

City of Fort Collins Neighborhood Resources Office Organic Clean-up Program 2002 Application

Organized neighborhood groups within Fort Collins are invited to apply for an organic clean-up sponsored by the City of Fort Collins Neighborhood Resources Office.

Clean-ups will be available on Saturdays from 10 a.m.-2 p.m. Eight clean-ups will be offered this year. Spring clean-ups will be available April 13 and 27 and May 4 and 11. Fall clean-ups will be available October 12 and 26 and November 2 and 9. Completed applications for the spring clean-ups must be received at the NRO office by 5 p.m., April 1, 2002. Completed applications for the fall clean-ups must be received by 5 p.m. October, 1, 2002.

It is advisable to check on the availability of dates before submitting your application. In the event of a date conflict or weather-caused cancellations we will attempt to arrange an alternative date, although we cannot guarantee one.

The program and the application has been substantially revised this year to reflect the fact that **only organic materials including leaves, branches and yard materials will be collected. No trash will be accepted.**

Submit All Clean-Up Applications and Questions To:

*The Neighborhood Resources Office
405 Canyon Avenue
P.O. Box 580
Fort Collins, CO 80522-0580
970-224-6145*

Important Disclaimers and Notices:

- ➔ **The City of Fort Collins will not be responsible for any damage to the personal property or vehicles belonging to clean-up volunteers or participants.**
- ➔ **Event organizers and Neighborhood Resources staff have complete authority to reject commercial loads or those originating outside the sponsoring neighborhoods.**
- ➔ **ABSOLUTELY NO TRASH WILL BE ACCEPTED**

Eligibility:

To be eligible for a neighborhood organic clean-up, the neighborhood must meet the following standards:

1. Be located within City limits with established boundaries encompassing at least 200 households. Partnerships among neighborhoods are strongly encouraged.
2. Have at least one designated neighborhood representative.
3. Be open for membership to all residents, property owners, and businesses within the neighborhood boundaries.
4. Be inclusive of all residents within the boundaries, both in decision-making and project implementation.
5. Hold membership meetings at least once per calendar year with notification to all residents.
6. Provide the NRO with the neighborhood by-laws *or* complete the section on pages 6 and 7 of this application.

Required Neighborhood Organic Clean-up Conditions:

The Organic Clean-up must:

1. Be held from 10:00 a.m. to 2:00 p.m. on one of the available Saturdays.
2. Be located in a parking lot or similar hard-surfaced area large enough to safely accommodate all associated activities. The clean-up cannot be held on a public street unless neighborhood organizers secure formal permission to close the street and arrange to provide barricades.
3. Be staffed with at least 7 volunteers beginning at 9:30 a.m. and ending at 2:30 p.m.
 - a. See Addendum A for volunteer duties and required schedule.
4. Be mapped for traffic flow. (See page 8.)
 - a. The map must be submitted with this application and is subject to review and revision by the NRO staff.
5. Have signage to indicate entrance, exit, hours of operation and traffic flow. The Neighborhood Resources Office will provide these signs.
6. Have a mandatory volunteer meeting for *ALL* volunteers at 9:30 a.m. on the morning of the clean-up.
7. Ensure a volunteer Neighborhood Clean-up Coordinator is in attendance during the entire clean-up.
8. Conduct a detailed final site clean sweep after the neighborhood clean-up is complete to ensure the entire area is cleared of all materials.
9. Make an effort to accommodate those neighbors who have difficulty driving items to the clean-up.

Neighborhood volunteers are responsible for screening materials to ensure that branches are separated from leaves, grass clippings and other yard and garden materials. **No trash will be accepted.**

The Neighborhood Resources Office will provide:

1. Orange safety vests for all volunteers
2. Appropriate signs designating entrance, exit and traffic flow
3. An NRO staff person in attendance during the entire clean-up
4. A hauling service providing a leaf compactor truck and roll-off containers for branches
5. A first aid kit
6. A cell phone
7. Windshield certificates for neighbors making return visits

The Neighborhood will provide:

1. The following neighborhood volunteer staff at **all times** between 9:30 a.m. and 2:30 p.m. These are minimum requirements. **Additional volunteers are strongly recommended:**

- 1 coordinator
- 1 person at entrance
- 2 people for the roll-off trash containers
- 2 people for the leaf compactor truck
- 1 person for overall traffic control

2. The neighborhood also must provide:

- Rakes
- Shovels
- Brooms
- Knives for opening leaf bags. (Participants must dispose of their own bags)
- It is recommended, although not required, to provide drinks and snacks for volunteers

Application Evaluation Criteria:

NRO staff will evaluate applications and make all final decisions based on the following criteria:

- Collaboration with other neighborhoods to create one large multi-neighborhood clean-up.
- Commitments are secured from all volunteers on the sign-up form.
- Neighborhood group submitting the clean-up application meets all eligibility requirements.
- Overall plan is well developed, itemized, and attainable.
- Promotional plan is well developed and all neighbors are informed in a timely manner.
- There is a demonstrated benefit to the entire neighborhood.
- Completeness of the application.
- Accommodation of neighbors who cannot drive to the clean-up.
- Incorporation of a social event such as volunteer brunch before the event or picnic following.
- Establishment of a screening process to ensure residency in the neighborhood.

Application for NRO-sponsored Neighborhood Organic Clean Up

Name of Neighborhood Group:

Proposed date of clean-up: _____

Preferred alternative date. Choose from other designated dates. **(Subject to availability)**

Street boundaries of neighborhood group:

List names and boundaries of other neighborhood groups that are participating, if applicable:

Approximately how many households are within the boundaries? _____

What are your plans for promoting the neighborhood clean-up (i.e. flyer distribution, email, etc)?

Describe the methods used to notify all residents of the neighborhood activities and/or events.

Please list what events or activities your neighborhood has implemented in the past 12 months include dates:

I, _____, as the representative of

_____ neighborhood
state that we are a voluntary neighborhood association open to any resident and/or
property owner of the neighborhood and that payment of dues is not required for
membership.

Signature Date

Detailed Traffic Flow Map

Please draw a legible map below detailing your plan for the traffic flow, signage, location of roll-off containers, leaf compactor truck

Volunteer Schedule and Duties

Neighborhood Clean-up Coordinator:

This individual is in charge on the day of the clean-up. Responsibilities include:

- Conducting the volunteer briefing at 9:30 a.m. with the assistance of the NRO staff
- Keeping the clean-up staffed, as required, throughout the day
- Supervising all volunteers
- Working closely with the Neighborhood Resources staff person
- Ordering more roll-off containers as necessary
- Assisting volunteers as needed
- Completing an evaluation for the NRO following the clean-up
- Assisting with unloading from personal vehicles into containers, if necessary
- Assuring all areas are completely clean at the end of the event

Schedule:

Sign up for one or more hour intervals.

Time	Name (Please print)	Phone Number	Signature
8:30 – 10:30 a.m.			
10:30 – 11:30 a.m.			
11:30 a.m. – 12:30 p.m.			
12:30 – 1:30 p.m.			
1:30 p.m.– 2:30 p.m.			

Roll-Off Branch Container Volunteers:

Two people to supervise the roll-off containers at all times. *Responsibilities include:*

- Supervising what is deposited into the roll-off containers – **no trash**
- Assisting with unloading from personal vehicles into containers, if necessary
- Informing the clean-up coordinator when containers are approaching full and additional containers are needed
- Assisting the traffic control volunteer when full containers are removed and new containers are delivered
- Assuring the area is completely clean at the end of the event

Schedule:

Sign up for one or more hour intervals.

Time	Name (Please print)	Phone Number	Signature
9:30 – 11:00 a.m.	1.		
	2.		
11:00 a.m. - 12:00 p.m.	1.		
	2.		
12:00 p.m. - 1:00 p.m.	1.		
	2.		
1:00 p.m. – 2:30 p.m.	1.		
	2.		

Entrance Volunteer:

One person to supervise the entrance at all times. Responsibilities include:

- Greeting participants and asking for their address
- Confirming that the address is within the neighborhood boundaries
- Distributing a “permit” to those planning more than one visit to the clean-up so they don’t have to check-in again
- Helping with initial traffic flow
- Answering any questions regarding the clean-up
- Directing people to the appropriate location for their clean-up needs
- Assuring the area is completely clean at the end of the event

Schedule:

Sign up for one or more hour intervals.

Time	Name (Please print)	Phone Number	Signature
9:30 – 11:00 a.m.			
11:00 a.m. - 12:00 p.m.			
12:00 p.m. - 1:00 p.m.			
1:00 p.m. 2:30 p.m.			

Traffic Control Volunteer:

One person to control the overall vehicle and pedestrian flow at all times. Responsibilities include:

- Creating a vehicle- and pedestrian-safe environment
- Directing vehicles and people to the appropriate locations
- Stopping vehicle and pedestrian traffic when new roll-off containers leave and arrive
- Controlling pedestrian traffic – particularly children
- Keeping all traffic flowing in one direction
- Assisting with unloading from personal vehicles into containers, if necessary
- Assuring the area is completely clean at the end of the event

Schedule:

Sign up for one or more hour intervals.

Time	Name (Please print)	Phone Number	Signature
9:30 – 11:00 a.m.			
11:00 a.m. - 12:00 p.m.			
12:00 p.m. - 1:00 p.m.			
1:00 p.m. 2:30 p.m.			