

**ADOPT-A-PARK LITTER CONTROL PROGRAM
PROCEDURES
PROGRAM YEAR 2015**

1.
 - (a.) Each group shall pick up litter in their respective parks at least once a week, according to the Adopt a Park Agreement.
 - (b.) Each group shall track the dates, hours and number of volunteers for each cleanup and submit this information to the City at the end of each month.
 - (c.) Each group is responsible for providing their own litter collection supplies. Litter shall be disposed of using the litter receptacles provided at the park.
 - (d.) Report an overflowing can, illegal dumping, or other litter concern to the City Adopt-a-Park Coordinator.
 - (e.) To report down trees or limbs in the park, contact the City Arborist Office, 703.746.5499.
 - (f.) For other services use Call.Click.Connect: 703.746.HELP
<http://request.alexandriava.gov/CCC>
2. Each park is inspected by a City official, unannounced, once per month on a Monday from April 1st through November 30th for a total of eight inspections. Inspections do not occur on City Holidays. These are typically Memorial Day, Independence Day, Labor Day and Columbus Day.
3. Inspections are based on a **12 point system**.
A score of **12 points** = **Perfect**:
No Paper
No Cans
No Bottles
No Glass
The system is broken down into 4 segments, Paper, Cans, Bottles, and Glass. Each section can receive ***up to 3 points***.

One to 3 pieces of litter in any category is sufficient to reduce the score by 1 point. A generally littered appearance in any of the four categories would result in a score of 0.
4. Cash awards are based on available funds. Program funding is provided by the State's Litter Prevention and Recycling Grant, which the City applies each year. The grant amount will vary each year. The grant funds will be divided by the total number of points compiled in the inspection ratings by all participating associations. Each group's point total will be multiplied by that rate to determine the dollar amount for the year.
5. The grant is applied for and received during the program year according to following schedule:
■MARCH-MAY 2015: Check distribution for work completed in 2014.
■APRIL 1: 2015 Program begins.
■JUNE 2015: City Council approval of grant application. Application due by June 30 to VADEQ.
■FALL 2015: Grant Awarded to City. November 30: 2015 Program ends.
■WINTER 2016: City allocation of funds.
■MARCH-MAY 2016: Check distribution for work completed in 2015.
6. Monthly scores will be communicated by email. Contact information:

K. Charlotte Nourse,
Adopt-a-Park Coordinator
703.746.4645
katherine.nourse@alexandriava.gov
2900-A Business Center Dr. Alexandria, VA 22314