



510 George Street, Suite 402  
Jackson, MS 39202  
Phone: 601.953.1123  
Email: [KeepJacksonBeautiful@gmail.com](mailto:KeepJacksonBeautiful@gmail.com)  
[www.KeepJacksonBeautiful.com](http://www.KeepJacksonBeautiful.com)

## ***Public Space Adoption Guidelines***

**LENGTH OF COMMITMENT** – 12 MONTHS – at least once yearly a work day should be scheduled at the site.

- Adopted areas must be considered “PUBLIC” property.

**WAIVER FORMS** must be filled out and returned to Keep Jackson Beautiful prior to beginning work.

**SAFETY FIRST** – Volunteers should always wear gloves to prevent contamination. Orange vests or bright colored clothing should be worn for visibility. When working in high traffic areas, schedule your work when traffic is low. Never walk in the streets whenever possible. Volunteers should use the Buddy System and work together.

**RECOGNITION** – Signs will be created for each group and placed at the adoption sites to identify the volunteers keeping the area clean and beautiful.

**PHOTOS** – submitted with your reports may be used on Keep Jackson Beautiful Facebook page or the Keep America Beautiful national website.

**REPORTS** – Please fill out and return quarterly report page to Keep Jackson Beautiful. You may email it to [keepjacksonbeautiful@gmail.com](mailto:keepjacksonbeautiful@gmail.com).

## ***Adoption of Areas for Landscaping***

**MISSISSIPPI ONE CALL LAW** – All persons preparing to dig must call Mississippi 811 or utilize the online E-locate system two days prior to the beginning of any work. Underground facilities will be marked using the color code system and then work may proceed.

**DESIGN** – A site plan, showing location, sketch of design and type of plants and other materials to be added should be submitted to *Keep Jackson Beautiful* for approval.

**PLANT MATERIAL** – When selecting plants for locations near the street or at an intersection, choose those appropriate for high traffic areas. They should be considered low maintenance and have a mature height of two feet so that shrubs will not block visibility of oncoming traffic in future years.

**MAINTENANCE** – This will include such activities as weeding, planting, litter removal, and mowing and string trimming. Many of these should be done on an ‘as needed’ basis. In the fall, there will be lots of leaves to be removed in some adopted locations, and after storms there may be limbs littering the entire area. Please schedule work days to include these seasonal duties.

**LITTER** – Litter to be removed includes trash, cigarette butts, weeds, and illegally posted signs nailed to utility poles or placed on city right-of-ways in the adopted landscaped area.

**DISPOSAL OF TRASH** – Please remove the trash bags you fill, as they cannot be left on the city streets. If the adopter is a city resident, he may place the bags on the curb at his own residence for regular pickup on normally scheduled days. If you notify the Solid Waste Division prior to the cleanup and after of where debris is located it is at their discretion to remove the large amounts of debris or large numbers of bags. Contact the Solid Waste Division at 601-960-0000.

### *Adoption of Park Areas*

Parks have many needs that include regular maintenance such as mowing and string trimming, but may also include trimming trees and removing limbs and litter as well. The area will also need attention after a storm when limbs may litter the entire area. Leaves during the fall will also be a maintenance issue and should be considered during fall cleanups. Where there is playground equipment, it may be possible for the volunteers to repaint.

### *Adoption of Areas for Litter Pickup*

**ILLEGALLY POSTED SIGNS** – Volunteers should remove all signs or posters nailed to utility poles or placed on city right-of-ways. These are considered litter.

**CIGARETTE BUTT ACCUMULATIONS** – Removal of these along curbs in adopted areas should be a priority. These are our nation's number one most littered item. They should be swept up and placed in trash bags.

**STORM DRAINS** – Litter and trash should be cleared from areas surrounding drains to prevent it from being washed into our creeks and rivers where it is much more difficult to clean up.

**DISPOSAL OF TRASH** – Please remove the trash bags you fill, as they cannot be left on the city streets. If the adopter is a city resident, he may place the bags on the curb at his own residence for regular pickup on normally scheduled days. If you notify the Solid Waste Division prior to the cleanup and after of where debris is located it is at their discretion to remove the large amounts of debris or large numbers of bags. Contact the Solid Waste Division at 601-960-0000.



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KEEP AMERICA BEAUTIFUL AFFILIATE

## ADOPT-A-SPOT QUARTERLY REPORT FORM

\_\_\_\_\_  
 Name of Organization

\_\_\_\_\_  
 Area where work days occurred

	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec
Number of Days of service In each quarter				
Hours worked				
Number of volunteers				
No. Bags or lbs. debris removed				
No. Trees planted				
No. Flowers planted				
No. Bulbs planted				
No. Native Plants				

\_\_\_\_\_  
 Signature of Supervisor/Leader

\_\_\_\_\_  
 Email

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Phone

# Adopt-A-Spot - Volunteers

Date: \_\_\_\_\_

Sign Up

Name	Phone	Email
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Thank You!