

Shawnee County
parks + recreation



Meet you there!

| Policies and Procedures | |
|----------------------------|---|
| Subject: | Adopt-a-Park/Trail |
| Created: | Volunteer Services Coordinator |
| Review Requirement: | Annually |
| Reviewed: | Volunteer Services Coordinator |
| Revised: | June 2019 |
| Approved: | |
| Reference: | <i>This policy serves as a written process for staff to follow in processing department invoices.</i> |

Adopt-a-Park/Trail

Created/Reviewed by:
Volunteer Services Coordinator

Reviewed/Approved by:

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Adopt-a-Park/Trail Application

Adopt-a-Park/Trail Promise

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Mission and Vision Statement

Vision

“Shawnee County Parks and Recreation in partnership with the citizens of Topeka and Shawnee County will develop and manage accessible, walkable parks, recreation facilities and programs through a collaborative leadership process that provides a long-term perspective for how parks and recreation will impact the livability and economic value of living in the city and county.”

Mission

“Shawnee County Parks and Recreation is an essential service established to improve quality of life for all residents of the county by proactively responding to changing demographics, emerging trends while maximizing all available resources in providing quality parks, recreation facilities and programs that enhance the residents health, promotes economic vitality and long term sustainability now and for future generations.”

Section II Program Planning

This program is designed to encourage the community to take a hands-on approach to help keep the county's parks and trails clean, safe and attractive for residents and visitors through debris pick-up and beautification activities. This program offers the opportunity for people to get more involved in their community in a way that promotes civic pride, appreciation, awareness and quality of life.

Groups wishing to adopt a park or trail shall have a mission that does not conflict with the Shawnee County Parks + Recreation Department's mission, including its initiatives to promote wellness and healthy lifestyles in a family friendly environment.

Shawnee County Parks + Recreation reserves the right to deny requests from groups whose mission goals or history is counter intuitive to our mission.

2.1 Guidelines

Your group, business or organization will work with staff in determining which park will benefit most from your efforts and will be most convenient for your volunteers.

- The parks/trails are assigned to groups on a first-come, first-serve basis.
- Group leader will ensure that all group participants are aware of the Adopt-a-Park/Trail guidelines and sign a waiver.
- Adopt-a-Park/Trail Volunteer Application and waiver signed and approved by Shawnee County Parks + Recreation prior to beginning any clean-up efforts.
- Participants under 18 years of age must have adequate adult supervision (a 1:5 ratio is recommended).
- The group leader must choose a level of commitment and follow the guidelines set for that level.
- The group leader will sign the Adopt-a-Park/Trail Promise.
- The group leader will submit volunteer tracking forms monthly to record volunteer hours and activities performed to the Volunteer Services Coordinator by the 5th of each month.
- The group leader will arrange to pick up trash bags for the group's clean-up from the Shawnee County Parks + Recreation Volunteer Services Coordinator.
- Volunteers will dispose of litter in trash dumpsters or containers in the park/trail or contact Volunteer Services Coordinator to schedule a pick-up of collected trash.

- Volunteers will supply their own appropriate work attire tools, gloves, and plan for weather conditions.
- Report items or grounds in need of attention or repair, especially when a safety concern exists.
- Shawnee County Parks + Recreation is responsible for mowing, trimming shrubs and tree removal along with other duties related to park management. Unless the level of commitment chosen requires adoptee to provide that service as a part of their commitment.
- All participants are to follow all park/trail policies set forth by Shawnee County Parks + Recreation. Failure to do so will result in removal from the program.

2.2 Levels of Commitment

When you decide to become a volunteer there are different levels of commitment to choose which provide multiple options including community groups, corporate and individual volunteers. An additional level of commitment in the form of donations or sponsorships from individuals, businesses or organizations may be accomplished by contributing monetarily or with tangible goods.

Adopt-a-Park/Trail groups may contribute labor and skills in their park. With advance planning, Shawnee County Parks + Recreation Department may approve supply materials and assist with equipment and tools. Adopting groups are encouraged to plan activities such as picnics, games, walks, and clean-up days in their adopted park throughout the year.

- Individual or Group Park Adoption –
 - Park Clean-up – responsible for scheduling cleanup twice per month at the park to remove trash and debris.
 - Length of contract – one year renewable.
- N.A. or N.I.A. Park Adoption –
 - Park Clean-up – responsible for scheduling cleanups twice per month at the park to remove trash and debris.
 - Park Enhancements – assisting department as requested. Planting trees and/or flowers where if needed, Shawnee County Parks + Recreation will determine this.
 - Length of contract – three years renewable.
- Business or Corporate Park Adoption –
 - Has the option of a particular park for adoption or a particular park improvement for existing parks by providing either funds, material, labor or any combination thereof.

- Example – Someone who wants to sponsor or adopt a playground – they approach SCP + R who will inform them as to which park has a need for a playground. The adopting group may select the park of their choice.
- Example – A company specializing in irrigation wants to provide an irrigation system for Park A – after approval and an agreement is established with Shawnee County Parks + Recreation , the company may install and maintain the irrigation system in the adopted park.

Section III Responsibilities

3.1 What are the responsibilities of the participant?

- Place filled trash bags in existing trash containers in the park or on the trail if small amounts of trash are collected.
- Contact the Volunteer Services Coordinator to schedule the removal and disposal of all materials collected when it exceeds the existing trash containers in the park or on the trail.
- Designate a group leader as the primary contact. Refer to Section II, 2.1 Guidelines for more information.
- Your time within your adopted park should be enjoyable and above all, fun! Make sure to advertise your event within your group and invite others to help too.
- After your clean-up efforts please take time to enjoy your surroundings by holding a picnic, BBQ, or outdoor games.
- Follow all safety guidelines and make sure to plan your outing during regular park business hours.
- Be sure to post fun photos and videos about your experience within your adopted park on your social media and be sure to tag Shawnee County Parks + Recreation and Recreation Facebook, Instagram and Twitter pages.

3.2 What are Shawnee County Parks + Recreation’s responsibilities?

- Shawnee County Parks + Recreation will provide trash bags (donated by our affiliate Keep America Beautiful, Inc.) to the volunteers upon request.
- The department is responsible for all landscaping (mowing, tree removal, etc.) unless noted in the Volunteer Application.
- Removing all filled trash bags used for litter pick-up and large, heavy or hazardous items found in the park or on the trail.

- The Volunteer Services Coordinator will provide the necessary reporting forms to the volunteer leader for tracking purposes. The Volunteer Services Coordinator will follow up on necessary repairs as reported by the volunteer group.
- Shawnee County Parks + Recreation reserves the right to terminate the Volunteer Application and remove the Adopt-A-Park/Trail sign when, in its sole judgment, it has determined that the volunteer has not met the terms of the program.
- Either party may cancel the Volunteer Application with a 30-day written notification.
- Recognize efforts of individual, group or company.

Section IV Recognition

4.1 Are volunteers recognized?

After three months of documented monthly service, a sign will be placed in the park or trail recognizing the adopting volunteer or group. The sign will remain in the park or trail as long as there is a current Volunteer Application and service is continued.

When volunteers discontinue their services, Adopt-a-Park/Trail signs will be removed. Shawnee County Parks + Recreation will hold earned signs for three months prior to discarding.

Section V Evaluation and Feedback

In the event that the adopted park/trail is inadequately or inconsistently maintained, abandoned or if the group fails to submit monthly tracking forms for three consecutive months, Shawnee County Parks + Recreation shall give the volunteer a 30-day written notification cancelling the Volunteer Promise. Signage in the adopted park/trail is the property of Shawnee County Parks + Recreation.



Adopt-a-Park/Trail Adoption Application + Promise

Personal Information

| | | | | | |
|--------------------------------------|------|----|----------------|-----------------------------|-------|
| Adopting Individual/Organization | | | | Group Leader/Contact Person | |
| Mailing Address | City | ST | Zip | Phone # | Fax # |
| Preferred Adoption Site (Park Name): | | | Email Address: | | |

Choose a Level of Commitment

| | |
|--|--|
| <input type="checkbox"/> Individual or Group Park Adoption | Park Clean-up: Responsible for scheduling cleanup twice per month at the park to remove trash and debris. Length of contract: One year renewable. |
| <input type="checkbox"/> N.A. or N.I.A. Park Adoption | Park Clean-up: Responsible for scheduling cleanups twice per month at the park to remove trash and debris. Park Enhancements: Assisting department as requested. Planting trees and/or flowers where if needed, Shawnee County Parks + Recreation will determine this. Length of contract: Three years renewable. |
| <input type="checkbox"/> Business or Corporate Park Adoption | Has the option of a particular park for adoption or a particular park improvement for existing parks by providing either funds, material, labor or any combination thereof. Example: Someone who wants to sponsor or adopt a playground - they approach SCP + R who will inform them as to which park has a need for a playground. The adopting group may select the park of their choice. Example: A company specializing in irrigation wants to provide an irrigation system for Park A - after approval and an agreement is established with Shawnee County Parks + Recreation , the company may install and maintain the irrigation system in the adopted park. |

Statement

As an individual, or a representative of said organization, I have read and promise to abide by the Shawnee County Parks and Receptions Adopt-A-Park/Trail guidelines as put forth. I understand that this is an application for the Adopt-A-Park and that the coordinator will contact me to finalize the Volunteer Promise. In addition, I understand that Shawnee County Parks + Recreation reserves the right to reject any agency, individual, group or organization that wants to adopt a park/trail. I also understand that it is my responsibility to have all participants abide by the Adopt-A-Park/Trail guidelines and that failure to do so will result in removal from the program. Finally, I understand that it is my responsible to submit monthly tracking forms to document our service.

Signature: _____ Date: _____
 Individual/Organization Representative

Volunteer Promise (Leave blank until after adoption approval)

I/We promise to maintain _____
 (Name of Park/Trail)

Effective: _____ through _____
 (Start Date) (Ending Date)

Signature: _____ Date: _____
 Individual/Organization Representative

Signature: _____ Date: _____
 Shawnee County Parks + Recreation, Coordinator

Please return this form to:
 Shawnee County Parks + Recreation
 3137 SE 29th St., Topeka, KS 66605-1885
 Fax (785) 266-0308 or email kimberly.atchison@snco.us