

**University of Northern Colorado**  
**Adopt – A – Spot Flower Garden Program (AASFG)**  
**Guidelines & Agreement**

Before starting your volunteer activities, make sure to contact Landscaping & Grounds at 351-1263 or call Pat McDonald at 302-7138 ([patrick.mcdonald@unco.edu](mailto:patrick.mcdonald@unco.edu)). We will assist you in getting started. Landscaping & Grounds will provide bedding plants (annual flowers) that will be best suited for any particular flowerbed that is selected and approved. After approvals and arrangements have been confirmed, we will direct you to the appropriate Grounds Staff member, who will be your contact person. We expect that you will keep them informed of your progress. We would also appreciate letting us know of any problems that you might have. These problems could include faulty hoses, and hose faucets, irrigation leaks, stolen flowers, etc. We will do our best to rectify the situation. Landscaping & Grounds will post your AASFG sign at your garden, with your name, group or organization.

**Commitment Agreement**

Volunteers agree to prepare, plant and maintain their designated “Adopt-A-Spots” throughout the growing season (May-October) on a routine basis. We expect all volunteers to provide weekly weeding, watering (as needed), and cultivating in order to keep flowerbeds in excellent condition. Landscaping & Grounds will fertilize and apply any needed pesticides on all “Adopt-A-Spot” Gardens throughout the growing season.

Volunteers are expected to provide their own tools, gloves, etc. If there are any special needs we will do our best to accommodate.

Volunteers will not be permitted to apply any pesticides. If you see any problems related to disease, insects, etc. let us know and we will address these problems. For those who have difficulty distinguishing a weed and a flower, please contact our office and we will help you.

In the event you are unable to provide the necessary commitment to your flower garden, we would appreciate it if you would notify us as soon as possible. We can fill-in your garden duties during your absence (scheduled vacation or illness). If you fail to contact us and flower gardens are not maintained at an acceptable level, we do reserve the right to remove plantings. Our purpose is to beautify the campus, and unmaintained beds that are full of weeds or dead flowers do not meet that mission.

We understand that by your signature you have agreed to abide by the above guidelines. We also understand that you have made a commitment to perform your duties in a timely fashion and to have as much joy in doing so.

Flower garden Location \_\_\_\_\_

\_\_\_\_\_  
Organization or Group

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature of Contact Person

\_\_\_\_\_  
UNC Email

\_\_\_\_\_  
UNC phone

\_\_\_\_\_  
Date