

## Ypsilanti DDA Adopt-A-Block INDIVIDUAL APPLICATION

(Note: If people from more than one household are volunteering together then it is necessary to complete the Group Application. If a small group individuals—e.g. neighbors—are volunteering but not associated with a group, those individuals can each fill out this application or complete one group application. Every individual volunteering must fill out the liability release form.)

Your Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Best Way/Time to Reach: \_\_\_\_\_

Names and ages of other in your household who may volunteer with you:

\_\_\_\_\_

### ABOUT THE BLOCK

Block, Median, or Area to be Adopted (*Be as specific as possible, e.g. The dumpster area in the S. Huron parking lot*): \_\_\_\_\_

Name of nearest streets/intersection: \_\_\_\_\_

What are you hoping to accomplish by participating in Adopt-A-Block? (*Examples: Keeping rose garden vibrant; helping to improve condition of tot-lot*)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How often will you be participation participating in Adopt-A-Block?

\_\_\_\_\_ One Time      \_\_\_\_\_ Monthly      \_\_\_\_\_ Seasonally (*e.g. during spring planting season*)

\_\_\_\_\_ Twice a year      \_\_\_\_\_ Weekly      \_\_\_\_\_ Not Sure

When will you participate in Adopt-A-Block? *List dates/times as specifically as possible. If you do not know the exact day yet, be as specific as possible (e.g. a Sunday afternoon in late spring; during Ypsi PRIDE day; monthly on Monday afternoons)*

Date(s): \_\_\_\_\_ Times of Day: \_\_\_\_\_ Estimate # of Hours per Date: \_\_\_\_\_

**TERMS AND CONDITIONS**

Any work/activities done under the terms and conditions of the Ypsilanti DDA Adopt-A-Block Program are subject to the following terms and condition:

- 1. Terms/Conditions:
  - a. Term of service: Subject to the DDA’s right to terminate, this agreement shall be in effect for one calendar year beginning the date of:
  - b. The participant(s) shall follow a regular schedule of maintenance.
  - c. The group leader shall report all volunteer hours to the Ypsilanti DDA on a monthly basis.
  - d. Each volunteer must sign the Adopt-A-Block Liability Waiver Form.
  - e. The Ypsilanti DDA may photograph or video record the events or activities in which the participant is participating in for the purpose of promoting the Ypsilanti DDA and its service/programs, with the understanding that no compensation of any kind will be paid to the participant.

**The Ypsilanti DDA reserves the right to terminate this agreement at any time.**

\_\_\_\_\_  
Signature *Adopt-A-Block Participant*

\_\_\_\_\_  
Signature *Director, Ypsilanti DDA*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**PLEASE TURN YOUR APPLICATION INTO THE YPSILANTI DDA AT LEAST ONE MONTH BEFORE YOU HOPE TO VOLUNTEER.**

**VOLUNTEER HOURS & WORKDAY REPORT FORM**

For use by Individuals (Group Volunteering requires separate form)

Volunteers are required to report hours by the fifth (5<sup>th</sup>) day of each month. This helps us recognize your contribution as well as document (for grants and to raise funds for improvements) how much volunteers are contributing. Please calculate, record, and report the total number of hours worked at each area by filling in the chart below. We also need to know what you have done in the area, and what you plan to do next.

**Please mail or take this form to:** Ypsilanti DDA, City of Ypsilanti, 1 South Huron - Ypsilanti, MI 48197.

Name & Phone/Email of Volunteer: \_\_\_\_\_

Name of other volunteers in your household who participated: \_\_\_\_\_

**Volunteer Hours Tracking Chart**

Location	Date	# of Hours Worked

Monthly Total # of Volunteers: \_\_\_\_\_ Monthly Total # of Volunteer Hours: \_\_\_\_\_

**WORKDAY SUMMARY**

Tasks completed this day (for periodic or one-time projects) or month (for ongoing projects):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NEXT STEPS**

Any additional or follow up work you are planning (what and when you plan to do it):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Notes/Comments (Observations of things in the downtown district needing city attention, comments or quotes from volunteers, etc):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Ypsilanti DDA Adopt-A-Block VOLUNTEER LIABILITY WAIVER

*This waiver must be signed by each person participating in the Ypsilanti DDA Adopt-A-Block Program, whether participating one-time or an ongoing (longer-term) project. If the participant is under age 18, this waiver must be signed by the participant's parent or guardian. This form must be completed and returned to the Ypsilanti DDA.*

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*Participant's Name*

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*Group name (if applicable)*

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*Participant's home address (street, city, state, zip code)*

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*Participant's home phone*

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*Participant's alt. phone*

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*Participant's Email Address*

I intend to participate in the Ypsilanti DDA Adopt-A-Park Program either individually or with an assigned group. I agree that my participation is completely voluntary and that I am not entitled to payment for any services rendered.

I understand that participation involves actual maintenance and/or improvement of the City of Ypsilanti public park(s)/areas, recreation facility, or designated street areas, and acknowledge the possible risks involved with the nature of the work. I have read and I agree to comply with the Safety Guidelines Sheet accompany this waiver.

I agree that the Ypsilanti DDA shall not be liable for any claims, injuries, or damages as a result of my participation in the Ypsilanti DDA Adopt-A-Block Program. I also agree to waive and hold harmless the Ypsilanti DDA, its officials, and employees from and against, any and all claims, injuries, damages, and all causes of action of any nature arising out of my participation in the Ypsilanti DDA Adopt-A-Block Program. This includes but is not limited to any injuries or other claims that may result from the condition of the City of Ypsilanti property where services are rendered. I understand that as a volunteer, I will not be entitled to benefits such as worker's compensation, pension rights, or other rights.

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*Signature of Participant or Minor Participant's Parent or Guardian*

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*Date*

### MEDIA/PHOTO RELEASE

I agree to allow the Ypsilanti DDA to use my image and/or my child's name and image in photo or video, or other media documentation of the Adopt-A-Block Program for the purpose of press, marketing, or general promotion of the program. For minors: \_\_\_\_ image only \_\_\_\_ first name only

I prefer my image and/or name not be used for purposes mentioned above.

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*Signature of Participant or Minor Participant's Parent or Guardian*

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*Date*

## **Ypsilanti DDA Adopt-A-Block SAFETY GUIDELINES**

***Each participant in the Ypsilanti DDA Adopt-A-Block Program must review the Safety Guidelines before performing services at the adopted site and must abide by them while performing services at or on the adopted site.***

1. Work only during daylight hours and in appropriate weather. No work should be done in inclement weather.
2. The use of any power tools or heavy equipment is prohibited.
3. Wear protective clothing including work gloves, sturdy shoes and long sleeved shirts and pants to prevent injury from sharp objects, insect stings, and sunburn. Light colored clothing is most visible.
4. Don't overexert yourself. Take breaks and drink plenty of water on warm days. Wear sunscreen and other sun protection (hats, sunglasses) if necessary.
5. Be aware of your surroundings to ensure your safety and the safety of others. Be especially careful if you are using tools.
6. Do not wear headsets or engage in horseplay or other conduct that would divert your attention from your work or impair your ability to perceive hazards from traffic or other dangerous situations.
7. Provide adequate supervision for participants under the age of 18.
8. If you are picking up litter, use caution when handling collected items. Do not crush collected items; broken or jagged objects could cause injury. Do not try to pick up heavy, large, or hazardous materials. Report any heavy, large, or hazardous materials immediately to the Ypsilanti DDA.
9. If in need of an emergency while performing volunteer activities, please call 9-1-1.