



A-SPOT

PARTICIPANT HANDBOOK





TABLE of CONTENTS

<u>ABOUT ADOPT-A-SPOT</u>	1
<u>WHO WE ARE</u>	2
<u>WHAT & HOW TO ADOPT</u>	3
<u>ELIGIBILITY & GUIDELINES</u>	4
<u>FAQs</u>	7
<u>RESOURCES</u>	9

ABOUT ADOPT-A-SPOT

Adopt-A-Spot is a city-wide program that empowers volunteer individuals and groups to maintain a local park, median, street, or greenspace. The program is free and open to anyone who is willing to dedicate a couple of hours monthly to their adopted space.

Oklahoma City's Adopt-A-Spot program (formerly known as *Adopt-A-Park*) began as a city-run effort to bring civic engagement to Oklahoma City's public spaces. Later, the program was transferred to OKC Beautiful, who continues to manage the program today in partnership with the City of Oklahoma City.

A map of available and adopted spots can be found on the OKC Beautiful website at www.okcbeautiful.com/adopt-a-spot.



WHO WE ARE:



OKC Beautiful is a nonprofit organization that promotes environmental beautification, education, and stewardship throughout the Oklahoma City metro area.

OKC Beautiful operates more than a dozen programs centered on environmental education and beautification. We engage community members of all different backgrounds in volunteer events, classes, and more.



To learn more about OKC Beautiful's mission and programs, visit the website at www.okcbeautiful.com.



WHAT & HOW TO ADOPT-A-SPOT

You can help beautify many of our city's public spaces!

The Adopt-A-Spot is divided into three program categories:

ADOPT-A-PARK:

For adoptions of Oklahoma City public parks. Adopt-A-Park participants can choose to maintain public parks through litter control, flowerbed maintenance, landscape improvements, and more!

ADOPT-A-BLOCK:

For adoptions of greenspaces, neighborhood streets, and medians. Adopt-A-Block is great for:

- **Beautification projects** in neighborhood medians and greenspaces.
- **Schools, businesses, and community organizations** committed to keeping their campuses litter-free.
- **Individuals and groups** frequently picking up litter in your neighborhood.

ADOPT-A-TRAIL:

For adoptions of Oklahoma City recreational trails. Adoptees can help keep our Oklahoma City trail system litter-free by adopting a trail segment and hosting regular litter clean ups. Groups are welcome to choose their own trail segments, or can have one assigned to them.



Picked a Spot? Time to Adopt!

To join the Adopt-A-Spot program, the primary contact of the adopting group must fill out and submit an Adopt-A-Spot Registration Form. This form can be found on our website at www.okcbeautiful.com/adopt-a-spot. Once your registration is approved, you will be added to the Adopt-A-Spot map on the website's program page.

Before your first volunteer event in your adopted spot, be sure to grab your Adopt-A-Spot Welcome Kit! This includes:

- Your Adopt-A-Spot certificate
- Litter Clean Up Supplies
- Adopt-A-Spot program information and tips for volunteer event coordinators
- And more!

Kits can be picked up from the OKC Beautiful office located at 3535 N Classen Boulevard in Oklahoma City.

For any questions about Adopt-A-Spot kits or available locations, reach out to Lauren Nixon (lauren@okcbeautiful.com).



ADOPT-A-SPOT ELIGIBILITY & GUIDELINES



ELIGIBILITY

The Adopt-A-Spot program is open to any group who is dedicated to improving our local public spaces. Some examples of adopting groups include:

- Neighborhood Associations
- Civic Groups
- School Clubs
- Coworkers
- Families
- **And more!**

Any adopting group containing people under the age of 18 must be accompanied by at least one adult guardian or supervisor.



GUIDELINES

Program rules must be followed by all adopting group members. Recurring breaches in program requirements by an individual or a group could result in removal from the Adopt-A-Spot program.

CONTACT INFORMATION

Adopting groups must include one primary contact who facilitates all communication with OKC Beautiful and the City of Oklahoma City.

This member will also be responsible for:

- Distributing volunteer waivers to all new group members
- Submitting an [Event Report](#) after each group volunteer event
- Re-submitting the Adopt-A-Spot Agreement annually in order to continue adoption for another year.
- Alerting OKC Beautiful of Non-Routine Work Requests, program resignation, or changes in primary contact.

VOLUNTEER WAIVERS

All group members must submit a volunteer waiver to OKC Beautiful before any volunteer activity occurs in the adopted park or space, to be renewed annually. If a group member is under 18 years of age, a waiver must be submitted on their behalf by a guardian. Completed waivers can be mailed to the OKC Beautiful office (3535 N. Classen Blvd., Oklahoma City, OK, 73118), submitted through our [online waiver](#), or emailed to lauren@okcbeautiful.com.

ROUTINE VS. NON-ROUTINE WORK

Park tasks facilitated by group members are divided into two different categories of work: **routine work** and **non-routine work**.



ROUTINE WORK

Routine work may be performed at any time without approval from OKC Beautiful or the City of Oklahoma City. Routine work tasks include:

- Litter control
- Weeding pre-established flowerbeds approved by the City of Oklahoma City
- Reporting graffiti, unclean bathrooms or other facilities, or damage to the adopted space to the City of Oklahoma City

NON-ROUTINE WORK

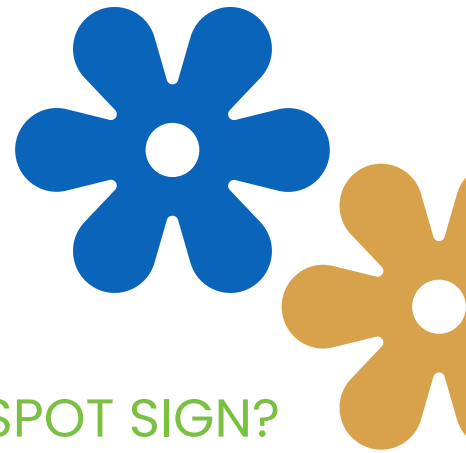
Non-routine work consists of tasks that require special written permission from the City of Oklahoma City. These tasks must follow the guidelines and regulations of the Oklahoma City Parks Department. These include:

- Landscaping projects
- Mulching flowerbeds and playgrounds
- Supplemental mowing
- Contracting work in the adopted space to a third party
- Any installation of signage, outdoor furniture, or equipment
- Repainting or refinishing park equipment, walls, signs, court lines, etc.
- Other beautification or volunteer projects that fall outside of the scope of routine work

Any tasks not referred to as routine or non-routine work must be approved by the City of Oklahoma City and are subject to denial.



ADOPT-A-PARK FAQs



Q: WILL MY GROUP RECEIVE AN ADOPT-A-SPOT SIGN?

All Adopt-A-Park groups have the option for one complementary sign to be presented in their adopted park containing the name of the adopting group. Adopt-A-Block groups are only eligible for a sign upon entering a Landscaping Agreement with the City of Oklahoma City.

Sign orders occur on a quarterly basis throughout the year, and installation is conducted by the City of Oklahoma City. Requests for new signage or signage repairs may be delayed.

Q: CAN ONE SPACE BE ADOPTED BY MULTIPLE GROUPS?

Although it is encouraged for new groups to find a park or trail that is in need of an adoption, adoptable spaces may have more than one group depending on size and availability. We cannot guarantee exclusivity for a site if it is adopted. For an updated map of currently adopted and available spots, please visit www.okcbeautiful.com/adopt-a-spot.

Q: HOW DO I SUBMIT A REQUEST FOR NON-ROUTINE WORK?

Requests for non-routine work can be submitted via email to the Adopt-A-Spot program coordinator. Please contact Lauren Nixon (lauren@okcbeautiful.com) with the subject line **“Non-Routine Work Request”** followed by your adopting group name.



Q: HOW DO I REPORT ISSUES (INOPERABLE RESTROOMS, GRAFFITI, ETC.) ABOUT MY ADOPTED SITE?

To report an emergency, please call 911 immediately.

Any non-emergency code violations (graffiti, junk & debris, abandoned vehicles, maintenance, etc.) can be reported to the City of Oklahoma City through the [Action Center](#). The Action Center can be reached by:

- **Phone:** (405) 297-2535
- **Text:** (405) 252-1053
- **Email:** action.center@okc.gov
- **Twitter:** @okcaction
- **Online Web Portal:** www.okc.gov/residents/action-center/report
- **Mobile App:** "OKC Connect" on [Android](#) or [Apple](#) Store

Q: HOW ARE MY ADOPTING GROUP'S VOLUNTEER HOURS TRACKED?

Volunteer hours and events are tracked through the [Event Report Form](#). Submit this form after each volunteer event in your adopted spot to be eligible for special recognition and group shout-outs!

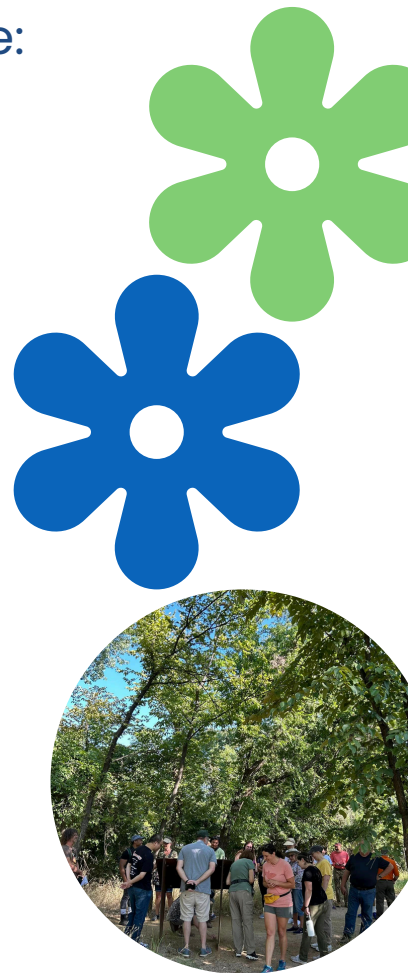


PROGRAM RESOURCES

OKC Beautiful and our program partners provide ongoing support to Adopt-A-Spot groups. Some of the resources provided through the program include:

- Free litter cleanup kits, including bags, grabbers, safety vests, gloves, and hand sanitizer
- Complimentary sign recognizing the adopting group placed at the park.
- Safety tips and instructions for volunteer coordinators
- Free tool loan from OKC Beautiful for landscaping projects, including shovels, wheelbarrows, buckets, etc.
- Free plant material, trees, and mulch through occasional in-kind grant programming

For more information about program support, or to request supplies for litter clean-ups or projects, please contact Lauren Nixon (lauren@okcbeautiful.com).



CONTACTS

Lauren Nixon | OKC Beautiful – Program Coordinator
lauren@okcbeautiful.com | (405) 525-8822

Michael J. Smith | City of Oklahoma City – Business Manager
michaelj.smith@okc.gov

FORMS & WAIVERS

- [Adopt-A-Spot Registration Form](#)
- [Liability Waiver \(PDF\)](#)
- [Liability Waiver \(Online\)](#)
- [Volunteer Event Report](#)

Program information, contact information, forms, waivers, and more can be found on the OKC Beautiful website at www.okcbeautiful.com/adopt-a-spot.

