

ADOPT A FLOWER BOX

APPLICATION AND INFORMATION PACKET



Town of Florence
Community Services Department

Revised July 2020

ADOPT A FLOWER BOX GENERAL INFORMATION

PURPOSE:

The Adopt A Flower Box program enables community and civic organizations, as well as private businesses and individuals, to actively participate in enhancing the overall appearance of Historic Main Street. Volunteers adopt one or more flower boxes and agree to supply flowers/plants, water, fertilize and, when necessary, plant new flowers or plants for at least a one-year period.

WHO CAN ADOPT A FLOWER BOX?

A Florence resident, 18 years of age or older, who is willing to accept the responsibilities associated with the program and has the enthusiasm and dedication to make Florence a better place to live can adopt a flower box. Examples include: individuals, businesses, community and civic organizations, neighborhood associations, and church groups.

WHAT FLOWER BOXES CAN BE ADOPTED?

All flower boxes along Historic Main Street are considered and can be adopted. Prior to completing the application and waiver form, the applicant must communicate with the Adopt A Flower Box coordinator (520-868-7583) to determine which flower boxes are available. This information is entered on the application and waiver form.

WHAT IS REQUIRED OF VOLUNTEERS?

Volunteers commit to maintain the adopted flower box for a one year period to the agreed upon standards. Minors under the age of 18 must be accompanied by a parent or a responsible adult. If flower boxes are not properly maintained, the Adopt A Flower Box signs will be removed and that flower box will be made available for others. Volunteers are encouraged to monitor all flower boxes and report any major issues to the Adopt A Flower Box coordinator.

WHEN CAN MAINTENANCE OCCUR?

Maintenance can occur during daylight hours only.

WHAT WILL THE TOWN PROVIDE?

In recognition of the maintenance efforts, the Town will fabricate and install signs crediting participants for their commitment to the program and community. The signs will be in the front of each flower box.

Signs will be installed within 30 days of the approved application and will remain in place for the designated adoption period of one year.

The Town will provide the box, soil, and signage at the beginning of the adoption period. Participants must provide flowers/plants for boxes. Please contact the Adopt A Flower Box coordinator at 520-868-7583, email: teresa.graciano@florenceaz.gov for further information regarding approved plant species (cactus with spines/needles will not be allowed).

- Participants will be responsible for hauling away debris from cleanup.
- The Town will not provide water for flowers/plants.

WHAT LANGUAGE CAN BE PUT ON THE ADOPT A FLOWER BOX SIGN?

There are four options for the language on the Adopt A Flower Box sign:

- Option 1: The name of the entity.
- Option 2: The name of an individual.
- Option 3: The phrase "Friends of ...(name)".
- Option 4: The phrase "Family of ...(name)".

Only two lines of text are permitted with a maximum of fourteen characters per line.

WHAT HAPPENS AFTER THE ONE YEAR COMMITMENT?

The agreement is in effect for a period of one year from the date the Adopt A Flower Box application and waiver is approved. At the end of this period, participants may renew their adoption status by submitting another application and waiver form. If a new form is not submitted and approved, the signs will be removed and that flower box will be made available for others.

ADOPT A FLOWER BOX PROCESS

1. Contact the Adopt A Flower Box coordinator (520-868-7583) to confirm that the desired flower box is available for adoption. If unavailable, other locations will be offered. This must be done **prior** to completing the application and waiver form. The assigned location is entered on the application and waiver form.

In addition, have the Adopt A Flower Box coordinator review the proposed language for the sign. This must also be done **prior** to completing the application and waiver form. The approved language for the Adopt A Flower Box sign is entered on the application and wavier form.

2. Complete the application and waiver form on-line OR mail to:

Town of Florence
Community Services Department
Attn: Adopt A Flower Box Program
P.O. Box 2670
Florence, Arizona 85132

3. Once the application is approved, maintenance can begin. Signs will be installed within 30 days of the approved application and will remain in place for the designated adoption period of one year.

This program operates at the Town's discretion and may be discontinued at any time.

ADOPT A FLOWER BOX APPLICATION & WAIVER INSTRUCTIONS

REQUESTED LOCATION:

All flower boxes along Historic Main Street are considered and can be adopted. Prior to completing this application, the applicant must communicate with the Adopt A Flower Box coordinator (520-868-7583) to determine which flower boxes are available.

REQUESTED LANGUAGE FOR ADOPT A FLOWER BOX SIGN:

There are four options for the language on the Adopt A Flower Box Sign

- Option 1: The name of the entity.
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Only two lines of text are permitted with a maximum of fourteen characters per line.

TERMS AND CONDITIONS:

Initial each line acknowledging you have read and agree with the terms and conditions.

Appendix A:

You are encouraged to decorate your flower box to throughout the year to coincide with Town events and Holidays. Please see the table below for decoration suggestions and time frames.

Event Name	Event Date	Decorations up	Decorations Down	Theme
FHS Homecoming	Friday, October 23, 2020	Thursday, October 1, 2020	Sunday, October 25, 2020	FHS School Spirit
Halloween Fright Fest	Saturday, October 31, 2020	October 25, 2020	November 7, 2020	Fall or Halloween
Junior Parada	Saturday, November 28, 2020	November 7, 2020	December 1, 2020	Fall or Christmas
Christmas on Main Street	Friday, December 4, 2020	December 1, 2020	January 9, 2020	Christmas
36th Annual Historic Home Tour	Saturday, February 13, 2020	January 23, 2021	February 20, 2021	Historic Florence
Road to Country Thunder	Date: TBD	Date: TBD	Date: TBD	Western
4th of July Freedom Fest	Sunday, July 4, 2021	June 29, 2020	July 31, 2021	Patriotic



Town of Florence Adopt A Flower Box Application & Waiver

New Application _____ Renewal _____

Entity Name: _____

Contact Name: _____

Address: _____

Town/State/Zip: _____

Phone: _____ Email: _____

REQUESTED LOCATION: (see application instructions)

Nearest Business Name and Address: _____

Description: _____

REQUESTED LANGUAGE for ADOPT A FLOWER BOX SIGN: (see application instructions)

Line 1: _____ (Maximum 14 characters)

Line 2: _____ (Maximum 14 characters)
(If renewal, sign will remain the same)

TERMS and CONDITIONS: Initial each line item (see application instructions)

_____ Indemnify and hold harmless the Town of Florence from any claims of damages.

_____ Minors under the age of 18 must be accompanied by a parent or a responsible adult.

_____ No work will be permitted beyond daylight hours.

_____ Weekly, and often daily, maintenance is required.

_____ A one-year commitment is required. Agreement does not automatically renew.

I have reviewed this application and understand the Adopt A Flower Box Program requirements and agree to the terms and conditions of the program as stated.

Signature _____ Date _____

OFFICIAL USE ONLY:

The adoption period will begin _____ and run through _____

Please provide a list of the plants and/or flowers that will go in your “Adopted Flower Box.” If you are having a hard time coming up with a list we have a few recommendations of plants/flowers that are low water use plants including; Bougainvillea (dwarf size), Hop Bush, Bush Morning Glory, Pink/red Lady Slippers, lantana (sprawling), outback sunrise emu, elephants food plant, jade plant, echeveria plant, and succulents.

	Plant/Flower	Staff Approval
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		