ADOPT-A-SPOT CLEANUP REPORT FORM

Submission of these reports at least 4 times a year is required to remain a group in good standing. Call 757-441-1347 immediately after your cleanup for trash pickup. Keep copies for your records and submit report with sign in sheet within two business days of each cleanup by:

2) Fax: 757-441-5285 (Our phone number is 441-1347)
3) Mail: Keep Norfolk Beautiful, 3500-A Granby Street, Norfolk, VA 23504
4) E-mail: knb@norfolk.gov

GROUP INFORMATION:
Group Name: __________________________________________
Leader: ___________________________ Phone/E-mail: ___________________________
Clean-up Location: __________________________________________
Date of Clean-up: ____________

LITTER COLLECTION RESULTS:
Number of FULL BLACK bags collected: _________
Number of FULL WHITE bags collected: _________
Estimated weight of bulky items and debris that was not bagged = _______ pounds.
Number of Volunteers (include yourself) Adults: _________ Children <18: _________
How long did the cleanup last? (Round to nearest ½ hour): _________

OTHER RESULTS:
Number of trees planted: _________
Number of plants planted (shrubs, flowers, bulbs, etc.): _________
Number of bags collected for recycling (taken home or to a drop-off recycling center): _______

☐ I REVIEWED THE SAFETY GUIDELINES WITH ALL VOLUNTEERS
Signature of Group Leader: _________________________ Date: ____________