**Unified Government of Wyandotte County/Kansas City, KS**

**Adopt-A-Spot Cleanup Event Form**

Please fill out this form for each cleanup that your group plans as part of the Adopt-A-Spot WyCo program. Turn in this form **two weeks** before each cleanup so that staff can make sure to have enough materials for your event. You can turn them into [adoptaspot@wycokck.org](mailto:adoptaspot@wycokck.org) or the Parks and Recreation office at 5033 State Ave.

Group Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Adopted Spot: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Phone Number (Mobile): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Cleanup: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start and End Times of Cleanup: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*The end time you choose will inform when your trash bags will be picked up, so please be as accurate as possible.*

Estimated Number of Volunteers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you making any publicity efforts with your event? If yes, please describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

You must pick up your cleanup materials (trash bags/safety vests for street cleanups) at the Parks and Recreation office (5033 State Ave.) during business hours. When will you pick these up?

Date and Time of Material Pickup: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Don’t forget!**

1. You must go over the Adopt-A-Spot Safety Tips brochure with your group before each cleanup begins, likely at the beginning of your event.
2. You must have **every** volunteer sign a Waiver and Release form. Please turn in as many waivers as possible before your event, but you can also have volunteer sign waivers on the day of the event, before work begins. Turn in those waivers to [adoptaspot@wycokck.org](mailto:adoptaspot@wycokck.org) or the Parks and Recreation office on the next business day.
3. Before leaving your event, please fill out the datasheet provided to you and turn it in along with your waivers and materials on the next business day after your event. You will need to provide:
   1. Number of volunteers
   2. Number of hours worked
   3. Number of trash bags collected
   4. Miles of streets cleaned, if applicable
4. Return cleanup materials to the Parks and Recreation office with waivers and the datasheet the next business day following your event.