



Recreation, Parks, and Cultural Activities
City of Alexandria, Virginia

**FY 2026 ADOPT-A-PARK LITTER
CONTROL PROGRAM PROCEDURES**

1. Primary Activities:

- A. Each Organization shall pick up litter in their respective parks at least once a week. This includes paper, plastic, glass, aluminum, and other litter from the park as necessary to maintain a clean and litter-free environment.
- B. Each Organization shall track the dates, hours, and number of volunteers for each cleanup and submit this information through the log link provided by the 15th of the following month.
- C. The Adopt-A-Park (AAP) manager will send out an end-of-the-month reminder about submitting logs to all participating organizations. A 0.25-point deduction will be taken from the inspection score for each week missed. If no time logs are submitted for the month, it is assumed no clean ups took place and the group will receive a score of zero (0) for said month.
- D. The AAP manager can supply gloves, trash pickers, and trash bags with expectation that the Organization returns the trash pickers at the end of the season. Litter shall be disposed of using the litter receptacles provided at the park and any bagged trash should be left next to the litter receptacles.
- E. If there is litter that the Organization is not comfortable removing, to report an overflowing can, illegal dumping, down trees, damaged playground equipment, or other issues identified within the park, call 311 or visit the 311 website at <https://alex311.alexandriava.gov/customer/s/> and remember to include information about location within the park.
- F. No planting, clearing, or trimming of any vegetations is allowed in the adopted parks unless the Organization gets approval from the city.
- G. Contact Information:
 - a. General program email: adoptapark@alexandriava.gov
 - b. AAP manager: Raychel Frye, Natural Resources Manager, RPCA
Office: 703-746-4651 Email: Raychel.frye@alexandriava.gov



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2. Park Inspections:

- A. Each park is inspected by the AAP manager, unannounced, once per month from April 1st through November 30th for a total of eight inspections.
- B. Inspections are based on a 12-point system. The system is broken down into four segments: paper, plastic, glass, and aluminum, with each section receiving up to three (3) points. A perfect monthly score is 12 points.

Pieces of Litter	Points Off
0 to 2	0
3 to 5	-1
6 to 8	-2
9 to 11	-3

Up to three pieces of litter in any category is sufficient to reduce the score by 1 point. There is grace for the first two pieces. A generally littered appearance in any of the four categories would result in a score of 0.

3. Monetary Award

- A. Program funding is provided by the State's Litter Prevention and Recycling Grant, which the City applies for each year. The grant amount will vary each year.
- B. The monetary award is calculated based off the available grant funds, number of participating groups, and the weighted value of individual group's total points and the acreage of each park.
- C. To receive the monetary award, the Organization must become a vendor with the City and provide an accurate W9. To become a vendor with the city, create an account through the following link <https://selfservice.alexandriava.gov/vss/Vendors/default.aspx>
For assistance contact the finance department at RPCAFinance@alexandriava.gov
- D. Following the end of the season, the AAP manager will share the award letter with the total score for the season to the Organization's point of contact. If there is a problem with the score, contact the AAP manager as soon as possible to resolve the issue. Otherwise, follow the directions on the letter and send a signed copy back to the AAP manager.
- E. The signed copy will be sent to finance, and a check will be mailed within 45 days to the address listed on the provided W9.