



## Oakland Adopt a Spot

### ***Thank you for your interest in volunteering for Oakland!***

Oakland's Public Works Agency, in partnership with our community, provides opportunities for everyone – individuals, families, neighborhood groups, civic organizations, employee groups and local businesses – to play an active and ongoing role in beautifying, cleaning and maintaining Oakland's neighborhoods, parks and creeks.

The ***Oakland Adopt a Spot*** program accommodates a wide array of volunteer interests and goals. Participants adopt a public space and make a commitment to regularly clean and beautify the spot for no less than one year. Adopted spots must be City of Oakland property or right-of-way. Typical spots include parks, creeks, storm drains, medians, curbs, sidewalks and trails. Volunteer activities may include: removing litter, graffiti and weeds; pruning and planting that is pre-approved by City staff\*; and other general upkeep.

Public Works supports volunteers by providing tool loans, debris bags and debris bag pickup services.

Your adoption packet includes:

- ◆ Oakland Adopt a Spot Request and Agreement
- ◆ Volunteer Guidelines
- ◆ Volunteer Waiver & Release of Liability (single-signature version)
- ◆ Volunteer Waiver & Release of Liability (multiple-signature/sign-in version)\*\*
- ◆ Tool Request Form\*\*

The steps to adoption are:

1. Familiarize yourself and your fellow volunteers with the adoption packet.
2. Fill out and sign the one-page *Oakland Adopt a Spot Request and Agreement* form and the single-signature *Volunteer Waiver & Release of Liability*, and return them to Public Works by following the directions at the top of the *Agreement* form. (Note: The multiple-signature Volunteer Waiver & Release of Liability form is for your convenience on workdays involving many volunteers and should double as a sign-in sheet if you participate in major City-sponsored events such as Earth Day or Creek to Bay Day.)
3. A Public Works representative will contact you to discuss the location you wish to adopt, perform a site assessment, approve a scope of work and send you a copy of the signed *Oakland Adopt a Spot Request and Agreement*.

If you have any questions regarding the Oakland Adopt a Spot program, please call (510) 238-7630 or email [oaklandadoptaspot@oaklandnet.com](mailto:oaklandadoptaspot@oaklandnet.com).



Join us on Facebook at [www.facebook.com/oaklandadoptaspot](http://www.facebook.com/oaklandadoptaspot)

\* Please note: Fruit and vegetable gardens are permitted only at City parks and only with prior approval from the Office of Parks & Recreation. Contact the Community Gardening Coordinator at [pcollier@oaklandnet.com](mailto:pcollier@oaklandnet.com) for more information. All other pruning and planting proposals will be reviewed by the Oakland Adopt a Spot Program in consultation with Public Works gardening personnel.

\*\* Editable versions of these forms (in *Excel*) are available upon request. Email [oaklandadoptaspot@oaklandnet.com](mailto:oaklandadoptaspot@oaklandnet.com).



# Oakland Adopt a Spot Request and Agreement

Please complete this page, scan it and email it to [oaklandadoptaspot@oaklandnet.com](mailto:oaklandadoptaspot@oaklandnet.com), or send it to the address at the bottom of the page. A Public Works representative will contact you. Your Adopt a Spot Agreement will be valid when it is signed by a Public Works representative and returned to you.

Name of Individual/Group: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ email: \_\_\_\_\_

- 1) Please check type(s) of spot to be adopted:
- |  |  |
|--|--|
| <input type="checkbox"/> Park (name _____)             | <input type="checkbox"/> Median Strip              |
| <input type="checkbox"/> Creek (name _____)            | <input type="checkbox"/> Block (curb and sidewalk) |
| <input type="checkbox"/> Storm Drain                   | <input type="checkbox"/> Steps/pathways/trails     |
| <input type="checkbox"/> Other (please describe) _____ |  |

2) Where is your spot (closest intersection or address)? \_\_\_\_\_

3) Approximately how often do you plan to clean/beautify the spot?  
 daily  3x per week  2x per week  weekly  monthly  bi-monthly  other: \_\_\_\_\_

4) What activities will you do? (Please check as many as you wish)  
 litter pickup  weeding  graffiti removal  other\* \_\_\_\_\_  
Briefly describe the scope of your work:  
\_\_\_\_\_  
\_\_\_\_\_

\*Pruning and planting must be pre-approved by the appropriate City staff. Email [oaklandadoptaspot@oaklandnet.com](mailto:oaklandadoptaspot@oaklandnet.com) for more information.

5) On average, how many volunteers will be working in the spot at any one time? \_\_\_\_\_

6) Generally, which day(s) of the week will you work? \_\_\_\_\_ Time of day? \_\_\_\_\_  
 Mon  Tue  Wed  Thu  Fri  Sat  Sun \_\_\_\_\_ to \_\_\_\_\_

7) May we help you recruit additional volunteers by listing your Adopt a Spot contact information in the Public Works Monthly Calendar of Volunteer Events?  Yes  No

.....  
I/we wish to adopt the abovementioned spot. I have read and signed the attached Volunteer Waiver & Release of Liability (single-signature version). I will have fellow volunteers sign a copy of the Volunteer Waiver & Release of Liability (single-signature or multiple-signature version) prior to commencing work and at least once per year. I will keep these signed forms on file. I agree to follow the Volunteer Guidelines, which I will have fellow volunteers also read prior to commencing work. I understand that the City of Oakland reserves the right to terminate this Agreement at any time for failure by me or my fellow volunteers to abide by its terms.

\_\_\_\_\_  
Signature of Contact Person \_\_\_\_\_  
Date

In support and recognition of this adoption, Public Works agrees to:

- Authorize this adoption for a period no less than one (1) year from the date below
- Provide tools, debris bags and other supplies, as appropriate
- Pick up City-issued debris bags from designated locations

\_\_\_\_\_  
Signature of Public Works Representative \_\_\_\_\_  
Date

\_\_\_\_\_  
email \_\_\_\_\_  
Phone



# Volunteer Guidelines

Thank you for your dedication to Oakland! Your well-being and enjoyment are important to us. All volunteers are expected to conduct themselves in a safe, courteous and legal manner while participating in activities on City property or right-of-way. Please follow these guidelines:

## General Safety

- ✓ Wear appropriate footwear, clothing, sunscreen and eye protection (when necessary).
- ✓ Keep hydrated.
- ✓ Call 911 for emergencies.

## Traffic Safety

- ✓ When possible, stay out of the street.
- ✓ When working in or around a gutter, work from the sidewalk.
- ✓ If working near traffic, wear a bright reflective work vest or bright-colored clothing.
- ✓ Cross streets at signals or crosswalks, not mid-block.

## Working Near Waterways

- ✓ Always work with a partner near water.
- ✓ Watch for poison oak and blackberry thorns.
- ✓ Watch your footing on slopes and shorelines.
- ✓ Never allow children to work on steep slopes or near shorelines without adult supervision.

## Tool Safety

- ✓ Do not use power tools.
- ✓ Carry tools carefully to avoid hitting others.
- ✓ Always use the right tools for the job. Ask a team leader or City staff if you are unsure.
- ✓ Never allow children to play with tools or to use sharp tools.
- ✓ Always keep your tools close to you.
- ✓ Count and clean your tools after an activity/cleanup.
- ✓ Return borrowed tools and supplies, as agreed.

## Debris Removal

- ✓ Always sweep, rake or shovel glass. Never pick up sharp objects with your hands.
- ✓ Separate collected materials into recycling, greenwaste and garbage.
- ✓ To the extent practicable, place recyclables and smaller garbage bags into home refuse containers.
- ✓ Contact the PWA Call Center at (510) 615-5566 or [pwacallcenter@oaklandnet.com](mailto:pwacallcenter@oaklandnet.com) for pickup of City-issued debris bags. Tell them the quantity of bags, type of debris and the nearest address.
- ✓ Never touch hazardous or medical waste (including automotive fluids and hypodermic needles). Report items to the Public Works Call Center or to a City employee, if present.

## General Conduct

- ✓ Always be courteous to fellow volunteers and City employees.
- ✓ Never use vulgar language or engage in threatening or disruptive actions.
- ✓ Never make unauthorized changes to City property or right-of-way, including landscaping.
- ✓ Keep foreign mulch and soils off City property and right-of-way, unless pre-authorized by the Public Works Environmental Services Division.

*Note:* The City reserves the right to immediately withdraw support for any volunteer if, at the sole discretion of the City, the volunteer's conduct while participating in volunteer activities on City property or right-of-way is determined to be inconsistent with these Volunteer Guidelines or violates any local, state or federal law. Withdrawal of support may include repossession of loaned tools and revocation of related Adopt a Spot Agreements.



# VOLUNTEER WAIVER & RELEASE OF LIABILITY

I, \_\_\_\_\_, am voluntarily participating in the City of Oakland's Public Works Agency volunteer program at \_\_\_\_\_. I acknowledge my participation in these events does not come without the risk of injury or harm; I accept this risk, and assume responsibility for all liability and risk associated with my participation.

I agree to hold harmless, release, waive and forever discharge the City of Oakland, its employees, departments, officers and agents, from any and all claims or demands I may have by reason of any accident, illness, injury, loss, destruction or damage to property, arising or resulting directly or indirectly from my participation in this activity. I further covenant not to bring any legal action against the City of Oakland, its employees, departments, officers and agents, for any injury, loss or damage resulting from my participation in this activity.

This Waiver and Release is contractual and not a mere recital and applies whether or not injury or loss resulting from this activity is caused by an act or omission of the City, its employees, departments, officers or agents, negligent or otherwise.

This Waiver and Release is binding on my heirs, executors, administrators, assigns, and all of my family members, and applies to all losses, whether known or unknown, suspected or unsuspected, related to my participation in this activity.

I hereby grant permission to the City of Oakland to use photographs of me taken during this activity on its website and in other publications, at the City's sole discretion and without further consideration.

This Waiver and Release was executed on \_\_\_\_\_, 2012 at Oakland, California and is valid for a 12 month period from the date of signing.

\_\_\_\_\_  
Print Participant's Name

\_\_\_\_\_  
Age (if under 18)

\_\_\_\_\_  
Signature of Participant\*

\_\_\_\_\_  
Date

*\*If under 18 years old, parent or guardian must also sign below*

\_\_\_\_\_  
Print Parent/Guardian Name

\_\_\_\_\_  
Signature of Parent/Guardian



Project Name \_\_\_\_\_

Site Coordinator \_\_\_\_\_

Date \_\_\_\_\_

Please legibly write your name and contact information and initial the waiver and safety statements:			I've read & agree with the waiver below.*	I've read the volunteer safety sheet.
<b>Name:</b>	<b>Phone:</b>	<b>Email:</b>		
Address:	City	Zip		
<b>Name:</b>	<b>Phone:</b>	<b>Email:</b>		
Address:	City	Zip		
<b>Name:</b>	<b>Phone:</b>	<b>Email:</b>		
Address:	City	Zip		
<b>Name:</b>	<b>Phone:</b>	<b>Email:</b>		
Address:	City	Zip		
<b>Name:</b>	<b>Phone:</b>	<b>Email:</b>		
Address:	City	Zip		
<b>Name:</b>	<b>Phone:</b>	<b>Email:</b>		
Address:	City	Zip		
<b>Name:</b>	<b>Phone:</b>	<b>Email:</b>		
Address:	City	Zip		
<b>Name:</b>	<b>Phone:</b>	<b>Email:</b>		
Address:	City	Zip		
<b>Name:</b>	<b>Phone:</b>	<b>Email:</b>		
Address:	City	Zip		

**\*Waiver & Release of Liability**

I am voluntarily participating in the City of Oakland's Public Works Agency volunteer program. I acknowledge my participation in these events does not come without the risk of injury or harm; I accept this risk, and assume responsibility for all liability and risk associated with my participation. I agree to hold harmless, release, waive and forever discharge the City of Oakland, its employees, departments, officers and agents, from any and all claims or demands I may have by reason of any accident, illness, injury, loss, destruction or damage to property, arising or resulting directly or indirectly from my participation in this activity. I further covenant not to bring any legal action against the City of Oakland, its employees, departments, officers and agents, for any injury, loss or damage resulting from my participation in this activity. This Waiver and Release is contractual and not a mere recital and applies whether or not injury or loss resulting from this activity is caused by an act or omission of the City, its employees, departments, officers or agents, negligent or otherwise. This Waiver and Release is binding on my heirs, executors, administrators, assigns, and all of my family members, and applies to all losses, whether known or unknown, suspected or unsuspected, related to my participation in this activity. I hereby grant permission to the City of Oakland to use photographs of me taken during this activity on its website and in other publications, at the City's sole discretion and without further consideration. This Waiver and Release was executed on the above date at Oakland, California and is valid for a 12 month period from the date of signing.



# TOOL REQUEST

## My Community - My responsibility

Adopt-a-Creek
Adopt-a-Park
Adopt-a-Spot
Community Cleanup

<b>Requestor's Name:</b>	
<b>Organization:</b>	
<b>Email:</b>	<b>Home ph:</b>
<b>Project Location:</b>	<b>Cell:</b>
<b>Type of Activity:</b>	<b>Fax:</b>

<b>Project Date:</b>	<b>Project Times:</b>	<b># of Volunteers:</b>
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**Debris plan:**

Tool Pick-up Appt:						Tool Return Appt:		
Tool	Quantity	Returned	Tool	Quantity	Returned	Tool	Quantity	Returned
Hand trowel			Leaf rake			Pointed shovel		
Hand Weeder			Metal rake			Flat shovel		
Mattock			House broom			Pitchfork		
Hedge shear			Push broom			water cooler		
Lopper			Kid's broom			gloves/vests		
Pickup stick			Dust pan			trash bags		
Pruner/clipper			Hoe			green waste bags		
Paint roller/pans			Pick axe			other		
Paint			Hand saw			other		
Graffiti kit			weed wrench			other		

**\* IMPORTANT: You must have an appointment with a Public Works Staff person to pick up or return tools.**

**Tool storage locations are:**

1. 250 Frank Ogawa Plaza (at the loading dock behind the building, San Pablo & 16th St.)
2. 5050 Coliseum Way (at the back of the yard)
3. the first level of the parking garage beneath 250 Frank Ogawa Plaza

[Return this form to the staff member who gave it to you or fax to 238-7286.](#)

Jocelyn Combs: **Parks** 238-6191 (cell:774-5003)      Christine Ralls: **Spots** 238-6260 (cell:385-6477)  
 Bryn Samuel: **Creeks** 238-6227 (cell:385-4177)

<b>Picked up by:</b>	<b>Date:</b>	
<b>Returned by:</b>	<b>Date:</b>	
<b># of Volunteers:</b>	<b># Bags Picked Up:</b>	<b>Total Volunteer Hours:</b>
<b>Other Debris:</b>		