



## **Guidelines for the Adopt-A-Block Program**

### **Cleanup Guidelines**

- At least one cleanup of the adopted block (both sides of street) is to be conducted each month.
- Use the refuse bags provided and place in your refuse cart. Pink refuse stickers are included for bags or other items that do not fit in your cart.
- Keep Oak Park Beautiful strongly encourages recycling. Please place the recyclable items collected in your recycling cart.

### **Volunteer Documentation**

- To document your volunteer time and amount of materials collected, use the Adopt-A-Block report form.
- Each volunteer must sign their own name, date and in and out time.
- If you plan on receiving volunteer credit for your time, it is necessary to call Keep Oak Park Beautiful before you start your cleanup. Keep Oak Park Beautiful will then inspect the adopted block after your group conducts the cleanup to grant volunteer credit.
- Once your report form is submitted, Keep Oak Park Beautiful will provide confirmation of your volunteer hours.

### **Obtaining Materials**

- Blank report forms, as well as refuse bags, gloves, safety vests and refuse stickers may be picked up from the Keep Oak Park Beautiful office in the Public Works facility at 201 South Boulevard. The office is open Monday through Friday from 7:30 am to 4:00 pm.

### **Attaining a sign:**

- To qualify for a sign, your group must have adopted a block for at least three months and submitted the first quarterly report before the sign will be posted.
- Keep Oak Park Beautiful buys and oversees the installation of the Adopt-A-Block signs. Keep Oak Park Beautiful will put in the request for the new sign, and the Village's Sign Technician will install the sign.

**Keep Oak Park Beautiful is located in the Public Works facility at 201 South Boulevard. For more information call 708.358.5700.**



## Adopt A Block Application

Date \_\_\_\_\_

Name of Group \_\_\_\_\_

*This name will appear on your sign.*

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Contact Phone # \_\_\_\_\_

Block to be Adopted \_\_\_\_\_

*For example: 100 S. Taylor*

Planned Start Date \_\_\_\_\_

*I pledge that litter on our Adopted Block will be picked up at least once each month.*

Signature \_\_\_\_\_

Checklist: (Of course, additional materials are available upon request.)

- Bags (10 to start)
- Gloves (10 pairs to start)
- Safety Vests (2 to start)
- Safety Procedures (Helpful tips)
- Report Forms (One per month, submit quarterly)
- Survey Form (submit with six-month report)

Please mail applications to Keep Oak Park Beautiful  
201 South Boulevard, Oak Park, IL 60302  
Or fax to to 708.358.5711