

### 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 Program Packet.

This packet contains the:

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

### STAFF APPROVAL

Once the adoption is approved and the Adoption Agreement is signed, you are ready to get started. 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 Parks, Recreation & Facilities staff.

### ORGANIZE AND PLAN YOUR FIRST CLEANUP

Select a date for your first cleanup and arrange with the Parks, Recreation & Facilities staff to have trash bags available upon request. Special arrangements can be made to have trash bags collected and disposed.

Use your Inspection Checklist to document the date, number of volunteers, hours worked, activities accomplished and condition of adopted area. The Inspection Checklist is an important tool the Department uses to evaluate facilities and document volunteer contributions. Also, included is an Adult Roster. Each participant must sign in on the Roster at each workday. Forms are to be submitted monthly – no later than the 30<sup>th</sup> of each month.

Advanced notice of subsequent cleanup days must be given to staff to check for scheduling conflicts and to ensure prompt pick up of all litter is collected. Groups should provide staff with at least 10 days' notice of their intent to perform workdays to assist with coordination of park resources.

### RENEWAL

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

### RECOGNITION

- Adoption sign posted at agreed adoption site and a certificate of appreciation
- Groups will receive recognition on the Parks, Recreation & Facilities website

## SIGN STANDARDS

One sign will be posted at each adoption location, recognizing the group that adopted that park/trail 3 months after their initial start for a maximum of 12 months.

APAT Program Contact  
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