

Adopt-A-Block Program



Introduction

This innovative approach allows citizens to participate in Keep Houston Beautiful Litter Prevention Program. It offers civic-minded organizations an inexpensive project that gives members the satisfaction of making a contribution to their community.

The basics of the Adopt-A-Block Program are:

- the group adopts a minimum of 500 contiguous yards of both sides of an incorporated City of Houston street (average of five blocks) and agrees to pick up litter at least four times a year for a two-year period.
- the group purchases recognition sign (s) within the adopted block which will identify the group doing the litter pick up. The cost of the signs is \$150 each. This cost includes the printed sign, pole and brackets.

In return, Keep Houston Beautiful and the City of Houston:

- Provide safety meetings, equipment, and trash bags.
- Supply the materials necessary for the organization to erect both signs.

Adopting a block will reinforce the importance of litter control. This Litter Prevention Program targets litter and illegal dumping throughout incorporated neighborhoods.

The benefits to this program are a litter-free, more attractive community, recognition sign for the group, and a feeling that the individuals involved are making a difference in their community.

Included in the booklet are:

1. Adopt-A-Block procedures
2. Choosing your Adopt-A-Block site
3. Recognition Sign Policy
4. Application Form
5. Letter of Intent
6. Registration Form



If further information is required, please do not hesitate to contact:
Adopt-A-Block Coordinator at (713) 839-8855

Adopt-A-Block Program Procedures



- Step 1 -** The Adopt-A-Block Coordinator will review the potential locations the group proposes to adopt. Once a location is agreed upon, an Adopt-A-Block Letter of Intent needs to be completed by Keep Houston Beautiful, the City of Houston and group representatives. At the same time, the Adopt-A-Block Coordinator will schedule a safety orientation for the group.
- Step 2 -** When the Letter of Intent is signed by both parties, the Adopt-A-Block Coordinator will order the recognition sign identifying the group's name and arrange to install it (within approximately a month).
- Step 3 -** The Adopt-A-Block Coordinator will hold an initial safety orientation for the group before the first cleanup event. Use of safety equipment will be reviewed. This equipment will consist of safety vests, large litterbags and gloves.

AN ANNUAL FOLLOW-UP MEETING WILL BE HELD TO REVIEW SAFETY MEASURES.

- Step 4 -** Two weeks before each litter cleanup the group shall call the Adopt-A-Block Coordinator to schedule the cleanup.
- Step 5 -** The Adopt-A-Block Coordinator will attend the first litter cleanup, to make sure all procedures are followed, and to set the pace for future events.
- Step 6 -** Volunteer groups are responsible for providing a first aid kit and for proper disposal of bagged litter.
- Step 7 -** When a group terminates the Letter of Intent or defaults on its obligations for six months, the Coordinator will remove the recognition sign. That segment of street will then be available to other adopting groups.
- Step 8 -** Keep Houston Beautiful and the City of Houston will host an annual gathering where participants from all groups will be welcome to attend. We will share results and accomplishments with others.

Adopt-A-Block Program

Choosing your site



Before selecting your adopted area please score your area following the criteria's below. If your area scores between a 2 and 3 the area can be considered for adoption. The area must also be a 5-block radius in a major thoroughfare.

1 "No Litter"

Virtually no litter can be observed in the sub-area being scored. The scorer has to look hard to see any litter, perhaps a very occasional litter item or two in a city block, or equivalent. One individual could quickly collect any litter seen. The entire sub-area is generally neat and tidy in appearance; nothing grabs the eye as being littered or messy.

2 "Slightly Littered"

Upon careful inspection, a small amount of litter is obvious to the scorer. One or two individuals could collect the litter in the sub-area in a short period of time. While the sub-area has a small amount of litter, litter items do not continually grab the eye.

3 "Littered"

Visible litter can readily be seen throughout the sub-area, likely requiring an organized effort of removal. This area is "littered" and clearly needs to be addressed.

4 "Extremely Littered"

A continuous amount of litter is one of the first things you notice about the sub-area. In addition, a major illegal dumpsite might be seen within the sub-area, requiring equipment and/or extra manpower for removal. There is a strong impression of a lack of concern about litter in the sub-area.

Adopt-A-Block Program Recognition Sign Policy



The signs installed for the groups participating in the program will conform to the following rules:

- A.** For non-profit groups, only the full name of the group will be placed on the sign(s).
- B.** For commercial businesses, only the full name of the company will be placed on the sign(s).
- C.** For political groups, only the full name of the group will be placed on the sign(s).
- D.** Keep Houston Beautiful and the City of Houston will not list the services that a group provides unless it is apart of the group or company name.
- E.** Keep Houston Beautiful and the City of Houston will not list specific locations, addresses or phone numbers of the businesses or groups.
- F.** Keep Houston Beautiful and the City of Houston will not allow any political or other statements, which can be considered controversial to be placed on the signs.

For additional program information, contact the Adopt-A-Block Coordinator at (713) 839-8855.

Adopt-A-Block Program Application Form



Keep Houston Beautiful and the City of Houston will work with the adopting group to determine the specific section of incorporated city street available. Roadways with a lack of sufficiently wide rights-of way will not be considered.

(Please print or type)

Name of Organization: _____

Date: _____

Mailing Address: _____

City, Zip Code: _____

President, Chairperson, etc.: _____

Name of Contact Person: _____

Day Phone No.: _____ Evening Phone: _____

Mailing Address: _____

City, Zip Code: _____

E-mail address: _____

Anticipated number of members participating in the program: _____

Street section(s) you are interested in adopting:

1. _____

2. _____

3. _____

4. _____

Mail this form to:

Adopt-A-Block Coordinator

Keep Houston Beautiful

3000 Richmond Ave, Ste 300

Houston, Texas 77098-3188

Telephone: 713-839-8855, Fax 713-839-8880

E-mail: info@houstonbeautiful.org

Adopt-A-Block Program Letter of Intent



This letter will serve as commitment between Keep Houston Beautiful and the City of Houston Department of Solid Waste Management and _____ (GROUP), to adopt a minimum of 500 contiguous yards of both sides of an incorporated City of Houston rights-of way (average of five blocks) for litter removal on _____ (STREET) from _____ to _____, in Houston, Texas.

The Group commits to:

- Perform litter removal in strict accordance with Adopt-A-Block safety guidelines at least four times a year for a two-year period.
- Designate a leader who shall represent the GROUP, and will register and brief the participants prior to each event, including safety practices.
- Select participants at least 12 years of age and provide supervision. Participants under the age of 12 must have strict adult supervision.
- Fax or mail copies of signed waiver form with participant's names.
- Complete required forms after every cleanup to inform Keep Houston Beautiful on amounts of debris removed.

Keep Houston Beautiful and the City of Houston commits to:

- Install Adopt-A-Block signs within the adopted street section, which identifies the group.
- Provide annual safety meeting and safety equipment to the GROUP.

It is understood that the members of the GROUP participating in the litter cleanup are providing volunteer services to the GROUP and not to Keep Houston Beautiful and the City of Houston.

Either party may terminate this commitment for any reason upon 30-day written notice.

This Letter of Intent is non-transferable and non-assignable.

I certify that I have read the information contained in this document and that I possess the authority to execute this document on behalf of my organization.

Volunteer

Signature Date

Print name

Group

Phone

Title

Keep Houston Beautiful

Signature Date

Print name

**Department of Solid Waste Management
City of Houston**

Signature

Title

Adopt-A-Block Program Registration Form



I. Group's Name: _____

II. Group's Leader: _____

III. Participant's Name: _____

IV. _____
 Address City Zip Phone

V. Person to contact in case of emergency:

 Name

 Address City Zip Phone

By signature below, I have read and understood the rights, responsibilities and privileges of participation in the Adopt-A-Block Program and I agree that:

- I am participating and am under direction of my Group and not Keep Houston Beautiful and the City of Houston;
- I will abide by the terms and conditions of my Group's Letter of Intent with Keep Houston Beautiful and the City of Houston;
- I, including anyone authorized to act on my behalf, will save and hold harmless, protect and defend Keep Houston Beautiful and the City of Houston, its agents, employees and officials from liability for damages or injury resulting from my participation in this program.

	Signature	Date
Clean-up Event #1 Year 1	_____	_____
Clean-up Event #2 Year 1	_____	_____
Clean-up Event #3 Year 1	_____	_____
Clean-up Event #4 Year 1	_____	_____
Clean-up Event #1 Year 2	_____	_____
Clean-up Event #2 Year 2	_____	_____
Clean-up Event #3 Year 2	_____	_____
Clean-up Event #4 Year 2	_____	_____