

1. The adopting volunteer steward group/person must abide by all state and local laws, rules and regulations, all written and verbal guidelines, directions and instructions of the City of Bee Cave and Parks, Recreation & Facilities staff.
2. Duties and limits are defined in the adoption agreement signed by a representative of the adopting volunteer group/person and a representative of the City.
3. APAT volunteer stewards shall exercise reasonable and prudent judgement in their volunteer performance. All volunteers under the age of 18 must have reasonable adult supervision.
4. APAT volunteer stewards may not modify or add to the existing landscape, parks or trails without the consent of the City.
5. APAT volunteer stewards who are injured while performing their duties should seek medical attention from a provider of their choice. Any accident or injury shall be reported to the City within 24-hours of the occurrence.
6. Requests to adopt specific sites are processed on a first-come, first served basis.
7. The City reserves the right to designate specific adoption sites. Most sites will be assigned based on operational (maintenance and oversight) needs.
8. APAT signage is the property of the City of Bee Cave and will be installed, modified and removed only by designated staff. Advertising other than the assigned APAT volunteer steward/group name is not permitted on program signage.
9. APAT volunteer stewards must complete the Consent and Release form for every participant annually and submit it to the City prior to the first work day. If a participant is under the age of 18, a parent or guardian must sign the Consent and Release form. Parents assisting with cleanups must also sign the Consent and Release form. Children must be supervised at all times by a parent or guardian.
10. A designated Group Leader will be required for each organization to serve as the primary point of contact for the City. The Group Leader will be responsible for signing the Adoption Agreement, scheduling workdays, and ensuring compliance with the Adoption Agreement and any other rules or regulations of the City.
11. APAT volunteer steward group leaders are responsible for completing an Inspection Checklist at the end of each scheduled workday. The Inspection Checklist documents the date, number of volunteers, hours worked, activities accomplished, and condition of the adopted area. The Inspection Checklist is an important tool used by the Department to evaluate trails and parks and document volunteer contributions to the City of Bee Cave. All volunteers must also sign in at each workday using the Special Group Registration Informed Consent and Release Form.
12. APAT volunteer stewards shall provide their own transportation and tools as necessary to accomplish the program requirements. Special arrangements can be made with City staff to furnish trash bag supplies and collect waste after a workday.
13. Adopting groups may keep any proceeds from materials with recyclable value that are found at a work location. If personal belongings of value are found, they should be turned in to the Bee Cave Police Department.
14. APAT volunteer stewards are required to commit to one year of service. Service commitment includes:
 - Monitoring the assigned location a minimum of once per month spending 30 minutes.
 - Removing debris from the location for at least 60 minutes every other month.
15. APAT volunteer stewards must perform organized litter control and/or park beautification workdays as agreed upon to remain in good standing. Groups should provide City staff with at least 10-days' notice prior to a scheduled workday in an effort to assist staff with coordinating necessary resources.