



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:***

- 1) **Web:** www.norfolk.gov/KNB → Volunteer → Adopt-A-Spot → Submit Adopt-A-Spot Cleanup Report
- 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: _____