

# **“ADOPT-A-PARK” PROGRAM**

Steelton Borough

Program Booklet



May 2017

## **Table of Contents**

Policies and Procedures. . . . .	2
Policies and Procedures . . . . .	3
Adoption Application (A) . . . . .	4
Adoption Agreement (B) . . . . .	6
Sign Request (C) . . . . .	8
Safety Guidelines (D) . . . . .	9
Event Summary (E) . . . . .	10

## **Adopt-a-Park Program - Policies and Procedures**

Steelton Borough, Public Works Department

July 2016

### **Program Overview**

Those who reside and work in the Steelton Borough desire an environment that is clean and attractive. A litter and trash-free borough attracts residents, businesses and tourism which contribute to a prosperous and vibrant community. The Borough administers and provides a number of services to keep the community clean and attractive including:

1. A comprehensive residential waste and recyclable materials collection program provided by Republic Services.
2. A street sweeping program that runs eight months out of the year.
3. Routine property inspections with an aggressive enforcement policy to eliminate the accumulation of trash and litter on properties.
4. Sidewalk litter and recycling containers maintained by the Borough or adopted by businesses and residents.
5. Provide supplies to organization that volunteers to collect litter along public streets, rights-of-way and property.

Although these initiatives contribute to a reduction in litter, accumulation of trash continues due to carelessness of those who live, work and visit our Borough.

The "Adopt-a-Park" program is an additional initiative that also relies on organizations and their volunteers. This program is intended for organizations that want to participate on a more regular basis to monitor and maintain a specific park in the Borough. Organizations sign up to clean a specific park in the Borough at least four (4) times per year and more often as needed. Groups work directly with the Public Works Department and the *Adopt-a-Park* Coordinator to organize cleanups and arrange for the Borough's removal of debris and litter gathered during scheduled *Adopt-a-Park* collections. The Borough will provide supplies including trash bags, gloves and safety vests.

Participating organizations will be recognized for their contribution through the placement of two (2) *Adopt-a Park* signs installed at the park that the organization "adopts." The organization will also be publically recognized annually by the Mayor at a reception prior to a December Borough Council meeting.

The Adopt-a-Park program seeks organizations that would like to make an on-going commitment to clean and beautify streets and neighborhoods.

Organizations include:

- Businesses
- Churches
- Non-Profits
- Community Organizations
- Social Clubs

### **Policies and Procedures**

1. **Application Process.** The organization shall identify a representative(s) to serve as the primary contact person who will meet with The Adopt-a-Park Coordinator to review program requirements and identify the park that the group would like to adopt. The organization/individual will complete the “Adopt-a-Park Application” (A), the “Adopt-a-Park Agreement” (B), and the “Adopt-a-Park Sign Request Form” (C). The Borough will execute the agreement and after the first two (2) cleanups have been successfully completed will install signs identifying the park as being adopted.
2. **Collection Schedule.** The organization will provide the Borough with dates that litter collections will be held in order to track progress. Although litter collection is normally done away from traffic, advanced notification will allow the Borough to alert police and other Borough officials about the activity.
3. **Supplies.** The Borough will supply gloves, bags and safety vests for participants. Since this is an ongoing effort, the organization is encouraged to reuse gloves and vests as much as possible.
4. **Disposal of Litter.** The Borough will identify with the organization specific locations where bagged litter will be placed for the Borough to promptly collect and dispose of it after each collection event. Alternatively, the organization may arrange for small amounts of bagged litter to be set out for collection through the Borough weekly residential trash collection program or at the organization or participant’s place of business.
5. **Work Safely.** Participants must follow the guidelines listed on the “Adopt-a-Park Safety Guidelines” (D). The work of volunteers should be a positive experience, but dealing with trash and litter in public areas has risks which the volunteers assume individually and personally. Safety of volunteers is crucial.
6. **Report Results.** Reporting volunteer hours and the amount of material collected is a key part of measuring success. Organizations should complete and submit the “Adopt-a-Park Event Summary” (E) after each event.

### **Public Recognition**

Participating organization will be recognized for their contribution through the placement of two (2) *Adopt-a Park* signs installed at either end of the park the organization/individual agrees to "adopt." The organization will also be publically recognized annually by the Mayor at a Borough Council meeting with a reception prior to the Council meeting in December.

### **Leadership Changes and Discontinuing Adoption**

The Borough recognizes the time required to volunteer for litter collection can be significant. The primary contact person must notify the Borough and update records if there is a leadership change. If the organization desires to discontinue the adoption, the primary contact person should notify the Borough’s *Adopt-a-Park* Coordinator and the agreement will be terminated and signs removed.

### **Removal of Signs Due to Negligence**

If the Borough observes lack of activity at a park or recognizes that an adopted park is not being cleaned, the Borough shall:

- Notify the organization's primary contact in writing that the organization is not responsibly cleaning the park.
- Provide the organization seven (7) business days to clean up their adopted park and provide a corresponding Event Summary form.
- Failure to clean up the park within seven (7) business days of written notice will result in the removal of signs at the adopted park by action of Steelton Borough Council.

**DISCUSS SEGINA'S SUGGESTIONS AT NEDC**

**Adopt-a-Park Application (A)**

**Contact Information**

Name of Organization: \_\_\_\_\_

Adopted Park : \_\_\_\_\_

Organization Address: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Phone (mobile) \_\_\_\_\_ Email \_\_\_\_\_

**Collection Schedule:** Year: \_\_\_\_\_

Dates of Collection Events	Collection 1	Collection 2	Collection 3	Collection 4	Collection 5 (Optional)
Times of Collection Events					

**Supply Inventory**

Type of Supply	Quantity Provided by Borough	Quantity Used	Quantity Unused and Held for Future Use	Quantity Returned
Trash Bags (Dark)				
Trash Bags (White)				
Safety Vests				
Work Gloves				

**Litter Disposal Arrangements**

1. Litter Disposed with Organization/individual's Trash: Address \_\_\_\_\_
2. Litter Disposed with a Volunteer's Trash: Address \_\_\_\_\_

3. Litter Collected by Borough with arrangements with Adopt-a-Park Coordinator: Identify drop points and explain arrangements:

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**ADOPT-A-PARK AGREEMENT (B)**

**BY AND BETWEEN BOROUGH OF STEELTON**, 123 North Front Street, Steelton, Pennsylvania 17113 (hereinafter referred to as **BOROUGH**) and

\_\_\_\_\_, with its address at  
(Organization/individual or Individual Name)

\_\_\_\_\_,  
(Street Address) (Borough) (State) (Zip)

hereinafter referred to as **ORGANIZATION/INDIVIDUAL**.

**WHEREAS**, in order to clean **BOROUGH** parks of litter and to improve the environment, the **BOROUGH** has established an anti-litter program known as Adopt-a-Park program (hereinafter referred to as **PROGRAM**) in which volunteer groups adopt a **BOROUGH** park: and

**WHEREAS**, **ORGANIZATION** desires to participate in the **BOROUGH PROGRAM** and the **BOROUGH** desires to provide certain materials and information to **ORGANIZATION/INDIVIDUAL**.

**NOW, THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:**

The above recitals are incorporated into the body of this Agreement.

1. **ORGANIZATION/INDIVIDUAL** adopts a **BOROUGH** street, or portion thereof, or public area as set forth in the “Adopt-a-Park Application” (A), which is attached hereto and made a part hereof, for a period of one (1) year beginning on the date of this Agreement.
2. **BOROUGH** will provide safety materials for use by **ORGANIZATION/INDIVIDUAL**.
3. All activities must be conducted between one (1) hour after sunrise and one (1) hour before sunset.
4. **ORGANIZATION/INDIVIDUAL** should conduct safety orientation meetings to review, at a minimum, the “Adopt-a-Park Safety Guidelines” (D) which is attached hereto and made a part hereof.
5. **ORGANIZATION/INDIVIDUAL** agrees to comply with the safety recommendations set forth in “Adopt-a-Park Safety Guidelines” (D).
6. **BOROUGH** will supply **ORGANIZATION/INDIVIDUAL** with adequate numbers of gloves, safety vests and plastic trash bags as needed.
7. **BOROUGH** encourages **ORGANIZATION/INDIVIDUAL** to separate materials designated for recycling or special handling.

8. **ORGANIZATION/INDIVIDUAL** should conduct litter pick up a minimum of four (4) times per year.
9. **ORGANIZATION/INDIVIDUAL** should give BOROUGH at least one (1) weeks' notice of any scheduled collection event.
10. **ORGANIZATION/INDIVIDUAL** shall arrange with BOROUGH to either pick up filled litter bags, dispose of bags with ORGANIZATION trash service, or dispose of bags at a volunteer's residence that is serviced by the BOROUGH's residential trash contract.
11. **BOROUGH**, at its cost, will provide, install, maintain, two (2) recognition signs noting the PROGRAM and ORGANIZATION name at the park being adopted, or within view of a public park being adopted.
12. **ORGANIZATION/INDIVIDUAL** hereby indemnifies, saves harmless, and if requested will defend BOROUGH, their officials, officers, employees and agents from and against all claims, suits, or actions for injury, death, or property damage arising from the exercise of the obligations assumed by ORGANIZATION under this Agreement.

This Agreement constitutes the entire understanding between the parties.

The parties to this Agreement intend to be legally bound hereby.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2017

BOROUGH OF STEELTON

\_\_\_\_\_  
 President, Steelton Borough Council

\_\_\_\_\_  
 Name/Title of Organization/individual Representative (Print)

\_\_\_\_\_  
 Signature of Representative



**Adopt-a-Park Sign Application (C)**

**July 2017**

Organization/individual Name: \_\_\_\_\_

The Borough will provide two (2) standard 18" x 12" signs to recognize the volunteer efforts of the Organization.

The sign will be blue with white lettering. The sign will have three (3) lines and will read "Adopt-A-Park" on the first line, "Sponsored By" on the second line, and the name of the Organization/individual on the third line.

Depending on number of letters in the organization name, the Borough reserves the right to modify and/or abbreviate the name based on available space. The organization and Borough will agree to any name modifications that are both practical and convenient.

The following is the name/wording requested by the Organization to be printed on the sign:

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(Please print legibly)

Sign request form shall be sent to Adopt-A-Park Coordinator.

### **Adopt-a-Park Program Safety Guidelines (D)**

The Adopt-a-Park Program promotes responsible behavior and a cleaner, more attractive Borough. All participants are asked to keep this goal in mind when conducting cleanups. Collecting trash and litter in a public area can pose safety hazards. The Borough requests that all volunteers adhere to the following recommendations and that the primary contact/leader review this information prior to beginning a collection event.

1. **DON'T** pick up litter in construction or maintenance sites.
2. **DON'T** pick up materials that appear to be hazardous (medical waste, sharps, blood borne materials, used motor oil, lead paint cans, propane cylinders used for outdoor grills, medicine boxes, masks, rubber gloves, drug-related paraphernalia, etc.). Contact the Adopt-a-Park Coordinator to report any hazardous materials or unknown waste.
3. **DON'T** pick up any firearms or explosive devices. If you find any items like this, please contact the Steelton Borough Police Department at 717-939-9841.
4. **DON'T** do anything that will distract passing drivers, pedestrians or other volunteers.
5. **DON'T** participate in litter pickups while under the influence of drugs and/or alcohol.
6. **DON'T** wear music headsets that would prevent you from listening to your surroundings or distract you from communicating with others.
7. **DON'T** attach signs or miscellaneous items to your Adopt-a-Park sign.
8. **DO** wear long sleeve shirts, long pants, hard-soled shoes and work gloves.
9. **DO** stay with your group within the park and out of traffic.
10. **DO** be careful when handling broken glass and other sharp objects. Place these in boxes or in bags to prevent them from puncturing the bag and injuring others.
11. **DO** work in small groups, keeping children under 12 years old with adults at all times.
12. **DO** have a first aid kit available and make sure everyone knows its location.
13. **DO** work only during daylight hours and in fair weather.
14. **DO** avoid animals and/or noxious weeds.

**Adopt-a-Park Event Summary (E)**

Name of Organization: \_\_\_\_\_

Adopted Park: \_\_\_\_\_

Collection Event Cleanup Date: \_\_\_\_\_ Time: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Bags collected: Litter \_\_\_\_\_ Recyclables \_\_\_\_\_

Other items collected: \_\_\_\_\_

Bags/Trash Pick-Up Location or Disposal Method: \_\_\_\_\_

Estimated weight collected: Litter \_\_\_\_\_ Recyclables \_\_\_\_\_

Hours Worked: \_\_\_\_\_ X Number of Volunteers: \_\_\_\_\_ = Man-Hours Worked: \_\_\_\_\_

**SUPPLY INVENTORY**

Type of Supply	Quantity Provided by Borough	Quantity Used	Quantity Unused and Held for Future Use	Quantity Returned
Trash Bags (Dark)				
Trash Bags (White)				
Safety Vests				
Work Gloves				
Other				

Please return form after each Collection Event or annually to:

Douglas E. Brown  
123 North Front Street  
Steelton, PA 17113  
Phone: 939-9842 (ext. 5003)  
Email: [dbrown@steeltonpa.com](mailto:dbrown@steeltonpa.com)