



My City Application

Name of Group/Organization: _____

Primary Contact Information:

Name: _____

Mailing Address: _____

Phone number: _____

Email: _____

Alternate Contact Name: _____

Phone Number: _____

Email: _____

We would like to adopt: Name of park or public space: _____

Date you would like activities to begin: _____

How often would you or your group like to participate in the My City Program? *Please circle and specify preferable date ranges*

Monthly Dates: _____

Quarterly Dates: _____

Semi-Annually Dates: _____

Other Dates: _____

Estimated number of participants: _____ Age Range of Participants: _____

Please submit application for approval to:

Mail: City of Russell Attn:City Clerk , PO Box 112 Russell, KS 67665

Deliver: City of Russell 133 W. 8th St. Russell, KS 67665

Email: Ashley.mai@russellcity.org



My City Program Guidelines

Upon receipt of completed application, the City Clerk will contact the group to determine the available park or public space is suitable for your group. After meeting with the City Clerk and arranging a clean-up schedule, the group should:

- Plan to pick up supplies from City Clerk's office.
 - These include safety vests, trash bags, and gloves.
- Designate a place to meet before cleanup begins to give instructions and to distribute supplies.
- Review Safety Guidelines below with group prior to beginning clean-up.
- When trash bags become filled, tie and leave near roadway for pick-up by City crews.
- Notify the City Clerk's office upon completion of clean-up so that trash bags may be collected.
- Any questions may be directed to the City Clerk's office at (785)483-6311.

Safety Guidelines

- Determine who is responsible for supervising child participants, away from busy or unsafe areas.
- Call 911 immediately to request assistance for any serious injury, or to report any suspicious or illegal activity present in the area.
- Wear sunscreen and a hat for sun protection; wear gloves **at all times** during the cleanup project.
- The wearing of boots or sturdy, closed-toe shoes is highly recommended.
- Drink water/hydrating beverages; avoid caffeinated drinks. Alcohol and other impairing substances are strictly prohibited and participants may not be under the influence when volunteering.
- Stay with your group in the designated cleanup boundaries. Don't trespass on private property or neighbors' yards.
- Do not pick up any of the following: hypodermic needles, medical waste, condoms, chemicals, dead animals and other items posing health and safety hazards. Report any of these items to the City of Russell Police Department (785)483-2121.