



Clean



Beautiful



Green



ATHLETIC FIELDS | HISTORIC SITES | PARKS | STREETS | STREAMS | TRAILS

*Thank You!*

## Volunteers like you are helping to Keep Manassas Beautiful!

Thank you for your interest in Keep Manassas Beautiful!

The Adopta! litter clean-up program is designed to empower community members to take an active role in helping keep the City of Manassas clean and beautiful. Citizens, like you, help to reduce litter and maintain an aesthetically pleasing and safe environment for everyone to share and enjoy.

But there's more to being an Adopta! volunteer than just litter. Your participation in our program benefits your own health and well-being through physical activity. Many of our volunteer groups also enjoy the social benefits of getting together to do something positive for our community.

Please take some time to review the conditions and safety regulations that are outlined in the following pages. If you would like to adopt a location please complete the application and return it to one of our program units. A member of staff will then contact you to finalize the adoption.

Thank you for your time and consideration, and for caring about the City of Manassas.

Sincerely,

Colleen Burroughs  
Keep Manassas Beautiful Coordinator

City of Manassas  
8500 Public Works Drive  
Manassas, VA 20110  
Phone: (703) 257-8256  
email: [cburroughs@manassasva.gov](mailto:cburroughs@manassasva.gov)



## Pick Your Location!

- 250 Public Streets
- 19 Parks
- 5 Historic Sites
- 16 Athletic Fields
- 2 Streams
- 2 Walking Trails

# Adopta!

## PICK YOUR LOCATION



### What's it all about?

Everyone who enjoys our community should feel empowered to be a good steward of our beautiful Manassas. Reducing the amount of litter on our streets, at our historic sites, and in our parks, fields, and streams is a high priority. When residents, groups and businesses volunteer their time by adopting a portion of our city and keeping it litter-free, they beautify our environment and improve the health and safety of our public spaces. In exchange, the City supplies signs, litter pickers, vests and trash bags to help with clean-ups and support volunteer activity.

**Keep Manassas Beautiful** is a citizen-led program designed to inspire and educate residents of the City of Manassas to take action every day to improve and beautify our community environment through the following actions:

- Foster wider awareness that putting an end to littering and improving beautification and waste reduction is a shared responsibility between residents and the City of Manassas.
- Work in collaboration with community organizations, businesses, homeowners associations and other groups to empower volunteers to take action to help make the City of Manassas safer, cleaner and more aesthetically pleasing.



KEEP AMERICA BEAUTIFUL AFFILIATE



# Adopta!

Adopta! is a new venture, which aims to:

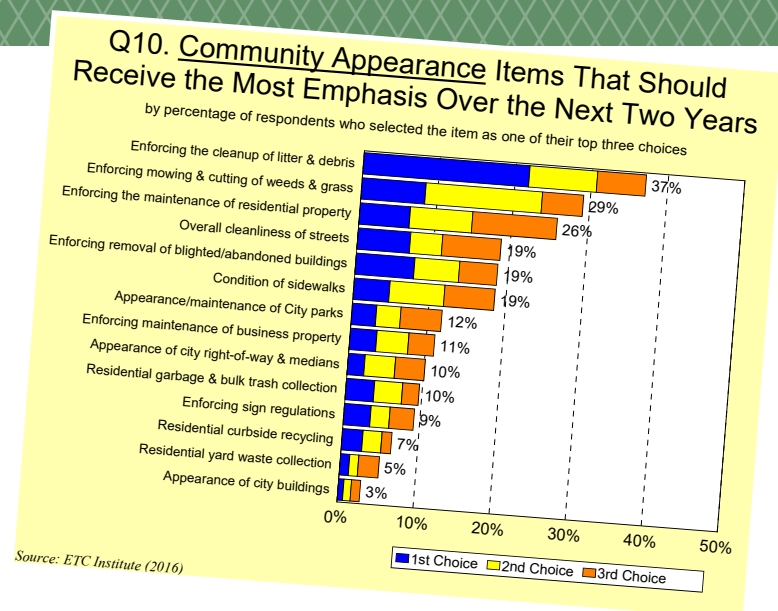
- Increase litter prevention
- Beautify the City, and
- Increase waste reduction through recycling

What was once Adopt a Street has now become so much more for everyone to share and enjoy. In 2018, City of Manassas Refuse and Recycling, Parks, Culture and Recreation, Beautification and Stormwater divisions partnered to form Keep Manassas Beautiful and opened opportunities for volunteers to adopt streets, streams, parks, athletic fields and historic sites throughout the City.

- Advise Manassas City Council and City staff, as appropriate, on matters regarding litter prevention, beautification and waste reduction as part of Keep Manassas Beautiful.

## Litter is more than just unsightly.

Litter increases the risk of fire, personal injury, the spread of diseases, pollutes waterways, and threatens wildlife. The impacts are real, the issue is genuine, and litter is increasingly being recognized as an issue of concern with citizens.



# Want to learn more about **Adopta?**

**For more information on adopting  
a location, please contact:**

## **STREETS**

Colleen Burroughs  
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City of Manassas  
8500 Public Works Drive  
Manassas, VA 20110  
Phone: (703) 257-8256  
email: [cburroughs@manassasva.gov](mailto:cburroughs@manassasva.gov)

## **PARKS, TRAILS, ATHLETIC FIELDS, HISTORIC SITES**

Christen Fox  
Operations and Maintenance Supervisor  
Parks, Recreation and Culture  
City of Manassas  
9101 Prince William Street  
Manassas, VA 20110  
Phone: (703) 257-8315  
email: [cfox@manassasva.gov](mailto:cfox@manassasva.gov)

## **STREAMS**

Jacob Renaud  
Stormwater Manager  
City of Manassas  
8500 Public Works Drive  
Manassas, VA 20110  
Phone: (703) 257-8228  
email: [jrenaud@manassasva.gov](mailto:jrenaud@manassasva.gov)



*Leave the world better than you found it."*

-ROBERT BADEN-POWELL



## Litter Clean-up Safety Tips

### We'll give you:

- High-Visibility Vests
- Gloves (not latex)
- Litter pickers
- Pool rakes (for stream clean-ups)
- Brightly colored trash bags

### Dress for the job...

- Always wear sturdy work or garden gloves during a clean-up and wash your hands afterwards.
- Be prepared to encounter poisonous weeds like poison ivy or sumac – which can cause nasty skin irritations.
- Put High-Visibility vests on BEFORE you start collecting and always face traffic as you work so that drivers can see you — and you can see them.
- Wear long pants, a long sleeve shirt, socks and sturdy boots or shoes (NO SANDALS.)

### Cleaning parks, fields and streams:

- Always work in pairs.
- Apply insect repellent before entering wooded areas or working near water.
- Do not step into high vegetation and stay alert. These areas are home to poisonous plants as well as snakes and other wildlife.

## Timing is everything...

- Check the weather report before you head out the door. Bad weather can turn paper and other litter into a slippery mess.
- Schedule your litter clean-up during daytime hours when the traffic is relatively light.
- Park vehicles in a safe and legal parking area that does not obstruct traffic.

## Avoid dangerous or unsafe litter...

- Dangerous or unsafe litter includes razor blades, syringes, hazardous household products, dead animals, condoms, all unlabeled jugs, bottles and drums. Make a note of the location and contact City of Manassas Police on (703) 257-8000.

## Work as a team...

- Always designate a leader to keep track of volunteers and clean-up details.
- Provide at least one adult supervisor for every group of six young people under 18 years of age.
- Avoid horse-play during your clean-up to ensure your safety and that of others.

# Recognizing our volunteers

- The City of Manassas recognizes all groups involved in the Adopta! clean-up program by installing signs at designated Adopta! locations.
- Every April, volunteers who meet their commitment of six annual clean-ups are also invited to the City's Volunteer Reception.
- Volunteers and groups that go above and beyond are also honored by the City for their achievements.







## TERMS AND CONDITIONS

- The applicant agrees to conduct a minimum of one litter clean-up/maintenance session every other month (or six litter clean-ups/maintenance sessions per year) and submit a report (within a week) after each clean-up. The work will be performed under and in accordance with the Keep Manassas Beautiful guidelines and safety tips.
- The applicant shall, at all times, indemnify and hold harmless the City of Manassas and its employees, agents, and officials from liability, responsibility, damage, claims, fees, costs, expenses and losses, including reasonable attorney's fees arising from the exercise of the privileges granted under this Agreement.
- Each person participating in any clean-up activities or maintenance sessions related to Keep Manassas Beautiful does so at his or her own risk, and the City of Manassas, its employees, agents and officials shall not be responsible or liable for property damage or personal injury resulting from such participation. The applicant shall so advise all participants of the foregoing conditions.
- The participation by a minor in any such clenaup activities or maintenance sessions shall be conclusive evidence that the parent or legal guardian of such minor:
  - Has given permission for such minor to participate.
  - Agrees to the above conditions on behalf of such minor.
- If the above location is privately owned property, the property owner shall provide a signed letter permitting litter collection, and by doing so, grants permission for such activities and releases the City of Manassas, its employees, agents, and officials from all responsibility and liability for property damage and personal injury resulting from the activities conducted pursuant to this Agreement.
- This Agreement may be terminated by the City of Manassas at any time the applicant does not comply with this Agreement or at any time the applicant's work effort is considered unsafe. The City reserves the right to revise or discontinue this program at any time.

**Notification: It will be the responsibility of the adoptive group to notify the program unit office of any changes within their group as it affects their adoption (i.e. changes in contact person, phone number, address, e-mail, etc.)**

## REPORTING FORM

This report is documentation of your group's participation and compliance as an active, participating member of Keep Manassas Beautiful. You can also report your activity online at [www.manassascity.org/adopta](http://www.manassascity.org/adopta).

|   |  |             |
|---|--|-------------|
| WHERE DID YOU DO YOUR CLEAN-UP?                                     |  |             |
| <input type="checkbox"/> STREET (Does not include private streets)  | <input type="checkbox"/> STREAM (1,000 ft.)            |             |
| <input type="checkbox"/> TRAIL (1/2 mile + 5-10 ft. on both sides)  | <input type="checkbox"/> PARK                          |             |
| <input type="checkbox"/> HISTORIC SITE/SPOT                         | <input type="checkbox"/> ATHLETIC FIELD                |             |
| LOCATION:   |  |             |
| NAME OF GROUP:  |  |             |
| CONTACT FIRST NAME:   | CONTACT LAST NAME:                                     |             |
| EMAIL ADDRESS:  |  |             |
| HOME PHONE:   | WORK PHONE:  | CELL PHONE: |
| GROUP NUMBER (ASSIGNED WHEN YOUR APPLICATION WAS APPROVED):         |  |             |
| DATE OF CLEAN UP:   |  |             |
| NUMER OF PEOPLE:  | NUMBER OF HOURS:                                       |             |
| NUMBER OF TRASH BAGS:   | NUMBER OF RECYCLING BAGS:                              |             |
| DID YOU SEE ANY OF THE FOLLOWING IN OR NEAR YOUR CLEAN-UP LOCATION? |  |             |
| <input type="checkbox"/> PROPERTY DAMAGE                            | <input type="checkbox"/> GRAFFITI                      |             |
| <input type="checkbox"/> HAZARDOUS MATERIALS                        | <input type="checkbox"/> OTHER ITEMS/ISSUES OF CONCERN |             |
| <input type="checkbox"/> ILLEGAL DUMPING                            |  |             |
| PLEASE TELL US ABOUT WHAT YOU FOUND:                                |  |             |
| ADDITIONAL COMMENTS:  |  |             |



## Want to learn more about Keep Manassas Beautiful?

For more information on how you can Keep Manassas Beautiful by adopting a location, sponsoring an event or becoming a volunteer, please contact:



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