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# RETURNING PARTICIPANT REQUEST FORM

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*This form is for RETURNING Participants ONLY! If you have not previously participated in Adopt A Spot, please fill out the New 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](mailto:volunteer@odu.edu).*

Name of Organization/Group of Students: _____
Current Adopt A Spot Location: _____
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 following 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 under 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. The Center will try to accommodate all requests; however, in the event you have missed the re-registration deadline and your preferred location has already been assigned, any open location will be assigned to your organization.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

<b>For Office Use Only!</b>
Request Received By: _____ Date: _____
Date Confirmation Sent: _____ Location: _____