

## **City of Fort Collins Adopt a Neighbor Volunteer Guidelines**

### **Your duties as a volunteer are to:**

- Shovel sidewalks and any path leading to the front door. You are not expected to shovel driveways, although it is appreciated if you're willing and have the time. Please make this arrangement directly with your adoptee.
- Shovel sidewalks within 24 hours after a snowstorm ends as required by City code. If possible, shoveling sooner is recommended to avoid sidewalks icing and becoming more difficult to remove.
- Notify your adoptee(s) and the Neighborhood Services Office if you cannot shovel the sidewalks following a snow so we can attempt to find a temporary replacement.
- Call your adoptee(s) before going to their homes. This is particularly important before you shovel for the first time.
- Confer with your adoptee(s) if you do not believe it is necessary to shovel following a light snow that is expected to melt within 24 hours.
- Consider whether or not you wish to give your telephone number to your adoptee(s).

### **Volunteers should not:**

- Enter the adoptee's home under any circumstances for your safety and his or hers.
- Accept tips or payments for your services.

### **Remember to:**

- Bring your own snow shovel. If you do not have one, check one out from the Neighborhood Services Office (224-6046).
- Be careful. We don't want you to get hurt.
- Notify the Neighborhood Services Office if you are unable to continue volunteering so we can find a replacement volunteer.
- Have fun and remember you're making a difference in our community!

**Thank You!**