



## ADOPT-A-SPOT CLEANUP REPORT FORM

Thank you for serving your community through the City of Norfolk's Adopt-A-Spot Program, an invaluable part of our City's litter reduction and prevention efforts! Submission of these reports at least 4 times a year is *required to remain a group in good standing*. **Keep copies for your records and submit report with sign in/safety waiver sheet *within two weeks of each cleanup* by:**

- 1) Web: [www.norfolk.gov/KNB](http://www.norfolk.gov/KNB)
- 2) Fax: 757-441-5285 (Our phone number is 441-1347)
- 3) Mail: Keep Norfolk Beautiful, 3500-A Granby Street, Norfolk, VA 23504
- 4) E-mail: [alacia.nixson@norfolk.gov](mailto:alacia.nixson@norfolk.gov)
- 5) Text Message: 757-335-3031

### GROUP INFORMATION:

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

Leader: \_\_\_\_\_ Phone/E-mail: \_\_\_\_\_

Clean-up Location: \_\_\_\_\_

Date of Clean-up: \_\_\_\_\_

### LITTER COLLECTION RESULTS:

Number of FULL bags collected: \_\_\_\_\_ (Add up partial bags to equal FULL 30 gallon bags)

Estimated weight of bulky items and debris that was not bagged = \_\_\_\_\_ pounds.

Number of Volunteers (include yourself) Adults: \_\_\_\_\_ Children <18: \_\_\_\_\_

How long did the cleanup last? (Round to nearest ½ hour): \_\_\_\_\_

### OTHER RESULTS:

Number of trees planted: \_\_\_\_\_

Number of plants planted (shrubs, flowers, bulbs, etc.): \_\_\_\_\_

Number of bags collected for recycling (taken home or to a drop-off recycling center): \_\_\_\_\_

I REVIEWED THE SAFETY GUIDELINES WITH ALL VOLUNTEERS:

Signature of Group Leader: \_\_\_\_\_ Date: \_\_\_\_\_

**\*FOR COLLECTION OF YOUR BAGGED TRASH AND BULK DEBRIS, CALL 441-1347 IMMEDIATELY AFTER YOUR CLEANUP. PROVIDE US WITH UP TO TWO SPECIFIC LOCATIONS (ADDRESS(S) OR INTERSECTION(S)). OK TO LEAVE MESSAGE**