



keep denton beautiful

Volunteer Resource Catalog

# Volunteer **R**esource Catalog

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# keep denton beautiful

## our mission

To inspire individuals to take greater responsibility for creating a clean and beautiful city through litter prevention, reduction of waste, and community beautification.

## our vision

To be a catalyst for positive change by providing opportunities, resources, education, and support to residents and businesses to enhance the community.

## KDB staff

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## KDB board

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katherine@KDB.org

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**Lindsay Satterwhite-Preston**  
Secretary  
lindsay@KDB.org

**Phillip Vivar**  
At Large  
phillip@KDB.org

## support our mission

What is a city without beauty?

As a volunteer, you support our mission of making sure our city is never without beauty. We thank you for the gifts of your time and talent! That contribution is invaluable.

We offer you the opportunity to be involved in another way, by becoming a member with a gift of resources. Our members are investing in beauty and community. By supporting litter prevention, waste reduction, and beautification, they are making a difference in Denton.

I would like to become a member of Keep Denton Beautiful at the level indicated below.

(All membership fees are tax-deductible.)

- \$10 Student
- \$25 Individual
- \$35 Family
- \$100 Business
- \$250 Patron
- \$500 Benefactor

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

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

# keep denton beautiful

## programs & events

## KDB Programs and Events

Our mission is "to inspire individuals to take greater responsibility for creating a clean and beautiful city want to work with community members to accomplish those goals in a true collaborative effort!

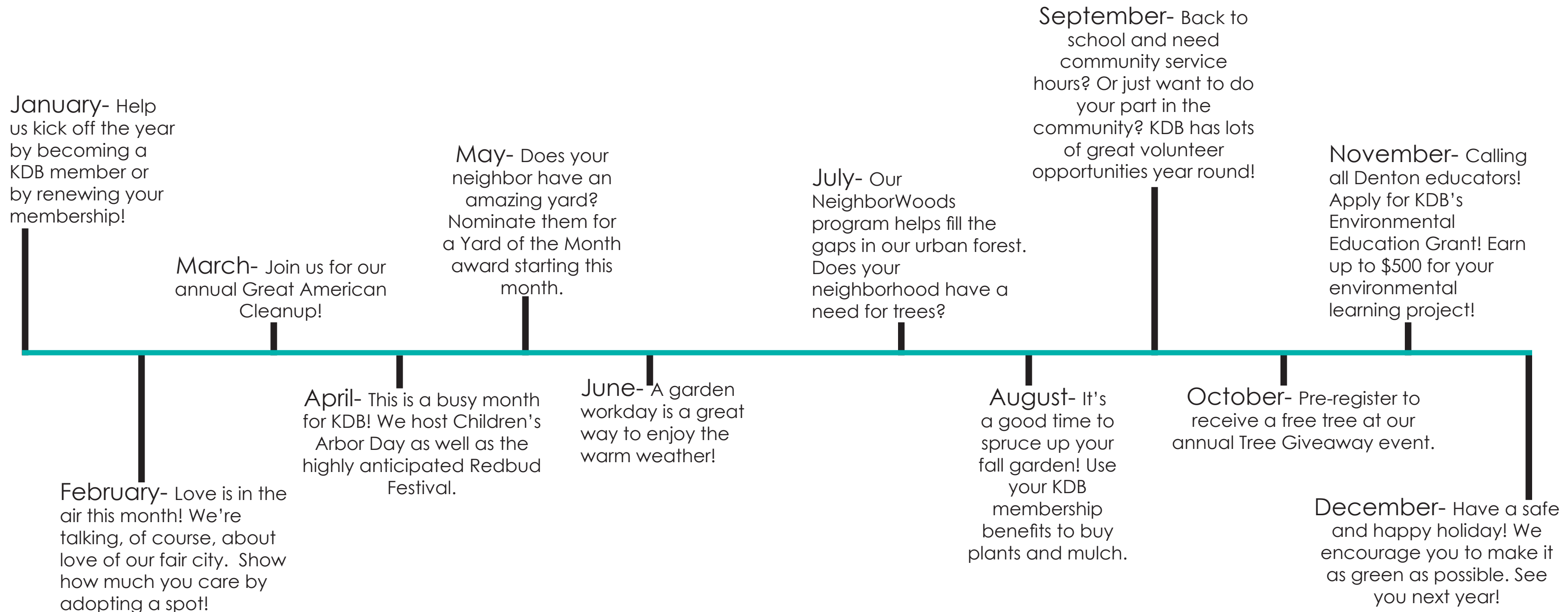
What does that mean? Who counts as a community member? Well, if you're a teacher or affiliated with a clean as you can make it. Do you belong to a neighborhood association? You and your neighbors own a Students can make a difference, too! You may not be homeowners yet, but that doesn't mean you dwellers, commuters, families, etc.- there's a place for you! KDB has many ways to get involved, program or event for you. Want to do something unique? Have a great idea for a project? We would be

Take a look at our timeline below. It should give you a good place to get started. Check our website for

through litter prevention, reduction of waste, and community beautification." In other words, we

school, we want to empower you to make your school and the surrounding area as beautiful and piece of Denton. We would love to support you as you take even greater ownership of that area. can't help keep our city tidy and lovely. And there's a place for local business owners, apartment whether you're looking for a one-time project or want to get involved on an ongoing basis, we have a glad to design a custom volunteer opportunity- just drop us a note!

event updates or email the Volunteer Coordinator at [Volunteer@kdb.org](mailto:Volunteer@kdb.org) to get started today!



# keep denton beautiful

## volunteer jobs

## general program volunteers

**position** clean-up volunteer  
**purpose** litter pickup in denton

**advisor** KDB volunteer and program coordinator

**responsibilities:**

- Register with Volunteer and Program Coordinator **prior to clean-up**
- Remove litter from assigned location
- Return collected litter in tied and labeled bags to KDB dumpster, unless otherwise specified
- Report bags by calling or submitting online form
- Track and verify hours, unless otherwise specified

**job requirements:**

- Registration with Volunteer and Program Coordinator **prior to clean-up.** (Registration requirements vary depending on the needs of the volunteer.)
- Understanding of safety guidelines

**time commitment:**

- Varied based on needs of the volunteer

**position** garden volunteer  
**purpose** assist KDB in caring for our public gardens

**advisor** KDB volunteer and program coordinator/KDB garden volunteer lead

**responsibilities:**

- Register with Volunteer and Program Coordinator
- Help plant, weed, prune, and mulch public gardens
- Other duties as assigned

**job requirements:**

- Close-toed shoes and weather-appropriate dress
- Willing to work in outdoor conditions
- Punctuality
- No gardening experience required

**time commitment:**

- One three-hour workday (monthly opportunities available)

**position** adopt-a-spot sponsor  
**purpose** coordinate litter clean-ups at adopted area of Denton

**advisor** KDB volunteer and program coordinator

- responsibilities:**
- Register with Volunteer and Program Coordinator prior to clean-up
  - Remove litter from assigned location
  - Return collected litter in tied and labeled bags to KDB dumpster, unless otherwise specified
  - Report bags by calling or submitting online form
  - Track and verify hours, unless otherwise specified

- requirements:**
- Understanding of and signature on Adopt-a-Spot agreement
  - Understanding of safety guidelines

- time commitment:**
- At least one clean-up every two months is required

**position** yard of the month judge  
**purpose** select monthly yards of the month for assigned quadrant of denton

**advisor** KDB volunteer and program coordinator

- Responsibilities:**
- Attend YOTM orientation session
  - Sign and return YOTM job description
  - Select winning yard
  - Notify award winner and KDB staff contact
  - Install sign in winning yard
  - Other duties as assigned

- Job Requirements:**
- Understanding of judging criteria
  - Working knowledge of gardening, landscaping, hardscaping, xeriscaping, and related subjects
  - A working email address that will be checked on a regular basis to receive nominations for his/her assigned area; and to submit winning selections to KDB staff
  - A working knowledge of the geographical area assigned and/or the capability to locate nominated yards via map
  - Reliable transportation in order to drive his/her assigned area and judge yards
  - The ability to lift, carry, & install Yard of the Month signs (weighing approximately 20 pounds each)

- Time commitment:**
- 7-month Yard of the Month Cycle
  - 3-5 hours monthly

**position** children's arbor day presenter  
**purpose** serve as KDB volunteer arbor day outreach to disd elementary school students

**advisors** KDB volunteer and program coordinator/master gardener volunteer lead

- responsibilities:**
- Help prepare Redbud seedlings for delivery
  - Deliver seedlings for each school presentation
  - Arrive on time to each scheduled presentation
  - Make presentations to 3rd grade students
  - Other duties as assigned

- job requirements:**
- Tree/planting knowledge, specifically about Redbud trees
  - Presentation skills
  - Punctuality
  - Flexible daytime schedule

- time commitment:**
- One four-hour workday (late March/early April)

# event volunteers

**position** great american clean-up headquarters volunteer  
**purpose** KDB event support volunteer

**advisor** KDB event and outreach coordinator/KDB volunteer and program coordinator

- responsibilities:**
- Duties vary depending upon task assigned at the event
  - Assist with checking in volunteer groups
  - Assist with handing out supplies and t-shirts
  - Assist with lunch/educational booth setup
  - Serve as "Rockin' Reddy," KDB's mascot
  - Direct incoming traffic at the Civic Center, assist with bag counts and drop-off

- job requirements:**
- Punctuality
  - Customer service skills
  - Pre-registration

- time commitment:**
- 3-4 hours/event day

**position** great american clean-up offsite volunteer  
**purpose** KDB event support volunteer

**advisor** KDB event and outreach coordinator/KDB volunteer and program coordinator

**responsibilities:**

- Duties vary depending upon task assigned at the event
- Monitor tire recycling drop-off site at City of Denton Landfill
- Monitor neighborhood roll-off dumpster

**job requirements:**

- Punctuality
- Customer service skills
- Pre-registration

**time requirements:**

- 3-4 hours/event day

**position** arts and jazz festival volunteer  
**purpose** KDB event support volunteer

**advisor** KDB event and outreach coordinator/KDB volunteer and program coordinator

**responsibilities:**

- Greet visitors at KDB's booth
- Serve as a "roving volunteer" to hand out pocket ashtrays to cigarette smokers at the festival

**job requirements:**

- Punctuality
- Customer service skills
- Pre-registration

**time requirements:**

- 4-8 hours/event day

**position** redbud festival volunteer  
**purpose** KDB event support volunteer

**advisor** KDB event and outreach coordinator/KDB volunteer and program coordinator

**responsibilities:**

- Duties vary depending upon task assigned at the event
- Assist with setup the morning of the festival
- Help direct traffic, help vendors unload and set up their booths
- Work at the KDB information booth, KDB t-shirt sales booth, Redbud Festival info booth, or redbud sales booth
- Monitor Poster Contest, collect ballots from patrons
- Assist with breakdown/load out after the festival ends

**job requirements:**

- Punctuality
- Customer service skills
- Pre-registration

**time requirements:**

- 3-4 hours/event day

**position** tree giveaway pre-event volunteer  
**purpose** KDB event support volunteer

**advisor** KDB event and outreach coordinator/KDB volunteer and program coordinator

**responsibilities:**

- Unload trees arriving from the nursery
- Sort and tag the trees for the giveaway

**job requirements:**

- Punctuality
- Customer service skills
- Pre-registration

**time requirements:**

- 3-4 hours

**position** tree giveaway event volunteer  
**purpose** KDB event support volunteer

**advisor** KDB event and outreach coordinator/KDB volunteer and program coordinator

- responsibilities:**
- Duties vary depending upon task assigned at the event
  - Direct traffic entering the event
  - Check registrations/proof of residency for incoming cars
  - Pass out goodie bags to residents
  - Direct traffic through the landfill
  - Load trees into resident vehicles
  - Work the volunteer check-in/refreshment booth

- job requirements:**
- Punctuality
  - Customer service skills
  - Pre-registration

- time requirements:**
- 4-8 hours/event day

# interns

**position** photography intern  
**purpose** document KDB events and programs

**advisor** KDB volunteer and program coordinator

- responsibilities:**
- Photograph KDB events and programs
  - Attend events
  - Process photographs and submit to KDB in digital format
  - Assist with uploading/distribution of photos
  - Other duties as assigned

- job requirements:**
- Strong communication skills
  - Strong background in photography
  - Familiarity with KDB events
  - Working knowledge of photo editing software
  - Internet savvy
  - Must possess camera/related equipment

- time commitment:**
- Fall/Spring interns: event based, 3-5 hours per event
  - Summer interns: variable depending upon programming needs

**position** program intern  
**purpose** Assist with office support for KDB

**advisor** KDB volunteer and program coordinator

- responsibilities:**
- Update statistics for Adopt-A-Spot and Community Service Programs
  - Update statistics for special clean-ups and volunteer work days
  - Read and clip KDB-related articles from the newspaper
  - Assemble mailings or packets as needed
  - Answer incoming phone calls & direct to appropriate staff
  - Make updates to the KDB website
  - Greet incoming guests and assist as needed
  - Web research as needed
  - Attend events and assist with planning and logistics
  - Other duties as assigned

- job requirements:**
- Working knowledge of Microsoft Office including Word, Excel, PPT, Outlook
  - Excellent customer service skills
  - Detail-oriented
  - Punctual and reliable
  - Flexible daytime schedule

- time commitment:**
- Fall/Spring interns 4-15 hours weekly
  - Summer interns 15-20 hours weekly

**position** marketing/content intern  
**purpose** capture content from KDB events and activities and assist with marketing

**advisor** KDB volunteer and program coordinator/KDB event and outreach coordinator

- responsibilities:**
- Attend events and assist with planning and logistics
  - Gather content from event attendees
  - Assist with and/or create marketing materials
  - Help maintain website content
  - Update the Volunteer Relationship Management database
  - Other duties as assigned

- job requirements:**
- Strong communication, writing and editing skills
  - Strong research skills
  - Strong design skills
  - Working knowledge of InDesign preferred
  - Working knowledge of Microsoft Office
  - Internet savvy

- time commitment:**
- Fall/Spring interns 4-15 hours weekly
  - Summer interns 15-20 hours weekly

# keep denton beautiful

How do I volunteer  
if...

...I'm a business or  
organizational volunteer?

#### **Form an Adopt-a-Spot**

- Adopt a street or neighborhood near your place of business and have employees participate in clean-ups
- Clean-up six times per year, supplies provided by KDB
- Two free Adopt-a-Spot signs displayed with your business name

#### **Become a Business Member**

- Support KDB through a business membership
- Receive discounts, newsletters, and other incentives year-round
- Display your window decal at your business entrance

#### **Become an Event Sponsor**

- Sponsorship opportunities (at all levels) are available for Great American Cleanup, Redbud Festival, and Tree GiveAway
- Get your logo on our event advertising, including newspaper ads, t-shirts, banners, and website

#### **Host a team workday**

- Bring your employees out for a special volunteer workday annually (or more often!)
- Work in one of our gardens, have a one-time litter clean-up, or volunteer to assist with one of our events, such as the Tree Giveaway

#### **Give what you have in abundance – what does your business do?**

- Are you a restaurant? – donate food for a board meeting
- Are you a printer? – donate printing costs for a brochure
- Are you a moving company? – donate time to move office furniture
- Are you a painter? A bank? A hospital? A hotel? A retailer?...no matter what your business does, KDB could use your support

#### **Become a board member**

- KDB needs board members who represent all facets of our community

**Contact [volunteer@kdb.org](mailto:volunteer@kdb.org) for more information about any of these opportunities!**

# Student Volunteer Program Procedures & Guidelines

...I'm a student?

## Procedures

1. Submit intent to volunteer form at [www.KDB.org](http://www.KDB.org) at least one week prior to class deadline. Be sure to indicate whether you will need supplies (30 gallon trash bags or safety vests) for your clean-up. If so, please make an appointment to pick those up.
2. Receive confirmation and assignment from KDB Volunteer Coordinator. You are responsible for following up if you don't receive your assignment. We will not honor unassigned hours.
3. Clean your assigned location. Please return to your assigned location as often as required to complete your hours. If you feel that this location is not being re-littered, we will assign an additional location so that you may earn your hours.
4. Use tape to label all bags with your NAME and the DATE you dropped them off. All bags will be verified for credit.
5. Place bags INSIDE the KDB dumpster (which is located in the KDB parking lot at 1117 Riney Road in Denton). You will be penalized if you leave your bags outside the dumpster.
6. Report your bags by submitting the online form. We will record the information on your time sheet in the office. You should also keep track of this for your own records.
7. To verify your completed hours, make an appointment to meet with Volunteer Coordinator at least 48 hours prior to your class deadline. Make sure to bring appropriate documentation for the Volunteer Coordinator to sign.
8. Fill your bags with roadside litter ONLY- KDB's goal is to help clean and beautify Denton, and you have chosen to volunteer for our litter abatement program. Please make sure that your trash bags have roadside litter only in them. We do open the bags to verify that there is no personal kitchen trash in the bags to take up space. Most people are honest about this, but a few can ruin the program for everyone. Please fill your bags all the way. If you have boxes, break them down first.

## Guidelines

- Free Trash Bags – KDB provides trash bags free of charge. Call or email if you need bags.
- Safety vests – Safety vests are also available upon request.
- How hours are earned – 1 hour per bag of litter & 30 minutes drive time for dropping off bags. (i.e. Pick up 4 bags of trash, earn 4.5 hours)

# student volunteer program

## frequently asked questions

### **How do I register to do community service?**

Submit your Intent to Volunteer form online at [www.KDB.org](http://www.KDB.org). Make sure that you do that in plenty of time to meet any class or organizational deadlines. We recommend at least one week in advance. That should give you enough time to receive your assignment, clean your site, and schedule an appointment to have your hours signed off/verified.

### **I work/attend school during the day. Can KDB work around my schedule?**

This program is ideal for people with busy schedules because it is self-paced. Once you have received your assignment, feel free to go forth and clean-up!

### **Are there other ways to volunteer besides picking up litter?**

Absolutely. Check out the job descriptions under Volunteer Policies and Jobs. We have internship opportunities, events, as well as regularly scheduled office and outdoor workdays. Email [Volunteer@kdb.org](mailto:Volunteer@kdb.org) for more specific information.

### **How do I get credit for my community service?**

For litter abatement volunteers, you will be assigned a location in Denton to clean. Each 30-gallon bag of litter that you collect, drop off, and report will earn you one hour of community service, plus 30 minutes each reporting period for travel time.

For those volunteers and others, make sure that you are keeping track of your hours. Then, based on your needs, periodically schedule time to have an updated time sheet signed off/verified by the Volunteer Coordinator.

### **What should I bring to my appointment?**

Many instructors have specific paperwork that they would like signed. Whether that is the case or not, when you are coming to have your hours signed off on, please bring your own record of how many hours you've done.

### **How can I find out about other volunteer opportunities with KDB?**

The Volunteer Coordinator would be glad to keep you up to date! Contact her at [Volunteer@kdb.org](mailto:Volunteer@kdb.org) or "like" us on Facebook!

### **I'm a student, but I'm not 18 years old yet. Can I still volunteer?**

Definitely! Most of our events are great for volunteers of all ages. Contact the Volunteer Coordinator at [Volunteer@kdb.org](mailto:Volunteer@kdb.org) to see what options might work for you.

### **I want to volunteer with a group of other students. How do I do that?**

The Volunteer Coordinator would be glad to have your organization at one of our scheduled work days or to assist you in planning one of your own. Drop her a note at [Volunteer@kdb.org](mailto:Volunteer@kdb.org).

### **How do I sign my organization up to Adopt-a-Spot?**

Contact the Volunteer Coordinator at [Volunteer@kdb.org](mailto:Volunteer@kdb.org) to get started. This is a long-term commitment, so you'll need a faculty member to be on board with your plan.

...I'm a probationer?

# Court-ordered Community Service Program Procedures & Guidelines

## court-ordered community service frequently asked questions

### Procedures

1. Clean your assigned location – Please return to your assigned location each week. If you feel that this location is not being re-littered, we will assign an additional location so that you may earn your hours.
2. Label all bags – If you drop your bags off after hours, please label all bags with your NAME and the DATE you dropped them off. All bags will be verified for credit.
3. Place bags INSIDE the KDB dumpster – Please place all trash bags INSIDE the KDB dumpster. You will be penalized if you leave your bags outside the dumpster.
4. Report your bags – Call KDB AFTER you drop your bags off to report them. Please leave a message with your name, the date you dropped your bags off, and the number of bags left. We will record the information on your time sheet in the office. Record the information on your personal time sheet also.
5. Track your hours – Keep track of your hours on the time sheet that you have been given. Record the date, the number of bags you picked up, and how many hours you received for that (remember the extra 30 minutes for dropping them off). Keep a running total of your hours so you know how many you've completed.
6. Verify your hours – Before you visit your officer, you may set up a time to have your current hours initialed for verification. Please call ahead of time to ensure staff is available.
7. Fill your bags with roadside litter ONLY – KDB's goal is to help clean and beautify Denton, and you have chosen to volunteer for our litter abatement program. Please make sure that your trash bags have roadside litter only in them. We do open the bags to verify that there is no personal kitchen trash in the bags to take up space. Most people are honest about this, but a few can ruin the program for everyone. Please fill your bags all the way. If you have boxes, break them down first.

### Guidelines

- Free Trash Bags – KDB provides all trash bags free of charge. Call if you need more bags.
- Safety vests – Safety vests are available to anyone who wants one.
- 4 hours minimum per week – The local restitution programs require that you fulfill 4 hours of CS each week. You may earn more than 4/wk but you must meet this minimum requirement.
- How hours are earned – 1 hour per bag of litter & 30 minutes drive time for dropping off bags. (i.e. Pick up 4 bags of trash, earn 4.5 hours)

#### **Who is eligible to do community service with KDB?**

Individuals who are over 18 years of age. Individuals convicted of certain serious or violent charges will **not** be accepted to volunteer due to potential safety risks for other volunteers and staff.

#### **I work during the day. Can KDB work around my schedule?**

This program is ideal for people with busy schedules because it is self-paced. Once you have attended orientation, you set your own volunteer schedule.

#### **How do I get started?**

First, we will ask that your court officer fax us your agency introduction. That document will verify for us the offense, as well as tell us how many hours you need. Give us a call and verify that we have received your information and we'll decide together which orientation date works best for you.

#### **How do I get credit for my community service?**

You will be assigned a location in Denton to clean. Each 30-gallon bag of litter that you collect, drop off and report will earn you one hour of community service plus 30 minutes each reporting period for travel time. Make sure that you are keeping track of your hours. Then, based on your needs, periodically schedule time to have an updated time sheet signed off/verified by the Volunteer Coordinator.

#### **What should I bring to my appointment?**

When you are coming to have your hours signed off/verified, please bring your own record of how many hours you've done.

#### **Can I come by without an appointment?**

No, all meetings are **by appointment only**. For your convenience as well as ours, please call to schedule an appointment if you would like to sign up for orientation, have your hours verified/signed off, pick up more supplies, etc. The Volunteer Coordinator may not be available and/or prepared with your case-specific information to help you.

# keep denton beautiful

## forms & applications

### Keep Denton Beautiful Volunteer Profile

Today's Date: \_\_\_\_\_

Thank you for your interest in Keep Denton Beautiful! The information you provide here will help us to ensure that you have a satisfying volunteer experience that matches your skills and interests.

#### Personal Information

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Personal Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Personal e-mail: \_\_\_\_\_ Other e-mail: \_\_\_\_\_

#### Why are you interested in volunteering?

- Personal interest       Academic credit       Community Service Hours  
 Court ordered       Other \_\_\_\_\_

#### Age:

- over 18       under 18

T-shirt size: \_\_\_\_\_

Gender (optional): \_\_\_\_\_

Ethnicity (optional): \_\_\_\_\_

#### Employment status (optional):

- Employed full-time       Employed part-time       Self-employed  
 Student/Unemployed       Other \_\_\_\_\_

#### Have you ever volunteered or do you currently volunteer for Keep Denton Beautiful?

- Yes       No

If yes, how long have you been a KDB volunteer? \_\_\_\_\_

#### Your Interests at Keep Denton Beautiful

##### How did you hear about KDB?

- Ad       Website       College/University  
 Facebook       Current Volunteer       Other \_\_\_\_\_

##### Which areas of volunteer work are you interested in:

- Advertising/Marketing       Computer work       Fundraising  
 Event management       Event participation       Office management  
 Outdoor- litter abatement       Outdoor- beautification       Photography  
 Public speaking       Volunteer leadership       Other \_\_\_\_\_

Volunteer and Program Coordinator  
Phone: 940.349.8737  
Fax: 940.349.8396  
Email: Volunteer@kdb.org

**Your Interests at Keep Denton Beautiful (cont'd)**

**How long can you commit to volunteering?**

- One time                       Occasionally                       Weekly  
 Monthly                       Duration of specific project                       Other \_\_\_\_\_

**When are you available?**

- Weekdays                       Weekends

**What times are you available?**

- Mornings                       Afternoons                       Evenings

**Hobbies/interests:**

\_\_\_\_\_

**Please list special skills you would like to use while volunteering:**

\_\_\_\_\_

\_\_\_\_\_

**Do you have any special needs or restrictions we should be aware of?:**

\_\_\_\_\_

\_\_\_\_\_

**Date you can begin service:** \_\_\_\_\_

**Please describe in 3-5 sentences why you want to be a volunteer or intern at KDB.**

Why, at this particular time in your life have you chosen to volunteer with us? What do you hope to gain from being a volunteer?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Volunteer and Program Coordinator  
 Phone: 940.349.8737  
 Fax: 940.349.8396  
 Email: Volunteer@kdb.org



**COMMUNITY SERVICE PROGRAM  
 VOLUNTEER AGREEMENT & RELEASE OF LIABILITY**

**VOLUNTEER AGREEMENT**

**Thank you** for choosing to fulfill community service hours with Keep Denton Beautiful! Please read the following information thoroughly and complete this agreement form to begin working to help create a cleaner, more beautiful Denton through your volunteer efforts.

**I agree** to pick up litter at my assigned area and promote a litter-free environment in the community on an on-going basis. This agreement will remain in force until my assigned hours are complete OR either I or Keep Denton Beautiful terminates it.

**I agree** that if the maintenance of my assigned area is not being performed according to the terms agreed upon, I will be given thirty (30) days notice of termination after which time I will be removed from the Community Service Program. If within this 30-day period of time the maintenance is resumed, the Agreement will be continued.

**Contact Info** (please print)

\_\_\_\_\_  
Name of Individual                      Email address

\_\_\_\_\_  
Address                      City, State                      Zip

\_\_\_\_\_  
Phone (Day)                      Phone (Evening)

\_\_\_\_\_  
Emergency Contact Name                      Emergency Contact Phone

**Assignment** (office use only)

The Individual shall pickup litter at the following location unless otherwise noted. Litter pick-up will be conducted weekly at a rate of no less than 4 hours per week.

\_\_\_\_\_  
Assigned Clean-up Location                      Total Hours Assigned

**\*\* Please refer to the Community Service Program Procedures and Guidelines for details.**

\_\_\_\_\_  
Volunteer Coordinator                      Date



COMMUNITY SERVICE PROGRAM  
VOLUNTEER AGREEMENT & RELEASE OF LIABILITY

RELEASE OF LIABILITY

1. **Volunteer Participation:** I, the Individual, acknowledge that I have voluntarily applied to assist Keep Denton Beautiful in the Community Service Program where volunteers assist in picking up litter. Keep Denton Beautiful, the Division, and the Individual recognize and agree that the Individual in performing the actual details of picking up litter from the section adopted by the Individual, and, in picking up litter, the Individual shall act as an independent contractor. The Individual will be credited with the estimated hours assigned unless the work is not completed or the Individual provides conclusive evidence that the work took considerably longer than estimated. The Individual is responsible for reporting if the project took considerably less time than estimated.

2. **Release:** I agree that I, my assignees, heirs, guardians and legal representatives, will not make claim against Keep Denton Beautiful or the City of Denton or any of its affiliated organizations, or either their employees, officers, or directors, collectively or individually, or the supplier of any materials or equipment used in the project, or any of the volunteer workers, to me or damage to my property, however caused, arising from my participation in the Community Service Program.

3. **Waiver:** I hereby waive and forever release all rights, actions or causes of, action, known or unknown, resulting from personal injury or death to me, or damage to my property, sustained in connection with my participation on the project.

4. **Consent:** I will accept and pay any medical and/or emergency expenses in the event of accident, injury or illness, regardless of whether I have authorized such expenses. I further consent to the unrestricted use by Keep Denton Beautiful and/or persons authorized by them of any photographs, interviews, videotapes, or similar visual recording of me.

\_\_\_\_\_  
Signature of Individual

\_\_\_\_\_  
Date

Keep Denton Beautiful  
Student Volunteer Community Service Record

Volunteer Name: \_\_\_\_\_

Reason for community service (school, probation, etc.): \_\_\_\_\_

Site cleaned (if applicable): \_\_\_\_\_

# of bags collected (if applicable): \_\_\_\_\_

Star time: \_\_\_\_\_ End time: \_\_\_\_\_ Total hours earned: \_\_\_\_\_

KDB Volunteer Coordinator (print): \_\_\_\_\_

KDB Volunteer Coordinator (signature): \_\_\_\_\_

To report your hours after the event or for more information about volunteering with KDB, contact the Volunteer Coordinator by:

T: 940.349.8737 F: 940.943.8396 E: Volunteer@kdb.org W: www.KDB.org

Keep Denton Beautiful  
Student Volunteer Community Service Record

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# KEEP DENTON BEAUTIFUL

## Adopt-a-Spot Program Terms and Adoption Agreement

The mission of Keep Denton Beautiful is “to empower the community to create a cleaner, more beautiful Denton through volunteerism and education.” The Adopt-a-Spot Program gives civic-minded individuals, organizations, and businesses the opportunity to participate in creating a cleaner more beautiful Denton.

By signing this **Adoption Agreement**, the volunteer(s), both jointly and individually, acknowledge the potentially hazardous nature of the work to be performed, and both jointly and severally, agree to the Program Terms listed below.

### Volunteer Responsibilities

- ◆ Conduct a general cleanup of the adopted area **six (6) times** per year. **At least one cleanup every two months is required.**
- ◆ Place the collected litter in tyed bags at your Adopt-a-Spot sign(s) for collection.
- ◆ **Report your cleanup the day it is completed by:**
  - ◆ reporting online at [www.kdb.org](http://www.kdb.org);
  - ◆ emailing [volunteer@kdb.org](mailto:volunteer@kdb.org);
  - ◆ or by calling in the location and number of bags to the office at 349-8737.  
*\*\*Please assist us in keeping the streets and parks clean by reporting your work immediately, so that bag collection occurs quickly.*
- ◆ Utilize safety vests as provided, and exert all due care and caution during cleanups.
- ◆ Give each member of the group the Safety Information Sheet provided.
- ◆ Return safety vests and unused bags within one (1) working day after the cleanup.
- ◆ For student organizations, an administrator or teacher must sign this agreement, serve as the contact person for KDB, and ensure continuity of the program from year to year.
- ◆ Provide adult supervision for volunteers 15 years of age and younger.
- ◆ **Call the KDB office when your contact person/info changes.**

### Keep Denton Beautiful, Inc., City of Denton Solid Waste Department, and City of Denton Traffic Control Division Responsibilities:

- ◆ Monitor compliance with Program Terms.
- ◆ Provide safety vests & litter tongs(as available), trash bags, and collection services.
- ◆ Place Adopt-a-Spot signs, with the adopter’s name or acronym, one at the beginning and one at the end of the adopted area after the adopter’s **second** reported cleanup. Keep Denton Beautiful, Inc. will provide one free replacement per sign for each adopted spot. If more replacements are requested \_\_\_\_\_ will be responsible for funding the additional signs.
- ◆ Hold a volunteer recognition event for program participants.

On this \_\_\_\_\_ day of \_\_\_\_\_, 2011, \_\_\_\_\_(your name) having an interest in the appearance of the Denton community and recognizing the need and the desirability for a litter-free city, agree to adopt the following locations:

I/we agree to pick up litter at my/our adopted area and promote a litter-free environment in the community on an on-going basis. This agreement will remain in force until either \_\_\_\_\_ or Keep Denton Beautiful terminates it. Upon informing KDB of the desire to terminate the agreement, the Adopt-a-Spot signs will be removed from the property.

I/we agree that if the maintenance of my/our adopted area is not being performed according to the terms agreed upon, I/we will be given thirty (30) days notice of termination after which time the Adopt-a-Spot signs will be removed and the spot placed for re-adoption. If within this 30-day period of time the maintenance is resumed, the Agreement will be continued.

\_\_\_\_\_  
**Name of Adopter**

<Contact> \_\_\_\_\_

<Address> \_\_\_\_\_

<City, State><Zip> \_\_\_\_\_

**Contact Name & Mailing Address**

\_\_\_\_\_

**Phone Number (day/evening)**

\_\_\_\_\_

**Authorized Representative’s Signature/Title**

\_\_\_\_\_

**E-Mail**

\_\_\_\_\_

**Alternate Phone Number**

KDB Volunteer and Program Coordinator  
(940) 349-8737  
(940) 349-8396 fax  
1117 Riney Road  
Denton, TX 76207  
volunteer@kdb.org

# keep denton beautiful

## beyond KDB: volunteering in denton

Volunteers are among the most precious resources any non-profit organization can have! We're so glad that you have taken an interest in KDB and we hope that one of our many volunteer opportunities appeals to you! However, there are many meaningful volunteer experiences to be had in Denton. If we aren't a good fit for your needs or if you just have a generous spirit, here are a few other resources:

#### **Clear Creek Natural Heritage Center**

**Mission:** Inspire environmental citizenship through an understanding of the natural heritage of north central Texas by providing nature experiences, education and research programs, and conservation and restoration projects.

**Contact:** [clearcreek@cityofdenton.com](mailto:clearcreek@cityofdenton.com)

#### **Denton County Master Gardener Association**

**Mission:** To grow horticultural information.

**Contact:** [volunteer@dcmga.com](mailto:volunteer@dcmga.com)

#### **Lake Lewisville Environmental Learning Area**

**Mission:** To preserve and protect native biodiversity and to restore degraded ecosystems, communities, and native biodiversity while providing compatible educational and scientific use of LLELA lands.

**Contact:** [www.ias.unt.edu/llela](http://www.ias.unt.edu/llela)

#### **Elm Fork Education Center**

**Mission:** To develop and implement premiere environmental education programs.

**Contact:** <http://efec.unt.edu>

#### **Habitat for Humanity**

**Mission:** To work in partnership with God and people, from all walks of life. Habitat develops communities with people in need by building decent affordable houses.

**Contact:** [www.hfhdentoncounty.org](http://www.hfhdentoncounty.org)

#### **Reading and Radio Resource**

**Mission:** To enrich the lives of children and adults who- because of physical, learning, or vision limitations- cannot read for themselves.

**Contact:** (214) 871-7668 or [www.readingresource.org](http://www.readingresource.org)

#### **United Way of Denton County**

**Mission:** To serve as a catalyst to facilitate the organized efforts of the community to identify and address the existing and emerging needs of the people.

**Contact:** [www.unitedwaydenton.org](http://www.unitedwaydenton.org)

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