

"Hortensia" The Hydrangea Project

SPONSOR-A-SPOT PROGRAM

(a program through Creative Arts Network Inc. CAN)

GUIDELINES

PROGRAM SUMMARY

"Hortensia" The Hydrangea Project is a program through Creative Arts Network Inc. (CAN). It is a volunteer effort that encourages groups of citizens to participate in the planting, clean up and maintenance of Hydrangea planting areas. The program works as a resource to coordinate and support the sponsoring groups as well as facilitate communication with Fall River Dept. of Community Maintenance and Fall River Parks Department.

Litter is unsightly and destroys the natural feel of the Fall River Parks and open spaces. The "Hortensia" program will allow for maintenance and beautification of city parks and open spaces through litter and debris removal, planting of Hydrangea and routine maintenance by various persons and groups. The benefits to both the city and the groups involved are a litter-free, attractive environment and recognition for the adopting group/persons. It is our goal to encourage volunteers to assist in enhancing the quality of our parks and open spaces. It is a great service project for citizen or youth groups, neighborhood associations, or philanthropic organizations. It is an excellent way to get involved at the neighborhood level in your community. We welcome and encourage all groups to consider become a sponsor of the "Hortensia" Sponsor-A-Spot Program.

ELIGIBLE ACTIVITIES

The following activities are eligible in the "Hortensia" Sponsor-A-Spot program:

- Pick up litter and debris around and in the planting areas.
- Pick up branches and sticks.
- Weed and maintain beds and planting areas.
- Planting flowers, trees, or ornamental landscaping (including watering) *subject to prior approval by city staff.*
- Mulch new Hydrangea and other ornamental plantings
- Water planting areas regularly
- Facility checks and reports-communicate with Creative Arts Network Inc. (CAN)

SPONSOR RESPONSIBILITIES

Groups who decide to adopt a space will be expected to:

- Complete and submit an application to CAN Sponsor-A-Spot for approval.

- Participate in the annual citywide clean-up days.
- Commit to watering on a regular schedule.
- Commit to a minimum of monthly clean-up efforts throughout the spring through fall months.
- Commit to a minimum of two-year service, but the Program encourages groups to dedicate two years. Sponsorship will generally be for a minimum of one open space per season (April –November).
- Abide by the rules.
- Recruit volunteers and provide information on responsibilities and safety precautions.

For each clean up the Sponsor will also be responsible to:

- Call the city to schedule the clean updates.
- Obtain the required supplies and materials from the Fall River Dept. of Community Maintenance or Parks Department during regular business hours (8:00AM – 4:00PM), Monday –Thursday.
- Keeping track of the number of volunteer hours performed and submitting this information to CAN monthly.
- Ensuring youth participants are furnished with adequate adult supervision.
- Placing filled trash bags near existing trash containers for pick up and disposal by DPW.
- Returning unused material and supplies furnished by the City one (1) week following clean up, unless other arrangements have been made.
- Notifying CAN of items or grounds in need of attention or repair, especially when a safety concern exists.
- Submit one-page report to CAN following each clean up.

“Hortensia” (CAN) RESPONSIBILITIES

- Work with the adopting group/persons (sponsor) to determine the specific open space (or portion of park) to be adopted.
- Review/assist with paperwork including the application, volunteer rosters, liability waiver form, and reporting paperwork. (Volunteer rosters must be completed with basic information, hours worked and initials of each volunteer or participant, and signed by the assigned supervisor. Completed rosters and clean-up report forms will be submitted to the assigned supervisor then mailed to CAN @ 132 Highland Avenue, Fall River, MA 02720 or email at DENDENLLC@COMCAST.NET, within five days of completion of each clean-up date.)
- Facilitate communication with and report to the Fall River Dept. of Community Maintenance or Fall River Parks Department.
- Recognize the efforts and achievements of the Sponsor-A- Spot sponsors and volunteers.

- Coordinate and track clean-up efforts by maintaining a list of adopted areas, organizations, contacts, and number of visits to the site.

CITY RESPONSIBILITIES

The City will support ongoing volunteer efforts by

- Supply the necessary trash bags and gloves.
- Maintaining communication and troubleshooting with CAN
- Picking up garbage and debris following a clean-up day.
- Receive reports on status of maintenance and safety of equipment and other resources.
- Recognize the assistance of the “Hortensia” Sponsor-A-Spot Program in supporting efforts to beautify the city through its park and open space system.

SIGN POLICY

A sign will be posted at the adopted park or open space as determined by the Parks and Recreation Department and Traffic Dept. The Sponsor-A-Spot sign may share a signpost with other signs in the park or open space. Signs will state the name of the group/person and will not be allowed to make political or other statements that may be considered controversial.

