

**CITY OF GOODLETTSVILLE'S ADOPT-A-GREENSPACE PROGRAM  
INTRODUCTION**

Welcome to the City of Goodlettsville's Adopt-A-Greenspace program! This program provides a way to show pride in our community and is a great and inexpensive project that generates publicity and recognition for your group's name. The Adopt-A-Greenspace program allows interested groups to assist with litter pickup, preservation and maintenance of landscaped areas, increased landscaping, and general upkeep of the City's greenspaces.

- Volunteers are asked to conduct cleanups at least four times a year, specifically once during each season.
- The group's name is placed on City of Goodlettsville's Adopt-A-Greenspace signage which appears along the adopted greenspace.
- The City provides clean-up materials.
- Roadside litter is disposed of by the City of Goodlettsville's Public Works Department.

The following procedures will help organize and complete the pick-up events:

- Review and sign the City of Goodlettsville's Adopt-A-Greenspace *Memorandum of Understanding* (MOU). This MOU must be submitted to the City of Goodlettsville's Adopt-A-Greenspace's program and approved before the first litter pick-up event.
- Schedule a date before the first pick-up event to hold a safety briefing for the volunteer group. Each volunteer involved in picking up litter must review the volunteer safety guidelines and sign a release statement certifying this.
  - Parents of children 17 years and younger must read the volunteer safety guidelines with their children/child and sign the parental consent portion of the release statement. Tennessee law requires that parents/guardians assume the responsibility for their minor children.
- Contact the Adopt-A-Greenspace program at (615) 851-2200 or (615) 859-2740 to schedule a time during regular weekday business hours to obtain materials (liability waivers, signage bags, gloves, vests, etc.)
- Volunteers must wear safety vests at all times during the pick-up event.
- Two orange caution signs will be loaned to the group. They are required by the State of Tennessee and Federal regulations to help protect the safety of workers in a work zone. A sign must be placed at the beginning and end of the route facing oncoming traffic during the pick-up event.
- A release form must be signed prior to each pick-up event. All release forms must be on file in the City of Goodlettsville's Adopt-A-Greenspace's program office before volunteers are given permission to conduct litter pick-ups.

- After each pick-up event, contact the City of Goodlettsville's Public Works Department at (615) 859-2740 to advise where litter is located.
- After each pick-up event, complete a Clean-Up Report form and return any leftover, unused materials (vests, bags, caution signage, etc.) within three business days to the Adopt-A-Greenspace program office.
- After completion of the first pick-up, recognition signage will be installed. At any time a pick-up has not occurred within six months of the previous pick-up, the signage will be removed.
- Keep the Adopt-A-Greenspace program coordinator updated with contact and address information changes.
- There is no fee required to participate within the City of Goodlettsville's Adopt-A-Greenspace program.