



ADOPT-A-BLOCK

PROGRAM POLICY & PROCEDURES

Policy Name: Volunteer Recognition Signs
Procedure Number: 2011-01

Created: August 10, 2011
Approved by Board: August 15, 2011
Updated: October 10, 2013

INTRODUCTION

The Board of the Mission Adopt-A-Block Society is committed to ensuring that each of our volunteers has the opportunity to have street signage put up along their designated adopted route announcing the area as being adopted by them.

1. PURPOSE

- 1.1 To establish program requirements for Adopt-a-Block participants.
- 1.2 To provide a standardized framework for the Adopt-a-Block participant recognition signs.
- 1.3 To ensure fair and consistent recognition of all Adopt-a-Block participants.

2. SIGNAGE POLICY

- 2.1 The signs installed for the participants in the Adopt-a-Block, Adopt-a-Park, Adopt-a-Trail Program, and Adopt-a-Creek will adhere to the following:
 - 2.1.1 Participant, Sponsor, and Donor logos are not permitted on Adopt-a-Block recognition signs.
 - 2.1.2 For non-profit groups, only the name of the group will be placed on the signs.
 - 2.1.3 For commercial businesses, only the legal name of the company will be placed on the signs.
 - 2.1.4 Signs will not list the services the group provides unless it is part of the group's or company's legal name.
 - 2.1.5 Signs will not list a specific location, address, telephone number or website of the business or group unless it is a part of their full legal name (note: legal name documentation will need to be provided).
 - 2.1.6 Signs will not include any political or other statements which can be considered controversial.
 - 2.1.7 Signs will adhere to design formats determined by the Adopt-a-Block Society.
- 2.2 Recognition signs will be issued once the first cleanup is complete and the participant record form has been received by the Adopt-a-Block coordinator.
- 2.3 Signs will remain in place for the duration of the adoption period. If a group chooses to withdraw from the program their sign will be removed and may be replaced with an "Up for Adoption" sign.
- 2.4 Number of signs:
 - 2.4.1 Adopt-a-Block - two recognition signs are issued, unless otherwise determined as part of Participation Policy 3.1.1.
 - 2.4.2 Adopt-a-Trail – one recognition sign is issued (with permission from DOM*)
 - 2.4.3 Adopt-a-Park – one recognition sign is issued (with permission from DOM*)
 - 2.4.4 Adopt-a-Creek – one recognition sign may be issued. Adopt-a-Creek adoptions will be assessed by the Adopt-a-Block coordinator on an individual basis and signs may or may not be issued. If a sign is deemed not appropriate for the creek section adopted, a recognition plaque may be issued instead.

3. RESPONSIBILITIES

- 3.1 The Board is responsible for the development and review of this policy.
- 3.2 All Board members, casual, permanent and contract staff and volunteers are responsible for adhering to this policy.

4. SIGNAGE PROCEDURES

4.1 Commitment With Sign

- 4.1.1 Adopt-a-Block - Participants must clean both sides of the street section adopted (note: if a participant chooses to only adopt one side of the street or less than 1km they will be given only one sign)
- 4.1.2 Number of cleanups per month:
 - 4.1.2.1 Block – minimum of one cleanup per month
 - 4.1.2.2 Trail and Park – minimum of two cleanups per month
 - 4.1.2.3 Creek- minimum of four cleanups per year
- 4.1.3 Street and trail adoptions must be a minimum of 1km in length.
- 4.1.4 Participants must commit to the program for a minimum of two years.

4.2 Commitment Without Sign

- 4.2.1 Participants can participate in one time cleanups.
- 4.2.2 Participants may chose not to submit monthly cleanup reports.
- 4.2.3 Participants may clean an area that is less than 1km in length.
- 4.2.4 Participants may choose to clean an area less frequent than the minimum requirements.

4.3 Reporting

- 4.3.1 Participants must report their required number of cleanups on a monthly basis.
- 4.3.2 Participants who partake in cleanups more frequently may submit an annual cleanup form (note: this must be approved by the Adopt-a-Block coordinator).
- 4.3.3 Participants who fail to submit cleanup reports can be removed from the program and their signs removed without notice.

4.4 Renewal

- 4.4.1 In the final adoption year, participants will be asked to renew their adoption for an additional 2 years. Renewal is required to continue participation in the program.
- 4.4.2 If a participant chooses to withdraw from the program, their sign(s) will be removed and may be replaced with an "Up for Adoption" sign.

**DOM denotes the District of Mission*

RELATED DOCUMENTS

None at present

AUTHORISATION



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Secretary 2013
October, 10, 2013



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October 10, 2013