

5) Estimated number of people who will be involved? \_\_\_\_\_

6) Generally, what day(s) of the week will you work? Time of day? \_\_\_\_\_

Mon  Tue  Wed  Thu  Fri  Sat  Sun \_\_\_\_\_am/pm to \_\_\_\_\_ am/pm

**I/we agree to the following:**

- To sign and have other volunteers sign the attached waivers.
- To use common sense and follow the practices listed in the attached Safety Sheet.
- To not use power tools
- To return any borrowed tools and supplies as agreed.
- To separate collected materials into recycling and garbage.
- To contact my Code Enforcement representative (see contact information below) for additional supplies if needed.
- To contact Code Enforcement for pick-up of City-issued plastic trash bags. (Please give bag quantity and the closest address to the pick-up location.
- To provide adult supervision at the rate of one adult for every five children between the ages of 10 and 16 years of age. Children must be at least 10 years old to participate in the program.
- We have read and understand all of the program guidelines of this application & agreement and will abide by them and any other requirements of the City of Harlingen for participation in the Adopt-A-Spot program.

**Adopting Group’s Authorized Representative:**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

**Exact wording for Adopt-a-Spot sign**

**Adopted by:** \_\_\_\_\_

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**The City of Harlingen’s Code Enforcement Department agrees to:**

Authorize this Adopt a Spot for a period of no less than one (1) year commencing on:

\_\_\_\_\_

Assist the group in developing a scope of work for the project site.

Loan tools and supplies to the group as necessary.

Pick up City-issued bags from a designated location

The City of Harlingen reserves the right to terminate this Agreement at any time for reasons such as not following through on terms of Agreement, misuse of bags or equipment, etc.

\_\_\_\_\_ Date \_\_\_\_\_  
 Code Enforcement Representative Signature



**Please Submit to:**  
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P.O. Box 2207 • Harlingen, TX 78550  
Or drop off at 502 E. Tyler St.

## VOLUNTEER WAIVER & RELEASE OF LIABILITY

I, \_\_\_\_\_, am voluntarily participating in the City of Harlingen's Adopt-A-Spot volunteer program at \_\_\_\_\_.  
I acknowledge my participation in these events does not come without the risk of injury or harm; I accept this risk, and assume responsibility for all liability and risk associated with my participation.

I agree to hold harmless, release, waive and forever discharge the City of Harlingen, its employees, departments, officers and agents, from any and all claims or demands I may have by reason of any accident, illness, injury, loss, destruction or damage to property, arising or resulting directly or indirectly from my participation in this activity. I further covenant not to bring any legal action against the City of Harlingen, its employees, departments, officers and agents, for any injury, loss or damage resulting from my participation in this activity.

This Waiver and Release is contractual and not a mere recital and applies whether or not injury or loss resulting from this activity is caused by an act or omission of the City, its employees, departments, officers or agents, negligent or otherwise. This Waiver and Release is binding on my heirs, executors, administrators, assigns, and all of my family members, and applies to all losses, whether known or unknown, suspected or unsuspected, related to my participation in this activity.

I hereby grant permission to the City of Harlingen to use photographs of me taken during this activity on its website and in other publications, at the City's sole discretion and without further consideration.

This Waiver and Release was executed on \_\_\_\_\_, 2012 at Harlingen, Texas and is valid for a 12 month period from the date of signing.

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<b>Print Participant's Name</b>	<b>Age (if under 18)</b>	<b>Signature of Participant</b>	<b>Date</b>
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*(If under 18 years old, Parent or guardian must also sign)*

**Signature of Parent or Guardian if participant is under 18**

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Print Parent/Guardian Name

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Signature of Parent/Guardian



**Code Enforcement Division**  
502 E. Tyler St. • Harlingen, TX.  
956-216-5200

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## **VOLUNTEER SAFETY SHEET**

### **General Safety**

- Wear appropriate footwear, clothing and eye protection when necessary.
- Wear sunscreen and a hat if necessary.
- Drink lots of water.
- Call 911 for emergencies.
- Always sweep, rake or shovel glass. Never pick up sharp objects with your hands.
- No pets allowed at the clean-up site.
- No alcohol is allowed while you are on site and participating in the program.
- **DO NOT USE POWER TOOLS!**

### **Traffic Safety**

- When possible, stay on the property and sidewalk. Please do not walk in the street.
- When working in or around a gutter, work from the sidewalk.
- If working near traffic, wear a bright reflective work vest or bright colored clothing. Place safety cones in the area you will be working.
- Cross streets at signals or crosswalks, not mid-block.
- Do not park personal vehicles where they may obstruct traffic.

### **Hazardous or Medical Waste**

- NEVER TOUCH HAZARDOUS OR MEDICAL WASTE! Hazardous waste includes batteries, toxins (like auto fluids, chemicals or paints) or pesticides. Medical waste includes syringes and hypodermic needles.
- Contact your team leader or City staff person to report hazardous or medical waste.

### **Tool Safety**

- Carry tools carefully to avoid injuring others or damaging property.
- Always use the right tools for the right job. Ask a team leader or City staff if you are unsure.
- Never allow children to play with or to use sharp tools.
- Always keep your tools close to you.
- Clean your tools before you return them
- Count your tools before and after an activity/clean-up



## Code Enforcement Division

502 E. Tyler • Harlingen, TX.  
956-216-5200

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### ADOPT-A-SPOT CHECKLIST

#### Before your event:

- Plan your cleanup ahead of time.
- Contact Code Enforcement at 956-216-5200 to advise of your cleanup date.
- Pickup your tools and supplies at least 48 hours before your cleanup. The City of Harlingen will provide safety vests, trash bags and safety cones.

#### During your event:

- Go over the safety guidelines with all members of your group—designate a safety monitor.
- Place all trash bags in one location for easy pickup by the trash truck; do not place on the street.
- Be safe and enjoy yourself.

#### After your event:

- Fill out the activity report form, and then drop it off when you return your tools.
- Include a list of all volunteers and the date and time worked.



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## ADOPT-A-SPOT Litter & Beautification Report

Name of Group: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact #: \_\_\_\_\_

Date and Location of Cleanup: \_\_\_\_\_

Number of Volunteers Present: \_\_\_\_\_

Number of Bags of Litter Collected: \_\_\_\_\_

Number of Recycle Bags Collected: \_\_\_\_\_

Other Activities Performed or  
Beautification: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Problems, Concerns or  
Suggestions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_