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www.kacb.org

# BLOCK CAPTAIN'S ORGANIZING MANUAL



Produced by Keep Alachua County Beautiful  
201 NW 10<sup>th</sup> Ave.  
Gainesville, Florida 32601  
Phone: (352) 371-9444  
Email: [KACBeautiful@aol.com](mailto:KACBeautiful@aol.com)  
Web Site: [www.kacb.org](http://www.kacb.org)



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## **Reports and Applications including the Beautiful Block Application**

# MISSION

To motivate all residents of Gainesville to take a proprietary interest in keeping their own blocks clean and beautiful thus bringing about cleaner, healthier and safer neighborhoods.

# GOALS

To organize, educate and encourage neighbors on individual blocks to work together to improve the cleanliness, safety and appearance of their blocks.

# INTRODUCTION

The quality of life in your neighborhood is directly related to the extent individual blocks that are organized work together. This manual is designed as a practical guide

- to aid already existing block organizations
- to help people who are thinking of organizing a new block group
- to share information about resources that are readily available to you and your block

# HOW KEEP ALACHUA COUNTY BEAUTIFUL CAN HELP

- Organizational assistance if needed.
- Sign painted on curb (or if no curbs small sign on an existing signpost on the block saying "Beautiful Block.")
- Resources (trash bags, gloves, paint and painting equipment, landscape materials, signs, fliers, copies of agendas, etc.)
- One major cleanup per year with the aid of the City if needed.
- Information about Beautiful Block awards and prizes.

# WHAT IS AN ORGANIZED BLOCK?

People organize in order to change things. Often the conditions they want most to change are those that affect them in a personal way. People organize their blocks because they want to make life better for themselves and their neighbors.

There are a number of different kinds of block organizations. Most are alike in the following ways:

1. Regular meetings are held, where all the block's residents are invited to participate.
2. The residents see themselves as being members of an association or club from that particular block.
3. There are officers or people who take special responsibility for doing certain things.
4. The group is registered with the City through Keep Alachua County Beautiful.

Some block groups meet once a month and others only a few times a year.

Some have only one or two officers and other four or five.

Some organized blocks sponsor events that bring in money for the organization. Others stay away from fund raising.

While some groups have formal bylaws and require members to pay dues, others are less formal.

Certain groups concentrate their efforts on regular block cleanups and on improving communication between neighbors. Other groups work on special projects such as getting a new stop sign, providing recreation activities for youth or the elderly, and sponsoring Crime Watch patrols.

In spite of differences there are several things that almost all organized blocks strive to do:

- Improve the physical condition of the block and how the block looks.
- Develop positive relations and good communication between the block's residents.
- Link the block with outside agencies and groups that can help the block in its efforts.

- Have some kind of organization structure (meetings, officers, rules, etc.) that allows people to feel they are part of a team.

Organizations, like people, change and grow. One year a block organization may have only two officers; the next year it may be necessary to add another. For example, a group that decides to raise funds for the block will need to elect a treasurer if it does not already have one. The same group may decide that it needs a separate working committee to plan the fund-raising event it voted to sponsor.

*An organized block must let itself change and develop with new needs and responsibilities.*

## HOW TO ORGANIZE YOUR BLOCK

There are no real secrets to organizing your block. All it takes is some hard work! One or more people have to get out and walk their street, speak to their neighbors and arrange for a first block meeting.

- Step 1: **Talk with a few other people on your block to see if they are also interested in getting the block organized and if they will help you.** This is important because all people need some support in doing anything this outgoing.
- Step 2: **Decide whether you would like outside advice and help.** If you do, the Block Captain Administrator can put you in touch with an experienced Block Captain or she herself could attend your first meeting.
- Step 3: **Decide on a date for "canvassing" your block**-going around and talking with your neighbors a few days before the first block meeting. The canvassing needs to be done at an hour when many people are likely to be home. The time of the first block meeting should also be convenient for people-usually after the dinner hour. Remember to allow at least a few days between the time of canvassing your block and the day of the meeting.
- Step 4: **Prepare some canvassing materials to take with you.** First you will need a flier to remind people of the upcoming block meeting. Leave it at the door if no one is home when you go by. Keep Alachua County Beautiful will prepare the fliers for you. Do not put fliers in mail boxes!

Step 5: **Canvass.** Going door to door serves a number of purposes:

- You can meet your neighbors and inform them of the block meeting.
- You can find out some of the concerns of your neighbors especially those who might not be able to attend the meeting. (Take along pen and paper to jot down notes)
- You can note along the way any conditions you see on the block as a concern.

When you visit your neighbors, be sure to tell them:

- Who you are
- Why you are there
- When and where the block meeting is going to happen
- How much you would like to see them at the meeting

Also, explain what a block club is and why you think your block needs one. Then let them tell you what they think of the idea. Do they share your interest in seeing the neighbors on your block work together. Be a good listener, explain clearly the reason for the visit and do not argue with your neighbors. Make note of the houses where no one came to the door, leave your flier and then try another time. Also, make note of the people who said they would be willing to assist you. These are the ones you will want to call upon for help during the first meeting.

Step 6: **Prepare for the first meeting.** Arrange the meeting room in such a way that people will be able to see and hear each other and decide on an agenda or plan for the meeting.

While a written agenda is not necessary, most meetings are greatly aided by having one. Keep Alachua County Beautiful will make copies for you. The agenda for your meeting may look something like this:

1. Introductions-getting acquainted
2. Purpose of the Meeting
3. Explanation of an organized Beautiful Block
4. Election of Officers
5. Prioritization of Issues involved
6. Vision for the Block
7. Next Steps. Who will do what?
8. Decision on how often to meet. Set date for next meeting.
9. Adjournment

Step 7: **At the meeting decide together which block concerns to put first.** The first meeting is an important time. There are certain things you want to happen and certain things you do not.

- You want the meeting to be orderly and democratic
- You want people to feel that working together is not a good idea-it's fun!
- You do *not* want people to come and go without a chance to say what is on their minds.
- You do *not* want any one individual to *take over* the meeting.

The meeting should be planned so people can meet each other, find out what a block organization is and does and also learn something about how their neighbors view the block. Also, it should let people voice their opinions about what matters most to them as residents. As much as possible give specific assignments to people as well as information about next steps in becoming organized.

From the start, it is important that the meeting have the block captain as chairperson and a recording secretary to take notes or minutes on what happens at the meeting. There should also be a sign-in sheet with the names of all present. Some block groups elect officers at the very first meeting. Others decide to wait a short while until they get to know each other better. Either way, your block will need to fill out an application form from Keep Alachua County Beautiful (371-9444) to register your block with the name of the captain and co-captain if there is one.

***During this first meeting it is important not to dwell too much on who did not show up. That is a way to get discouraged and put a stop to getting things done!***

Give everyone an opportunity to air their concerns. You will find that what matters most to one person may not be as important to another. Block groups need to discover what the main issues of concern are. An easy way to find out what people are concerned about is just to go around the room and ask. The secretary can list these issues on a large sheet of paper (or chalkboard) for all to see.

Then let people vote on which problem they think should be dealt with first, which one second, which one third, etc. Your final list of concerns may look something like this:

- |         |                              |
|---------|------------------------------|
| Issue 1 | Cleaner Block                |
| Issue 2 | Stop sign needed             |
| Issue 3 | Trees in need of trimming    |
| Issue 4 | Crime and safety             |
| Issue 5 | Abandoned house on the block |

Since Issues 1 and 2 are most important to the most people present, they will need to be acted upon before other problems are tackled.



*Every problem a neighbor has cannot be considered a block issue. Some problems are too personal. A block organization that gets sidetracked into working on one individual's personal problem risks losing the support of many of its members.*

Usually an issue of block concern has the following characteristics:

- It involves many people on the block
- People on the block feel strongly about it
- It can be clearly defined or described
- It deals with something that can be accomplished

Once the most important concerns are decided upon, your block group has an "agenda for action"- a list of things to solve or to change.

It is best to begin with only one or two projects and not try to do too much at once. SLOW BUT STEADY is an important guideline of block organizing: that is follow through on whatever tasks you undertake and don't bite off more than you can chew.

Before the meeting is over, it is important that some duties be assigned to several different people:

- Minutes ready for next meeting
- Prepare fliers to remind block of next meeting
- Distribute the fliers

#### Step 8: **Develop a plan of action.**

For an event such as a block cleanup, the plan of action may be quite clear-cut. In obtaining a stop sign, however, the strategy is likely to be more complex. With an issue such as dealing with dangerous crime, the task of developing a plan of action is even more demanding--requiring careful thought and the advice of experts.

The following steps are important in developing a block plan of action:

- ◆ Define the issue in a clear way so everyone will know what it is your block is trying to do. If your block wants a four-way stop sign, your petition and letter should say very clearly and directly that "we want a four-way stop sign at the intersection of \_\_\_\_\_ and \_\_\_\_\_."
- ◆ Figure out who can help solve the problem. Call Keep Alachua County Beautiful (371-9444) first to see if they can steer you in the right direction. If not call the City to find out who is responsible for a certain task.

- ◆ Contact the people who can help and let them know of your needs and demands. This may mean a simple telephone call, a letter, e-mail, petition from the block or all of the above.
- ◆ Analyze the results of your action. If your block sponsors a cleanup ask yourselves afterwards how it went and what can be done to improve it the next time. If you are trying to get a stop sign from the City, you may need to analyze what kind of response you've received after contacting the proper people.
- ◆ Decide on a next step. Your next step may be simply to go onto another issue. Or to solve the first problem you may need to do something further to achieve your goal.

In the case of the stop sign, for instance, a group that gets no action from their City Commissioner and the City Public Works may have to find other ways to apply pressure. There may be other politicians and city officials who can help. Or the group may decide that the next step is to take around a petition for signatures on neighboring blocks. Your block's follow-up strategies should be arrived at in a democratic manner. They should show clearly that you mean business about your block and its needs.

Besides these five steps toward a specific goal, here are additional steps a successful block organization will try to do:

- ◆ Delegate responsibility and share power-that is involve as many people as possible in figuring out what the main problems are and how to solve them. A group where the members feel they have achieved something **together** is much more likely to remain strong.
- ◆ Allow the organization to change. If a group needs more committees or more officers on account of new activities added, the group's present officers must not be afraid to share the leadership with others.
- ◆ Use outside resources. Successful block organizations make good use of outside groups and agencies. In the back of the book is a list of resources but you will want to build up your own file.
- ◆ Develop good relationships among the members. This is probably the most important of all, especially during the organizing process. All people cannot always be trusted. But most people can, and in order to have strong block organization, neighbors have to be willing to reach out to one another for their common good.

Two things give a group its structure (1) Officers and Committees (2) Rules and Regulations.

# WHAT MAKES A GOOD BLOCK CAPTAIN

Someone who is a good communicator and gets along well with others.

Someone who is reliable and can be counted on to lead the block group in a dependable way.

Someone who is not in it for their own power or personal gain.

Someone who can find common ground where there are many different people with differing points of view.

Someone of a democratic nature, who is willing to delegate responsibility and let others have a say.

Someone who is organized, can lead a good meeting, help clarify the thoughts and needs of the group and coordinate the group's activities.

Someone who won't easily get discouraged by the slowness of progress, who has a long-range perspective as well as the ability to see that the immediate tasks get done.

## BLOCK CAPTAIN'S RESPONSIBILITIES

To see that people are notified of meetings.

To set the agenda for the meeting.

To conduct the meeting.

To serve as the person on the block who receives information of interest to block groups from outside organizations and the City.

To get out vital information of block concern to all the block's residents.  
To represent the block at community-wide meetings.

To help coordinate the block's plan of action and projects.

***The block captain shouldn't and can't do it all alone. However, he or she is the one responsible for seeing that all these things get done.***

Crime Watch leaders can do double duty as block captains.

# OFFICERS AND BY-LAWS

Have job descriptions with duties and responsibilities spelled out clearly for each officer and committee chair so that conflict is later avoided on who should be doing what. Samples are:

The block co-captain functions as a vice-president. He/she backs up the block captain and fills in when the block captain is unavailable.

The secretary takes minutes at each meeting, reads aloud the minutes at the next meeting, writes and sends out block association correspondence (or there can be a separate correspondence secretary and recording secretary)

The treasurer will collect dues if you have dues, sign checks, make deposits, and give a financial report at each meeting.

Bylaws are not necessary but if you decide to have them remember that they are nothing more than the rules adopted by an organization. Your group does not need to be legally incorporated in order to have bylaws. You do not have to know fancy legal language. You only need to take the time to write down the rules your group has agreed upon.

The bylaws of any organization usually contain the following information:

- Name of the organization
- Purpose of the group
- Number and types of officers
- Duties of the officers
- How often the group meets
- How people are elected to (and removed from) office

## HOW TO DEAL WITH CONFLICT

Two ways you can deal with tension and conflict as a block captain:

**PREVENTATIVE-** Build friendly relationships before tensions arise. If a conflict situation should develop, it can then be more easily resolved.

**CRISIS INTERVENTION-**When conflict erupts, it is important to deal with the situation right away. First call the police at 911, then bring in additional resource persons who can talk with those involved and act as mediators. Be sure to work with experts in dealing with such emergencies.

# CRIME AND SAFETY ISSUES

The best way to begin dealing with crime issues on a block is to:

- **Identify the problem.** Each block is different and therefore the extent and nature of the crime problem differs from block to block. Some blocks have occasional burglary problems; others are plagued by car thieves and still others are victimized by drug houses.
- **Gather information on how to deal with the problem.** Spend time talking with your neighbors. Remember crime is an emotional issue. On blocks where burglaries are happening, there may be a pattern as to when and how these crimes occur. See if you can learn what it is. Invite your COP to your block meeting and ask him/her to give you information on crime patterns in your area. If you see drugs being sold fill out the Drug Information Report in the back of this book. Feel free to make copies.
- **Undertake together the kinds of actions and programs that lead toward solutions.**

Crime Watch. If you do not have a Crime Watch program, form one. Complaints about a drug house, drug dealer or prostitution are stronger when it comes from a block group. If an individual saw a house burglary accompany that person to the police station and later on to the courthouse. Not only does this help the victim not to feel alone and helpless; it shows the thief that he/she is opposed by the whole block. It also gives a clear message to the judge that your block has had enough and wants some action if the person is found guilty. Drug dealers prefer to set up shop where they can continue to do business without anyone getting in their way. Your job as a block group is to get in their way and stay there until their activity stops or they leave the community.

Physical Appearance. Criminals look a block over and determine by its appearance how well protected ( well organized) that particular block is. If you live on a block with broken house lights, fallen-down fences, several abandoned buildings and trash all over the street, you are giving criminals an open invitation. You are telling them that here people don't really care too much about their environment or look out for their own interests. If, on the other hand, your block is well maintained with some visible signs of organization-Beautiful Block signs, well-kept yards and street-a completely different signal is given. If your block doesn't look too easy to victimize, they will pass by for a block that looks less well protected. One important way to make a block seem safe is to remove any and all graffiti. Blocks can work together to sponsor anti-graffiti cleanups.

Information Bank. Create an Information Bank of law enforcement numbers, legal services, criminal justice organizations, victim's advocates and organizations that offer constructive alternatives to past criminal activities.

I.D.A block identification program involves marking and registering with the police things of value by their serial number. If they are stolen, they are more easily found. Another I.D. program is registering the children by fingerprinting. Hold an Identification Day on your block in which you mark valuables and fingerprint children.

# TEN WAYS TO MAINTAIN THE BLOCK GROUP

Maintaining the group takes hard work. A lot of thought has to be given to the group's particular needs. Activities must be planned that will keep up the interest of the members and encourage their participation. This means:

1. Meeting regularly
2. Meetings do not depend on any one person
3. Leaders make sure that all members of the group, especially new ones, have a clear sense of the goals of the organization
4. All are given the opportunity to make the group their own by offering their ideas and suggestions
5. The members always search for common ground as a way to keep conflict to a minimum
6. Meetings are used **not as a time to complain** but rather to plan and evaluate block activities.
7. Leaders make sure that whenever an activity is planned as many people on the block as possible are encouraged to participate and are given tasks to do.
8. The group is careful not to undertake too many tasks at one time or to let itself be used by one individual for his/her personal ends.
9. The group continues to base its efforts on what its members are most interested in.
10. Activities are planned which help build trust between neighbors and a sense of accomplishing things together.

All ten points have something to do with participation-keeping people actively involved.

Let's say your block group has two possible strategies for cleaning up an alleyway. Both may be equally effective ways of getting the street cleaned, but one plan may involve more participation by the neighbors; a wise leader will push for the strategy that gets the most people involved.

Maintaining a block organization also means having some fun. It is important to make sure your group doesn't get into the rut of only doing work. **The importance of neighbors having fun together cannot be overestimated.** When people have a good time participating in a block event such as a block party, fund-raising project or youth activity, they come to feel that they are part of the group-**that they belong.**

In a casual and friendly atmosphere, people can get to know each other, money can be raised, information can be exchanged, or the block can be physically improved. This combination of getting things done and at the same time having fun does wonders in terms of keeping the group together. Some examples are:

- ◆ Block parties
- ◆ Community garden
- ◆ Block parade, fashion show or talent show
- ◆ Sponsoring trips to places of shared interest-maybe another improved block
- ◆ Forming a children's club or a junior block captain's group
- ◆ Raising money by having a bake sale, car wash, international-style dinner, bingo, bunco or card party, holding a raffle, etc.

# QUESTIONS OFTEN ASKED

**Q. I have trouble getting people involved. What are some of the ways to increase participation?**

A. Look back on the Maintaining Your Block Organization. Important things to remember are people must be working on what they feel is important, the group needs to meet regularly and be sure to ask people to do things instead of trying to do everything by yourself. Also, remember to not only work together but have fun together.

**Q. We want to open up a bank account. How should we go about it?**

A. Some banks will let you open a group account without being incorporated or having an employee identification number. Other banks will not. The best thing to do is to shop around. Be sure your group's account is set up so that two people are needed to O.K. a withdrawal slip or sign a check. This helps avoid suspicion of one person doing something wrong with the funds. Usually the treasurer and block captain are the two. If no bank will let you open the account in the name your block group, then open the account in the name of the two people in charge of the money.

**Q. Our group doesn't work the same way as the group on the next block. Are we doing it right?**

A. Don't worry! If your block is registered with Keep Alachua County Beautiful, if you have elected officers, if you meet regularly and are working together to accomplish things, then you are doing it right.

**Q. What is the difference between Crime Watch and a Beautiful Block ?**

A. Sometimes they are the same. Usually a Crime Watch or Neighborhood Association will cover a wider area and need the cooperation of people from different blocks.

**Q. Our block is dirty. What can we do to take care of sanitation problems?**

A. Keep Alachua County Beautiful will work with you to plan a cleanup. If the sanitation problem is caused by a resident who refuses to obey the law, the City Solid Waste Inspector and Code Enforcement will remedy the situation.

**Q. I just moved into the area. How can I find out if there is a block captain on my block?**

A. Ask your neighbors or call Keep Alachua County Beautiful at 371-9444.

**Q. What if it seems there is more than one block captain on the block?**

A. That happens sometime but there is only one block captain-the one that is registered. Call Keep Alachua County Beautiful at 371-9444 to find out who the official block captain is.

**Q. I live on a block where the block captain never calls a meeting. What can I do?**

A. Speak with the captain directly about the matter. If the captain refuses to work with you in arranging a meeting, call Keep Alachua County Beautiful and a new application will be sent.

**Q. Where is the best place to hold a block meeting- in someone's home or at a community center or church?**

A. There are advantages and disadvantages to both. An advantage of meeting in a private home on your block is that it is close to where everyone lives. A disadvantage is that some people might be afraid or otherwise unwilling to open their doors to all.

An advantage to meeting at a community center or church is that a public building is often viewed as "neutral territory." A disadvantage is that it may be too far away to allow certain people to come, such as an elderly or handicapped person. Or you may not be able to depend on its being available on a regular basis.

No way is better than another. You may need to try out more than one meeting place to discover which location works best for your particular block.

**Q. What can we do about vacant houses on the block?**

A. If the vacant property is a safety hazard, ask Code Enforcement to act on it. If your block group is interested in having the property rehabilitated find out who owns the property by asking neighbors or checking with the County Property Appraiser's Office at 374-5230. Then contact the owner and find out what he/she plans to do with the property.

If a private owner has no interest in the property and is willing to donate it, see if the block would like to acquire it.

If a private owner has abandoned the property or is uncooperative, find out if the property is tax delinquent or if there are any other liens or judgments against it. If the property has been tax delinquent for three years or more, you can request that the City take it for sale.



# RESOURCES

## General Help

Keep Alachua County Beautiful  
 Jeanne Rochford, Kimberly Sloan  
 222 E. University Ave. 371-9444

## Cleanup Help

City Solid Waste Division  
 Paul Alcantar, Andy Olivas, Susanne Powell  
 334-5042

## Code Enforcement

**Dangerous Buildings, Abandoned Vehicles**  
 The Thomas Center  
 Jim Garret 334-5030

## Unwanted Cars, Trucks, Boats, Motorcycles or Rvs-Free Pickup

National Kidney Foundation 1-800-488-CARS(2217)  
 Best Buddies 1-800-213-8800  
 Dignity 352-371-6792

## Unwanted Appliances, Furniture, etc.

Bill Clemons  
 Boone Waste Management  
 5002 SW 41st Blvd. 377-0800

## Yard Waste Collection 338-3233

**Toxic Waste and Electronic Disposal**  
 Kurt Seaburg 334-0440

**Paint and Painting Supplies, Trash Pokers, etc.**  
 Keep Alachua County Beautiful 371-9444  
 City Public Works Compound  
 Tom Basteen  
 409 NE 39th Avenue 334-2161

**Graffiti Removal 371-9444**

**Mural Artists 371-9444**

**Community Gardens**  
 Neighborhood Nutrition Network  
 Jennifer Dodd 377-6345 or 336-1112

## Landscape Materials

Landscape Bank  
 Florence and Carl Cline  
 12646 NW 46th Avenue  
 332-2309 (H), 331-0083(W)

## Tree Matters

City Forester  
 Meg Neiderhoffer  
 409 NW 39th Avenue 334-2171

## Tree Trimming and Shrub Pruning around Power Lines

GRU Vegetation  
 Tracy Maxwell 334-3600 Ext. 5958

## Location of Buried Utilities

GRU 800-432-4770

**Mosquito Control 334-2287**

## Free Compost Bins

City of Gainesville Solid Waste Division  
 201 NW 10<sup>th</sup> Ave. 334-2330

**Free Mulch from GRU 334-3600 ext. 6034**

## Free Seeds

America the Beautiful Fund  
 1730 K St. NW Suite 1002  
 Washington, D.C. 20006 202-638-1649  
[www.freeseeds.org](http://www.freeseeds.org)

## Creek Cleanup

Adopt-a-River/Shore  
 Fritz Olson 264-6824 or 468-2670

## Workers

Sheriff's Work Crew  
 Sgt. Anne Swilley 491-4527  
 Community Service Workers  
 Emmet Mays 337-6118



# ABANDONED VEHICLE REPORT

## DEFINITION OF AN ABANDONED MOTOR VEHICLE:

A vehicle

- that is inoperable and is left unattended on public property for more than forty-eight hours.
- that has remained illegally on public property for a period of more than forty-eight hours.
- that does not have a valid registration plate, certificate of inspection or title, and has been left unattended on or along a highway.
- that has remained on private property without the consent of the owner or person in control of the property for more than forty-eight hours.

Under State Law and City Regulations, it will take a minimum of thirty days from the time a vehicle is written up as abandoned by the Police Department until it is towed. Towing is done according to the availability of equipment and the space of the private salvors contracted by the city.

EXACT LOCATION OF VEHICLE - street number: \_\_\_\_\_ street: \_\_\_\_\_

MAKE:: \_\_\_\_\_ MODEL: \_\_\_\_\_

VEHICLE IDENTIFICATION NUMBER (VIN): \_\_\_\_\_ COLOR: \_\_\_\_\_

INSPECTION DATE: \_\_\_\_\_ LICENSE STATE: \_\_\_\_\_ LICENSE NUMBER: \_\_\_\_\_

HOW LONG AT LOCATION: \_\_\_\_\_

condition	yes	no
broken glass		
missing glass		
trash		
missing parts		

TIRES (state missing or flat):

L/Front: \_\_\_\_\_ R/Front: \_\_\_\_\_

L/REAR: \_\_\_\_\_ R:/REAR: \_\_\_\_\_

Owner information or person who abandoned vehicle:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Person reporting vehicle (optional):

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

Please call Codes Enforcement contact Lisa Koehler 334-5030

NOTE: The VIN number is located on top of the dashboard on the driver's side of the vehicle. It can usually be read by looking through the front windshield of the vehicle.

*Keep*  
Alachua  County

*Beautiful*

## LANDSCAPE BANK REQUISITION

NAME OF GROUP \_\_\_\_\_  
(Neighborhood, School, Park, Church, etc.)

NOT FOR PROFIT STATUS \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PHONE \_\_\_\_\_

USE FOR PLANTS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WHY THEY ARE NEEDED \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TYPE PREFERRED \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MEANS OF TRANSPORTING PLANTS FROM THE LANDSCAPING BANK TO THE SITE  
\_\_\_\_\_  
\_\_\_\_\_

CONVENIENT DAY AND TIME TO PICK UP THE PLANTS \_\_\_\_\_  
\_\_\_\_\_

# BEAUTIFUL BLOCK APPLICATION

We the residents of \_\_\_\_\_  
wish to register and organize as a Beautiful Block in the City of Gainesville, Florida.

We understand that upon receipt and review of this agreement the Beautiful Block Administrator of Keep Alachua County Beautiful will contact the Block Captain to present him with his Block Captain card.

Block Captain

Please check one:

\_\_\_\_ New Block Captain

\_\_\_\_ Block Captain Change

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_ (H)  
\_\_\_\_\_ (W)

E-mail \_\_\_\_\_

Signature \_\_\_\_\_

Co-Captain

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ (H)  
\_\_\_\_\_ (W)

E-mail \_\_\_\_\_

Signature \_\_\_\_\_

