



# Adopt A Spot



---

## Instructions

1. Fill out the SWA Volunteer Application and Adopt-A-Spot First Cleanup Registration.
2. Return the completed documents to:

Adopt-A-Spot  
Customer Information Services  
Solid Waste Authority of Palm Beach County  
7501 North Jog Road  
West Palm Beach, FL 33412

3. We will review your application and upon approval contact you to confirm the location and date of your first cleanup. We will also make arrangements for you to pick up your cleanup supplies approximately one week in advance of your event.
4. Following each cleanup, return the volunteer sign in sheet by mail to the address above, fax to 561-640-3400 or email to [Imoreno@swa.org](mailto:Imoreno@swa.org) or [jaiken@swa.org](mailto:jaiken@swa.org).
5. Conduct at least two cleanup/beautification events per year.

---

## Safety Guidelines

1. Wear gloves and closed toe shoes.
2. Protect yourself from the sun (hat, sunglasses, sun-block, etc.).
3. Avoid all contact with hazardous materials. If you encounter any containers of substances you can't identify, leave it and contact SWA as soon as possible. Report any found weapons to the police. **Do not touch them!**
4. Bring an adequate supply of drinking water. Alcoholic beverages are never permitted.
5. Face oncoming traffic to be able to detect erratic drivers if working along a roadway.
6. Provide supervision at all times for youth groups.
7. Do not work in inclement weather, especially if there is lightning in the area. Work only during daylight hours that are not peak travel times (best time is usually between 8:00 am and 11:00 am).

If you have questions or need additional information, contact our community services team at 561-697-2700 or 1-866-792-4636 and speak with Linda (ext 4717) or Joanna (ext 4701).



# Volunteer Application

7501 North Jog Road  
 West Palm Beach, FL 33412  
 Voice: 561-697-2700 ext. 4717  
 Fax: 561-640-3400  
 Web Page: www.swa.org

## Personal Information:

Date:			
First Name:	Last Name :	Middle:	
Home Address:			
City:	State:	Zip Code:	
Home Phone:	Work Phone:	Cell:	Fax:
E-mail:		Date of Birth:	

## Personal/Professional References:

<b>Personal Name:</b>		Daytime Phone:	
Address:		City:	
State :	Zip:	Years Known:	
<b>Business Name:</b>		Contact Person:	Daytime Phone:
Address:		City:	
State:	Zip:	Years Known:	

## Emergency Contact Information:

Person to contact in case of emergency:	Name:	Relationship:
Address:	City:	Zip:
Home Phone:	Work Phone:	Other Phone:

## Areas of Interest: Indicate which areas you would like to volunteer for our agency?

<input type="checkbox"/> <b>Administrative Support</b>	Performing various clerical duties for special projects such as: copying, data entry, filing, mailings and much more.
<input type="checkbox"/> <b>Adopt-A-Spot</b>	Beautifying a designated spot in Palm Beach County
<input type="checkbox"/> <b>“Green Team” Special Events</b>	Working special events to help distribute educational information to residents.
<input type="checkbox"/> <b>Neighbor 2 Neighbor</b>	Participate in our Community Outreach Programs along with assisting the SWA staff with Community Action Projects.

How did you learn about our volunteer program?

---

Are you fluent in any language other than English?  Yes  No Read?  Yes  No Write?  Yes  No

Which language?

---

What do you expect to gain and to give as a volunteer?

---



---

“The Solid Waste Authority of Palm Beach County is governed by the Florida Public Records law.”

**Please check the subjects/jobs/skills in which you have experience:**

**Clerical**

- Data entry
- Filing
- Copying
- Mailings
- Phone Work

**Computers**

- Word
- Access
- Excel
- Desktop Publishing
- Web Design
- Outlook
- Other \_\_\_\_\_

**Communications**

- Public Speaking
- Public Relations
- Marketing
- Special Events

**Other**

- Accounting
- Making Decisions/Policies
- Newsletter
- Art/Craft Projects
- Environmental Issues/Projects

List any other skills, hobbies, interests or educational degree you have that might be helpful in your volunteer work:

---



---

**Photo and Press Release**

I \_\_\_\_\_, do hereby give the Solid Waste Authority of Palm Beach County, their assigns, licenses and legal representatives the irrevocable right to use my name (or any fictional name), picture, portrait, photograph, visual and voice recording and likeness in all forms and media and in all manners, including photo, film, audio, video and all social media representations, for nonprofit, public purposes, and I waive any right to inspect or approve the finished product, including written copy that may be created in connection therewith. I have read this release and am fully familiar with its contents.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(please print)

Signature: \_\_\_\_\_

If under age 18:

Name of parent/legal guardian: \_\_\_\_\_ Date: \_\_\_\_\_  
(please print)

Signature of parent/legal guardian: \_\_\_\_\_

**By signing this application, you are giving us permission to contact you regarding volunteer opportunities with the Solid Waste Authority of Palm Beach County. If you move or your interests change, please contact us so we can update your file. Thank you for your interest in volunteering.**

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

If under age 18:

Signature of parent/legal guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**“Volunteers of governmental agencies are entitled to workers compensation and are subject to the same limitations as an employee.”**



<b>FOR OFFICE USE ONLY</b>	
<input type="checkbox"/> Application Received.....	_____
<input type="checkbox"/> Entered into VSys One .....	_____
<input type="checkbox"/> Volunteer Manual.....	_____
<input type="checkbox"/> Folder/File.....	_____
<input type="checkbox"/> Shirt size.....	_____



YOUR PARTNER FOR  
SOLID WASTE SOLUTIONS

## **ADOPT-A-SPOT** **FIRST CLEANUP REGISTRATION**

Name of Group \_\_\_\_\_

Group Leader \_\_\_\_\_

Date of First Cleanup \_\_\_\_\_

Location of Adopted Spot \_\_\_\_\_

Our group commits to cleaning the above mentioned adopted spot for a period of two years at a minimum of two times per year.

Group Leader Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return to:

Adopt-A-Spot Program  
Solid Waste Authority of PBC  
Customer Information Services  
7501 North Jog Road  
West Palm Beach, FL 33412

