



NEW PARTICIPANT REQUEST FORM

This form is for NEW Participants ONLY! If you have previously participated in Adopt A Spot, please fill out the Returning Participant Request Form!

Please complete this form and submit it to the Center for Service & Civic Engagement, 1104 Webb Center. Your request will be processed within 4 days and a CSCE Representative will contact you to notify you of your spot and give you important program details. If you have any questions or special needs, please call (757) 683-6948 or e-mail us at volunteer@odu.edu.

Name of Organization/Group of Students:

Primary Contact Person:

Name: _____

Local Phone: _____ Cell: _____

Email: _____

Basic Program Details:

- Adoptions are for one academic year. Re-registration for spots must be completed every year in the spring for the falling year. Organizations who miss the re-registration deadline will forfeit their spot.
- Groups are responsible for cleaning their spots once a month at their convenience.
- After a clean-up, a Clean-up Report must be submitted to the CSCE. Clean-up reports are due by the last day of September, October, November, January, February, March, and April. Clean-up reports are due by the last day of exams in December and May. If a group fails to submit their clean-up reports by the due date they will forfeit their spot.
- Cleanup Supplies (gloves and trash bags only) are available during regular office hours from the Center for Service & Civic Engagement. Groups can stop by at their convenience to pick up supplies.
- The Primary Contact Person listed above is responsible for making sure that all group members are aware of and follow the basic safety procedures for Adopt A Spot published on the Center for Service & Civic Engagement Website.

By signing below, I confirm that I have read and understand the Basic Program Details listed above and that my Group will abide by these basic guidelines. I also understand that spots are assigned on a first come, first serve basis by the Center for Service & Civic Engagement. If you have a preferred location, please list it here: _____.
The Center will try to accommodate all requests; however, in the event a preferred location has already been assigned, any open location will be assigned to your organization.

Signature

Date

For Office Use Only!

Request Received By: _____ Date: _____

Date Confirmation Sent: _____ Location: _____