City of Flagstaff

Dear Volunteers,

Thank you for your interest in the Adopt-a-Park/FUTS Program. Adopt-A-Park and Adopt-A-FUTS (Flagstaff Urban Trail System) are programs in which local volunteers clean up litter in designated areas of our City. The City of Flagstaff is proud to work with countless groups/organizations and businesses on cleaning our public parks and trails. Adoption can take place at most City maintained parks and trails in Flagstaff. In recognition of your commitment and service a sign will be displayed at your adopted area. The sign will be ordered and installed after the first cleanup in the park or on your section of trail has been completed.

The City of Flagstaff will provide litter bags, litter grabbers, gloves and safety vests. Volunteers are required to perform ***a minimum of six (6) cleanups per year*** of their adopted park or trail. The cleanup of your adopted area must be scheduled to take place no more than one week prior to the bulk collection date in the area. If you choose to perform the cleanup outside of the bulk collection date for the area, you will be responsible for disposal of the collected litter. Bags must be placed next to the roadside nearest to the entrance of the park or trail. It is very important to keep us informed of the dates for your cleanups. We make an effort to visit during cleanups to take pictures of your group which may be placed on our website. We also keep an accurate account of your groups' cleanup activity.

Included in this document are the safety guidelines, the 2012 bulk pickup schedule for the City of Flagstaff, a volunteer information form and service agreement. The volunteer information and service agreement forms need to be completed and signed. Please return forms by mail, email or fax.

We look forward to working with your group/organization. Please feel free to contact me if you have any questions. Thank you for helping to keep Flagstaff beautiful and litter free!

Sincerely,

Tammy Bishop, Environmental Code Technician
tbishop@flagstaffaz.gov, *(928) 213-2148, fax (928) 213-2609*

INFORMATION FOR VOLUNTEERS

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Please distribute the following Safety Guidelines to all volunteers or take time to communicate this information to all volunteers on the day of your cleanup.

Safety Guidelines

The following are safety recommendations to follow during your cleanup effort:

- Wear a hat for sun protection
- Wear gloves
- Wear boots or closed-toe shoes
- Wear sunscreen
- Drink plenty of water or other liquids
- Use marked crosswalks or cross streets at intersections only

Important Safety Information for Participants:

- Use caution when working along public streets, limit crossing the street too often and work facing oncoming traffic.
- Don't go beyond your designated clean up boundaries. Stay out of storm drains and culverts and other hazardous structures.
- Do not trespass on private property. Stay within your designated cleanup area.
- Be careful when working around construction debris, vehicles, bike lanes, insects, animals, steep slopes and sharp rocks.
- Never pick up any item that you do not feel comfortable collecting.

Children must be supervised at all times!

Take a few minutes to explain the safety rules to children, especially rules about crossing the street and explain what items should NOT be picked up. *The work involved may be too difficult for children under the age of 10 years.* An adult must be responsible for children throughout the duration of the cleanup. We suggest that you have a **First Aid Kit** on hand for small emergencies.

Call **911** if anyone is seriously injured

Other Helpful Suggestions:

- Designate a place to meet prior to the cleanup to provide safety instructions and to distribute trash bags, gloves, vests and litter grabbers. Vests and litter grabbers are available by request and must be returned ASAP after the completion of the cleanup.
- Review the safety guidelines with all participants.
- Identify target areas and announce the boundaries of your Park/FUTS to all participants.
- Explain where to place bags of collected trash.
- Determine who is responsible for child participants.
- Describe what types of litter should be collected (see instructions below).
- SET A TIME FOR YOUR CLEANUP TO END. Have all volunteers meet back at a pre-determined area to report any problems and to assure that all litter bags have been placed in the proper locations.

Do Collect:

- Paper of any type, including newspaper
- Fast food bags, packaging, cups & straws
- Any other non-hazardous items
- Broken glass
- Any sharp items including wood with nails
- Green waste; leaves, limbs or weeds

Do Not Collect:

- Hypodermic needles, medical waste or condoms*
- Large items too heavy to carry
- Oil, pesticides, other hazardous liquids*

Group leaders should be notified if any of these items are found and locations of these items should be reported to the City contact listed.

Trash bags, litter grabbers and gloves are available through the Environmental Code Enforcement Program. Vests and grabbers must be signed out and returned ASAP. Prior to the clean up supplies will need to be picked up at Community Development front counter located at City Hall Lobby, 211 W. Aspen Ave. Call 213-2148 or email: tbishop@flagstaffaz.gov to arrange a date/time to pick up your supplies.

Recycling is encouraged! If you wish to collect recyclables, please place the items in a separate marked bag and transport them to the Material

Recovery Facility located at 1800 E. Butler. Hours of operation: M-F 7:30 – 4:30, Sat. 8-12. To view a list of acceptable items visit *flagstaff.az.gov/recycle*

Litter Bag Collection for cleanups:

Please plan your clean up day to coincide with the Bulk Collection Schedule (refer to attached schedule). All litter bags must be securely closed, tied and placed in a near the park or trail entrance for collection. Concentrate the bags of litter into two to three piles of bags instead of leaving the bags spread over the entire area. This will make collection easier for the Solid Waste division. DO NOT leave litter bags on sidewalks, near fire hydrants, next to mailboxes or blocking driveways. Select an area that is mid-block, NOT at an intersection. When the cleanup is complete; call 213-2148 or email *tbishop@flagstaffaz.gov* to report locations of the litter bags and to provide the following cleanup details:

- Group name.
- Date of cleanup.
- Number of volunteers.
- Number of hours spent cleaning the Park/FUTS.
- Number of bags of litter collected, trash and recycling.

Helpful Numbers to call for assistance:

Medical waste:	Coconino County Health Department, 226-2710
Animal Carcasses:	Solid Waste Division, 774-0668
Graffiti:	Flagstaff Police Department, 774-1414
Hazardous Waste:	Hazardous Products Center, 527-9005
Recycling Info:	Norton Environmental, 556-9900 *(7 a.m. – 4:30 p.m. M-F)*
Parks Dept:	774-2868
FUTS:	Flagstaff Urban Trials System, 226-4850

2013 BULKY SCHEDULE

Bulk Crews begin pick up on the dates below and will continue throughout the week in each section.
Glass pickup is the Wednesday of your Bulk Pickup week.

BULK ITEMS INCLUDE:
- Limbs 6-8ft long & less than 10" in diameter
- Extra Household Trash - Bagged, Boxed or Bundled
- Yard Debris - Bagged, Boxed, or Bundled under 50lbs
- Furniture - neatly stacked at curb

Items NOT included in Bulk Trash:
- Appliances - (928) 213-2110
- Construction Material - (928) 213-2110
- Hazardous Waste - (928) 527-9005
- Tires - (928) 526-2735

CHRISTMAS TREE PICKUP WILL BE JANUARY 7th - 11th

SECTION 1 START DATES

21 - Jan	12 - Aug
18 - Feb	9 - Sep
18 - Mar	7 - Oct
22 - Apr	4 - Nov
20 - May	2 - Dec
17 - Jun	30- Dec
15 - Jul	

SECTION 1 NEIGHBORHOODS

Cheshire • Cherry Hill • Coconino Estates • Flagstaff Townsite
Kinlani Estates • Linwood Heights
Lockett Meadow • Malapais Estates
Mountain View • Mt. Elden Park
Northridge • Pine Crest
Switzer MH Park • Switzer Mesa
Valley Crest

SECTION 2 START DATES

28 - Jan	24 - Jun
25 - Feb	22 - Jul
25 - Mar	19 - Aug
1 - Apr	16 - Sep
29 - Apr	14 - Oct
27 - May	11 - Nov

SECTION 2 NEIGHBORHOODS

Christmas Tree • Grand View
Mobile Haven • Paradise Hills
Pine Park Manor • Shadow Mountain
Siler Homes • Skyline • Sunnyside
Swiss Manor
Upper & Lower Greenlaw

SECTION 3 START DATES

4 - Feb	26 - Aug
4 - Mar	23 - Sep
8 - Apr	21 - Oct
6 - May	18 - Nov
3 - Jun	16 - Dec
1 - Jul	
29- Jul	

SECTION 3 NEIGHBORHOODS

Fox Glenn • Elk Run • Sinagua Heights
Evergreen • Tanglewood
Sunridge • Canyon Country Club
Coconino Country Club • Jo Don
Continental Country Club • Smokerise
Lakeside Acres • Amberwood
Walnut Ridge • Walnut Meadows
Timberview Village

SECTION 4 START DATES

14 - Jan	5 - Aug
11 - Feb	2 - Sep
11 - Mar	30 - Sep
15 - Apr	28 - Oct
13 - May	25 - Nov
10 - Jun	23 - Dec
8 - Jul	

SECTION 4 NEIGHBORHOODS

Pine Knoll • Bow & Arrow • Old Town
Equestrian • Bennett Estates
Westglen MH Park • Frontier Homes
West Village Estates • Aspen Trails
Woodlands Village
Westwood Estates • Boulder Pointe
Railroad Springs • Ponderosa Trails • Foxwood
Pine Canyon • University Heights
University Terrace • Rio Homes
Wildwood • Lake Mary Estates

Please remember, we work holidays and snow days with the exception of Christmas and New Years. If it snows, we will still be on a regular schedule.
Please make sure your bulk items are visible.
Bulk items may not be placed curbside more than ONE week prior to scheduled date.

Adopt-A-Park/FUTS Volunteer Information

Group/Organization Name adopting:
_____ Park or FUTS
(Circle one)

I/We agree to perform a minimum of **six (6) cleanups** per calendar year of our adopted Park or FUTS. *If my group/organization is unable to fulfill our commitment we understand that the partnership may be terminated.*

Signed: _____Date: ____/____/____
(Signature of Group Representative or Person adopting Park or FUTS)

Park/FUTS Adopted _____

Contact Name _____

Phone _____ Email _____

Mailing Address _____

City _____ State _____ ZIP _____

Bulk Section # (see attached) _____ Avg. Number of Volunteers_____

Additional information: (please print legibly the desired Group/Organization name for placement on the sign, do not include phone number or email address)

_____

City Use Only

Date Appl. Rec'd: ___/___/___ Date of first cleanup: ___/___/___
Work Order Submitted: ___/___/___ Parks Approval: Y N ___/___/___
Sign Ordered: ___/___/___ Install Date: ___/___/___
Sign Location: _____
NOTES:
_____
_____
_____
_____

VOLUNTEER SERVICE AGREEMENT
With the
CITY OF FLAGSTAFF

This agreement is entered into this _____day of _____20_____by and between the City of Flagstaff (City) and _____Volunteer (Group/Organization).

WHEREAS, the CITY has instituted an Adopt-A-Park/FUTS Program to encourage and obtain volunteers support from civic-minded entities and individuals for the improvement or maintenance of City street medians right-of-ways, trails and Parks; and

WHEREAS, VOLUNTEER desires to "adopt" a Park or FUTS Trail section by voluntarily providing certain services;

NOW, THEREFORE, the parties agree as follows:

1. VOLUNTEER shall provide the following services: _____ _____at the following location(s) _____ _____.

2. In recognition of the VOLUNTEER, the CITY shall install a sign in the Park or FUTS Trail section which has been adopted by the VOLUNTEER and that the VOLUNTEER continues to contribute his or her services to the CITY.

3. The CITY shall provide all VOLUNTEERS with safety gloves which shall be worn at all times by the VOLUNTEER while performing the agreed upon services.

4. Either the CITY or the VOLUNTEER may terminate this agreement at anytime by notifying the other party,

5. The VOLUNTEER agrees that the performance of the services specified in this Agreement will in no way confer a VOLUNTEER the status of a City Employee.

6. VOLUNTEER UNDERSTANDS THAT PERFORMANCE OF THE SERVICES SPECIFIED IN THIS AGREEMENT MAY INVOLVE SOME RISK OR INJURY TO THE VOLUNTEER. VOLUNTEER AGREES TO ASSUME THE RISKS WHICH ACCOMPANY THE PERFORMANCE OF THE VOLUNTEER SERVICES AND WILL MAKE NO CLAIM OF ANY KIND AGAINST THE CITY, ITS AGENTS OR EMPLOYEES FOR ANY INJURIES WHICH MAY ARISE FROM THE PERFORMANCE OF THE VOLUNTEER SERVICES.

7. VOLUNTEER agrees the defend, indemnify and hold the CITY harmless from any claims, actions or other proceedings which may be brought against the CITY, its agents or employees arising from the VOLUNTEER performance of the services in this Agreement.

THE UNDERSIGNED HAVE FULLY READ AND UNDERSTAND THIS AGREEMENT:

Signature *(Group/Organization representative):* _____

Contact Name (please print):_____

Group/Organization Name:_____Telephone: _____

Members: _____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____