

**CITY OF BOULDER
VOLUNTEER ADOPTION PROGRAM APPLICATION FORM**

NEW ___	RENEWAL ___
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ORGANIZATION INFORMATION:

Name of Individual/Group/Organization Requesting Adoption: _____

Address: _____

Phone: _____

Contact Person(s): _____

Title: _____

Address: _____

Phone: _____

Approximate Number of Participants: _____

ADOPTION INFORMATION:

Location of: Median, Bikeway, Street, Pocket Park or RTD Stop Requested for Adoption:

APPLICANT STATEMENT:

I have read and agree to abide by the policies and procedures of the City of Boulder's Volunteer Adoption Program. I understand that the City of Boulder reserves the right to modify the scope of the adoption area. I understand the hazardous nature of the work that is to be performed. On behalf of myself and as a representative of the organization listed above, I release all claims that may arise against, and agree not to sue, the City of Boulder and its officers, agents, employees and authorized volunteer as a result of participating in the City of Boulder Volunteer Adoption Program.

Applicant Signature

Date

Approval (CITY STAFF USE):

Name

Signature

Date

CITY OF BOULDER

ADOPT-A-MEDIAN, ADOPT-A-BIKEWAY, ADOPT-A-STREET, ADOPT-A-STOP POLICIES, PROCEDURES AND RULES

- The adopting organization will commit to a one-year adoption period. At the end of one year, the adopting organization or the City of Boulder may renew or terminate the adoption.
- During the one-year commitment, the adopting organization will perform the following maintenance tasks:

Medians:

- Monthly visits to the median are required, and accomplishment forms submitted electronically. To access the accomplishment forms please visit: <https://bouldercolorado.gov/public-works/public-works-volunteer-programs>
 - Remove trash and debris a minimum of once a month.
 - Weed (mechanical or manual means only – no herbicide/pesticide application) a minimum of every two weeks during growing season (April – October).
 - In the fall, pruning any ornamental grasses, pick up and dispose of leaves, and mulch existing mulched areas (city to provide mulch).
 - Edge trim where landscaped areas meet hardscape areas; clearance trim anywhere landscaping is conflicting with pedestrian or vehicle traffic.
 - Report any observable problems with the irrigation system (i.e., leaks, misdirected spray, etc.) to Transportation Maintenance 303-413-7100.
- Transportation Maintenance will provide the adopting organization with the following:
 - Trash bags; Deposit filled trash bags on non-paved designated areas. Keep roadway and shoulders clear for motorists and pedestrians. Do not deposit bags on sidewalks or paths or in front of a sign post, delineator, or on a bridge structure. Please do not overfill bags, so that they can easily be picked up and put into vehicles.
 - The adopting organization will contact Transportation Maintenance within 24 hours after leaving trash bags in the designated areas to advise that the trash bags are ready for collection at 303-413-7100.
 - Safety vests to be worn by the participants during cleanups
 - A safety meeting for program participants prior to the initial cleaning

Street:

- A minimum of one half-mile of section of roadway right-of-way is required.
- Monthly visits to the adopted area are required, and accomplishment forms submitted electronically. To access the accomplishment forms please visit: <https://bouldercolorado.gov/public-works/public-works-volunteer-programs>
 - Remove trash and debris along the curb line a minimum of once a month.
 - Report any graffiti to Transportation Maintenance 303-413-7100.
- Transportation Maintenance will provide the adopting organization with the following:
 - Trash bags; Deposit filled trash bags on non-paved designated areas. Keep roadway and shoulders clear for motorists and pedestrians. Do not deposit bags on sidewalks or paths or in front of a sign post, delineator, or on a bridge structure. Please do not overfill bags, so that they can easily be picked up and put into vehicles.
 - The adopting organization will contact Transportation Maintenance within 24 hours after leaving trash bags in the designated areas to advise that the trash bags are ready for collection at 303-413-7100.
 - Safety vests to be worn by the participants during cleanups
 - A safety meeting for program participants prior to the initial cleaning

Bikeways / Multi-Use Paths or Pocket Parks:

- Monthly visits to the adopted area are required, and accomplishment forms submitted electronically. To access the accomplishment forms please visit: <https://bouldercolorado.gov/public-works/public-works-volunteer-programs>
- Remove trash and debris a minimum of once a month.
- Weed (mechanical or manual means only – no herbicide/pesticide application) a minimum of every two weeks during growing season (April – October).
- In the fall, pruning any ornamental grasses, pick up and dispose of leaves, and mulch existing mulched areas (city to provide mulch).
- Report any graffiti to Transportation Maintenance 303-413-7100.
- Transportation Maintenance will provide the adopting organization with the following:
 - Trash bags; Deposit filled trash bags on non-paved designated areas. Keep roadway and shoulders clear for motorists and pedestrians. Do not deposit bags on sidewalks or paths or in front of a sign post, delineator, or on a bridge structure. Please do not overfill bags, so that they can easily be picked up and put into vehicles.
 - The adopting organization will contact Transportation Maintenance within 24 hours after leaving trash bags in the designated areas to advise that the trash bags are ready for collection at 303-413-7100.
 - Safety vests to be worn by the participants during cleanups
 - A safety meeting for program participants prior to the initial cleaning

RTD Stop:

- A minimum of one approved City maintained RTD stop is required.
- Remove trash and debris a minimum of once a week.
- Report any graffiti at 303-441-3200.

ADDITIONAL POLICIES AND PROCEDURES:

- Each participant must sign a City of Boulder Risk and Release Form in order to participate in volunteer activities. Forms can be printed from the website: <https://bouldercolorado.gov/public-works/public-works-volunteer-programs>
- Each participant must view the safety videos available at: <https://bouldercolorado.gov/public-works/public-works-volunteer-programs>
- Dress appropriately for the work and the weather. It is recommended that thick-soled, sturdy shoes or boots and gloves be worn. Clothing, liquids, and protection from the elements are all important for a safe and healthy day.
- Please be courteous to drivers. While performing activities on right-of-way, the method, manner and appearance of the participants will not in any way distract, disrupt, or adversely affect traffic. Participants may not display messages, carry banners, or advertise their business affiliation or cause. If a situation arises where a motorist is creating problems for the operation, notify the Police Department by calling Police Dispatch at 303-441-3333.
- The City of Boulder prohibits the possession, consumption, or being under the influence of, alcohol or drugs while performing maintenance tasks or litter pick up on public right-of-way.
- The adopting organization shall provide one adult supervisor for every eight (8) participants between 12 – 17 years of age. No one under the age of twelve will be allowed to participate in the program. The City reserves the right to request name and legal address of all participating members of the group.
- Program activities will be performed only between the hours of one hour after sunrise to one hour before sunset and not during inclement weather.

- Transportation Maintenance may install (depending on funding availability) a standard information sign in the median or ROW area acknowledging the adoption organization. The signs will remain in place throughout the adoption period as long as the adopting organization is in compliance with all the policies, procedures and rules of the program.
- The adopting organization agrees to participate in the City's recycling program by separating recyclable materials into separate bags for removal and recycle by the City.
- Always wear furnished orange safety vest while working in and along roadways and in the City's right-of-way.
- Observe all pedestrian laws and safety practices. This includes, but is not limited to facing oncoming traffic when walking along shoulders, looking in both directions before crossing the roadway, crossing at corners or signalized intersections where possible, etc.
- Watch for broken glass, jagged edges on cans, holes, ditches or drop-offs, etc. Observe area prior to beginning work to look for possible hazards. If you see needles or syringes please leave them where they are and contact Transportation Maintenance for proper disposal.
- Participants in the clean-ups must be aware of the hazardous nature of the work that is to be performed. Those hazards include, but are not limited to:
 - Contact with objects or vehicles.
 - High speed traffic.
 - Slips, trips or falls.
 - Over exertion.
 - Transportation accidents.
 - Exposure to harmful substances or environments including but not limited to, broken glass, sharp metals, potentially harmful wildlife or domestic animals.
- The adopting organization will notify Transportation Maintenance in the event of any group leader change and/or change of address within 30 days.
- Notify the Police Department in case of an emergency. Dial 911 if any emergency arises.

PARTICIPANT STATEMENT:

I have read and agree to abide by the policies, procedures and rules of, and I understand the risks of participating in, the City of Boulder's Volunteer Adoption Program. I release all claims that may arise against, and agree not to sue, the City of Boulder and its officers, agents, employees and authorized volunteers, on my behalf or on behalf of my minor child/ward as a result of participating in the City of Boulder Volunteer Adoption Program.

Participant Signature: _____ Date: _____

Participant Name (Please Print): _____

RETURN ALL COMPLETED FORMS TO:

City of Boulder
 Public Works
 5050 Pearl Street
 Boulder, CO 80301
 PHONE: 303-413-7100 FAX: 303-413-7162
 EMAIL: VolunteerPW@bouldercolorado.gov