

ADOPT - A - PARK or TRAIL PROGRAM

PROGRAM MISSION

To provide volunteer opportunities for individuals and groups to take an active role that contributes to the beautification of local parks and trails.

- Increase awareness of parks
- Encourage and recognize volunteer contributions and efforts
- Develop an organizational advocacy for parks and trails
- Build community pride in parks

ABOUT OUR PROGRAM

The Adopt-A-Park/Trail Program provides opportunities for individuals and organizations to get involved in a variety of capacities.

Adopt-a-Park/Trail organizations have regularly scheduled meetings and have a minimum of two events to improve the park/trail. This is a two year commitment

WHO CAN PARTICIPATE?

Open to all individuals and organizations in the Sheboygan community. Some examples include, but not limited to:

- | | |
|---------------------------|----------------------------|
| Businesses | Recreation Enthusiasts |
| Faith-Based Groups | Youth Groups |
| Individuals and Families | Schools (groups and teams) |
| Neighborhood Associations | Scouts |

WHY PARTICIPATE?

There are 36 City Parks spread over 705 acres and two miles of public beaches. As the staff continues to try to keep up with the tremendous use of the public lands, it becomes a continuous challenge. Your volunteer efforts can make the difference in achieving the standards established for these designated areas.

BENEFITS OF BEING INVOLVED

► COMMUNITY INVOLVEMENT

Provides opportunities for groups to help improve and maintain parks. As a volunteer, you will have a unique opportunity to donate services to the community and enjoy the results of your hard work. Become stewards of the public land by working to improve parks and trails in a meaningful way.

► ENVIRONMENTAL

Your effort and involvement in our parks and trails increases public awareness of the importance of protecting our natural resources, generates pride in our park system and demonstrates a commitment to the community and the environment. These volunteers help maintain the appearance of public parks.

ADOPTION COMMITMENT

Two-year time commitment with regular meetings. An adoption sign recognizing the group/organization's efforts will be ordered after three months of service and placed at the adoption location.



ADOPTION POLICIES

1. The adopting group must abide by all state and local laws, rules and regulations, all written and verbal guidelines, directions and instructions of the City of Sheboygan – Department of Public Works (DPW) staff.
2. Adopters' duties and limits are defined in the Adoption Agreement signed by a representative of the adopter and by a representative of the DPW.
3. Adopters shall exercise reasonable and prudent judgement in their volunteer performance. All volunteers under the age 18 must have responsible adult supervision. Small children present a serious safety problem at adopted sites and should not be involved in adoption activities without proper supervision.
4. The City, as a municipal corporation, receives governmental immunity and, therefore, is not liable to the volunteer for injury to person or property while the adopter is performing his or her duties.
5. Adopters who are injured while performing their duties may seek medical attention from a provider of their choice. Any accident or injury shall be reported to a representative from the DPW within 24-hours.
6. Adopters may not modify or add to the existing landscape or site design plan without the consent of the DPW staff.
7. Requests to adopt specific sites are processed on a first-come, first serve basis.
8. The Department of Public Works reserves the right to designate specific adoption sites for special consideration, i.e., because of safety concerns.
9. Adopt-A-Park/Trail signage is the property of the City of Sheboygan and will be installed, modified, and removed only by designated staff. Advertising other than adopter's name is not allowed on signage.
10. Adopters must complete the Consent and Release form annually and submit it to the DPW prior to the first workday. If a participant is under age 18, a parent or guardian must also sign the Consent and Release form. Parents assisting with the cleanups also must sign the Consent and Release form.
11. A designated Group Leader will be required for each organization to serve as the liaison to the DPW. The Group Leader will be responsible for signing the Adoption Agreement, scheduling workdays, and ensuring compliance with the Adoption Agreement.
12. 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 DPW to evaluate facilities and document volunteer contributions to the City of Sheboygan. All volunteers must also sign in each workday using the Special Group Registration Informed Consent and Release Form.
13. Adopters shall provide their own transportation and tools as necessary to accomplish the program requirements. Special arrangements can be made with the DPW to borrow tools as needed.
14. The DPW will provide trash bags and will collect and dispose of filled bags after your workday. Bags are to be placed by garbage receptacles.
15. Adopting groups may keep any proceeds from any materials with recyclable value that are found.
16. Adopters are required to commit to two years of service. Monitoring of the adopted area must be done regularly-
 - With regular meetings taking place.
 - Minimum of two improvement events per year.
 - Some sites may require additional time commitments. The average adopters spend about 20 – 30 minutes each time they visit their site.
17. Adopters must perform organized litter control and/or park beautification workdays as agreed upon to remain in good standing. Groups should provide the DPW with at least one week's notice (preferably two) of their intent to perform these workdays to assist staff with coordinating park resources.

HOW TO APPLY

SUBMIT AN APPLICATION FORM

Select the Adopt-A-Park/Trail Application form and submit.

REVIEW AND COMPLETE INFORMATION PACKAGE

Once your application is confirmed that the proposed area is available for adoption, you will receive an Adopt-A-Park/Trail packet. This packet contains the:

- Adoption Agreement,
- Adoption Consent and Release Form,
- Inspection Checklist and Audit Roster Form
- Volunteer Safety Guidelines

STAFF REVIEW & APPROVAL

Once your application is received a program coordinator will schedule a consultation to determine what activities will best suit the groups' needs and complete the Adoption Agreement. All adoptions are first-come, first-serve. Groups will retain first right of refusal for their areas. Groups will assign a Group Leader to be the contact person for the DPW.

ORGANIZE AND PLAN YOUR FIRST ADOPT-A-PARK/TRAIL ACTIVITY

Select a date for your first activity. If it is a cleanup event, arrange with the DPW to have trash bags available. Special arrangements can be made with the DPW to borrow tools (rakes, shovels, etc.). The DPW will arrange to have the trash bags collected and disposed. Use your Inspection Checklist to document the date, number of volunteers, hours worked, activities

accomplished and condition of the adopted area. The Inspection Checklist is an important tool the DPW uses to evaluate facilities and document volunteer contributions. Also, included is an Audit Roster. Each participant must sign in on the Roster at each workday. Forms are to be submitted monthly – no later than the 30th of each month.

Provide the DPW with advance notice of subsequent cleanup days to check for scheduling conflicts and to ensure prompt pickup of all litter collected. Groups should provide the DPW with at least one week's notice (preferably two) of their intent to perform workdays to assist with coordination of park resources.

ADOPTION STEWARD MATERIALS

If your group is interested in receiving volunteer logo T-shirts, provide the DPW with the approximate quantities and sizes needed. It is recommended that large groups wear the logo t-shirts when working on projects. We encourage groups to take photos and send them to the DPW.

RENEWAL

Within 60 days of the term expiration, groups must submit a written request to the DPW to continue with their adoption activities.

RECOGNITION

Adoption sign is posted at agreed adoption site and a Certificate of Appreciation. Groups could receive recognition on the City website and in the annual report.

SIGN STANDARDS

One sign will be posted at each adoption location, recognizing the group that adopted the park.



PROGRAM CONTACTS

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Adopt-A-Park/Trail Application

Today's Date

Name of Organization

(as it would appear on sign)

Contact Person (Group Leader)

(First & Last)

Mailing Address

(City, State, Zip code)

Phone(s)

Email

Organization Website

Type of Organization

Business

Church

Community Group

School

Club

Service Group

Scouts

Other:

Interest Location for

1st Choice

Adoption

2nd Choice

Estimated Number

of Volunteers

Adults

Youth (under 18)

What does your organization hope to gain from this experience?

Type(s) of projects your organization would like to accomplish:

Statement of Understanding

I understand that this is an application for the Adopt-A-Park/Trail Program and that a DPW Program Coordinator will contact me to finalize an agreement.