

Ypsilanti DDA Adopt-A-Block GROUP APPLICATION

Name of Group: _____

Brief description of group (purpose, demographics, size, etc):

Address: _____ City: _____ State: _____ Zip: _____

Website, if any: _____ Phone: _____

Primary Contact Person: _____

Phone: _____ Email: _____

Best Way/Time to Reach: _____

Secondary Contact Person: _____

Phone: _____ Email: _____

Best Way/Time to Reach: _____

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 is your group hoping to accomplish by participating in Adopt-A-Block? (*Examples: Keeping street planters vibrant; keeping dumpster areas clean*)

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 your group 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: _____

Age(s): of Participants: _____ Estimated # of People Participating 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 Group Leader*

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 (5th) 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 Person Completing This Form: _____

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):

VOLUNTEER SIGN IN SHEET

Workday Date: _____ **Workday Time:** _____ to _____

Workday Location: _____

All volunteers are required to sign in and out, to review the Safety Guidelines, and to complete the Volunteer Liability Waiver Form (once, the DDA will keep it on file). THANK YOU for your participation in helping our community!

Name	Completed Release Form?	Release Form already on file?	Read Safety Guidelines ?	Sign In Time	Sign Out Time	Total Hours
1)						
2)						
3)						
4)						
5)						
6)						
7)						
8)						
9)						
10)						
11)						
12)						
13)						
14)						
15)						
16)						

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.

Participant's Name

Group name (if applicable)

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

Participant's home phone

Participant's alt. phone

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.

Signature of Participant or Minor Participant's Parent or Guardian

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.

Signature of Participant or Minor Participant's Parent or Guardian

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.