



## Adopt-A-Spot Program Application

Name of Group/Individual: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Primary Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

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

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

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

1) Type of group (check one):  Civic/Non-profit;  Business;  School;  Scouts;  Individual;  Family;  
 Fraternity/Sorority;  Church;  Governmental Agency;  Other (please list below)

2) Please check type of spot to be adopted:  Park;  Trail;  Creek;  Other (please list below)

3) Specific location/boundaries/area/description of spot to be adopted:

4) List the tasks your group is interested in performing at your adopted spot:

5) Estimated number of people involved: \_\_\_\_\_ 6) Desired start date: \_\_\_\_\_

7) Exact wording on sign: \_\_\_\_\_

8) May we list you or your group on the City's website?  Yes  No

9) May we post pictures submitted/taken of volunteers on the City's website/social media?  Yes  No

For questions or to submit an application:

City of Leon Valley  
Adopt-A-Spot Program  
6400 El Verde Road.  
Leon Valley, TX 78238  
(210) 684-1391 Office  
(210) 684-4476 Fax

**Your application will be reviewed by Leon Valley staff and you will be notified if your spot is approved. If your spot is not approved, staff will work with you to find a suitable alternative spot to adopt. Thank you for your interest and participation in Leon Valley's Adopt-A-Spot Program!**



## Leon Valley Adopt-A-Spot Program

### **Mission statement:**

This program is a joint effort between our city and residents and/or groups to help keep our right-of-ways and neighborhoods clean and beautiful.

### **About the program:**

The Leon Valley Adopt-A-Spot program allows our residents, businesses, clubs and organizations to express their pride and commitment to the community by participating in beautification projects and litter pick-ups of designated public areas. A spot could be a park, trail, road, creek, public grounds, right of way, or City entryway monument sign or other sites prone to litter. Individuals, organizations, or businesses (large or small) may adopt a section within the city limits to be determined by agreement of the Adopters and the City of Leon Valley. Adopter may agree to keep a designated spot cleared of litter for one (1) year and a designated project/spot may be renewed upon approval. Special projects are always welcomed for consideration.

As form of appreciation the City will install a sign with the names of program participants or organization in their adopted area for as long as they are members of the program. Program participants will also be listed on the City's website along with the spot that has been adopted. At the end of the year during a Council Meeting, program participants will receive a certificate of appreciation/recognition from the City, signed by the Mayor. If the participant desires to keep the adopted spot, the project may automatically renew.

### **Program benefits:**

- A better place to work, live and play for all
- Litter pick-up should increase property value
- Decrease crime
- Cleaner community
- A cleaner and more beautiful place to do business
- Recognition by the City of Leon Valley
- Community service credits for individuals, youth groups and other organizations

### **You can participate by:**

- Litter control
- Tree, shrub or flower planting
- Beautification/landscaping

### **Everyone can participate (minors must have adult supervision):**

- Individuals
- Families
- Youth groups
- Scouts
- Colleges, Schools and affiliated clubs (Intergovernmental Agreements required for state supported Colleges and Schools)

- Governmental agencies (Intergovernmental Agreements required)
- Businesses
- Civic and non-profit organizations
- Churches and religious groups (Proselytizing is not allowed)
- Fraternities and sororities
- Combinations of the above

**Program guidelines:**

- Adopt-A-Spot is a voluntary program to involve citizens and businesses in maintaining and beautifying the City of Leon Valley.
- Most spots within the city limits that are not currently maintained by an adopter may be adopted.
- All locations must be approved by the City of Leon Valley.
- Select a spot appropriate for the capabilities of your group.
- Maintain commitment of one (1) year.
- Pick up litter and maintain your site at least six (6) clean-ups (minimum). One clean-up every other month.
- Weeding or beautification efforts, if applicable, must be performed as frequent as possible to maintain a groomed presence.
- The City of Leon Valley will be responsible for supplying trash bags for the group in the clean-up of their adopted area. Participants may obtain other required supplies such as gloves; vests etc. from the City-Public Works Department during business hours and days and must return supplies within one week following each cleanup. Participants may use their own supplies as well.
- If possible, litter should be separated from recyclable materials and disposed of appropriately.
- Participants must contact City Public Works when collecting large objects, large amounts of litter or when a problem arises in adopted area so that Public Works assists.
- Any improvements to the spot (plants, flowers, etc...) must be approved by the City of Leon Valley. Contact our office for more details.
- Periodic submission of photos is required to reflect the group maintaining the spot.
- **The City of Leon Valley reserves the right to make changes to these guidelines as it determines to be necessary or desired.**
- Release of Liability and Waiver required.

**Your commitment:**

- Adoption length is for a one-year (1) period.
  - ✓ Adopt-A-Spot for litter control requires a minimum of six (6) clean-ups.
  - ✓ Adopt-A-Spot for beautification and landscaping requires that the area be maintained properly.
- Participants are required to report every other month (6 clean-ups minimum) on their clean-up and/or beautification activities so that information may be used for various reports and analysis.

## Safety guidelines:

### DO'S

- Maintain a first-aid kit and adequate drinking water while working on public property.
- If participants are 17 years of age or under, an adult must be present.
- Prohibit possession or consumption of any alcoholic beverage or any other drugs, prescription or otherwise, unless medically necessary.
- Wear gloves and thick-soled, closed shoes.
- Wear long pants and long-sleeved shirts.
- Wear safety vests or bright-colored clothing for roadside cleanups.
- Wear sunscreen and bug repellent.
- Drink plenty of fluids in extreme temperatures.
- Be aware of your surroundings and the potential hazards associated with them (passing cars, hazardous tree branches, poison ivy, bees etc.)
- Use the "buddy system" working in teams of two or three facing oncoming traffic to maximize safety.
- Keep pre-moistened towelettes on hand.
- Wash hands with antibacterial soap after each cleanup.
- Know emergency procedures, such as the location of the nearest emergency facility and how to quickly summon an ambulance or the police.

### DONT'S

- Perform any activities outside of your physical capabilities.
- Use power tools or motor-driven equipment
- Pick up hazardous materials such as hypodermic needles, sharp object, old car batteries, animal carcasses or other unidentified, questionable objects.
- Overstuff bags.
- Attempt to move large objects. Report them to Leon Valley Public Works.
- Schedule cleanups during peak pedestrian or traffic hours.
- Conduct cleanups during extremely inclement weather.
- Conduct cleanups near or around construction sites.
- Allow minor children to participate in cleanups.

## Public areas that can be adopted:

- Adopt-A-Park (litter, beautification/landscaping, site amenities)
  - ✓ Raymond Rimkus Park
  - ✓ Large pavilion and picnic areas and the playground
  - ✓ Athletic fields: tennis and basketball courts, softball and volleyball fields and large parking lot
  - ✓ Community Garden and small pavilion
  - ✓ Leon Valley Community Pool
  - ✓ Forest Oaks Swimming Pool
  - ✓ Green area outside Community and Conference Centers
  - ✓ Community and Conference Center parking lots
  - ✓ Huebner-Onion Natural Area Park

- ✓ Huebner-Onion Historical Home
  - ✓ Leon Valley gravesite
  - ✓ Silo park
  - ✓ Old Mill Park
  - ✓ The Ridge Park
  - ✓ Forest Oaks Monuments
  - ✓ Grass Valley Street Island
- Adopt-A-Creek (litter only)
    - ✓ Huebner Creek
    - ✓ Zarzamora Creek
  - Adopt-A-Trail (litter, beautification/landscaping, site amenities)
    - ✓ Stirrup Lane Trail  
i.e. Hetherington Trail, Forest Oaks Trail, new Huebner Creek Trail off of El Verde  
(in 18 months)

The City of Leon Valley, in its sole authority, determines acceptance or rejection of applications for all Adopt-A-Spot locations. The list above is not inclusive and other locations can be considered or added. Some spots may require more commitment than others, so choose your spot knowing your available time.

**How to Adopt-A-Spot:**

To register for this program, fill out, print and sign an application, including a Release of Liability and Waiver, and email to [a.federico@leonvalleytexas.gov](mailto:a.federico@leonvalleytexas.gov) or mail the application to:

City of Leon Valley  
Adopt-A-Spot-Program  
Attn: Ana Federico  
6400 El Verde Road.  
Leon Valley, TX 78238

For more information, contact the Planning & Zoning Department, Ana Federico-Office: (210) 684-1391 ext. 226