



City of Lake Elmo Adopt-a-Park Program

Adopt-a-Park Program is a Public Service Program

Program Philosophy

To serve as an avenue for citizen involvement that will generate civic pride through personal interaction and awareness.

Program Objective

To organize a volunteer effort to clean, beautify, develop and build pride in the city parks of Lake Elmo. This program aims to generate a safe and enjoyable atmosphere for individuals and organizations who participate in assisting with beautification of our city parks. Participants in the Adopt-a-Park Program will assist in an effort to improve the appearance and quality of our community and lead toward a cleaner, healthier environment.

Adopt-a-Park Information

Who can participate?

The program is open to individuals, families, groups, religious organizations, service organizations, schools, businesses, and other community organizations.

What are the program benefits?

Participants will volunteer to positively impact the appearance, quality, and safety of our city parks while creating teamwork and the satisfaction of bettering our city as a group. Participant's name/group/business will be acknowledged on an Adopt-a-Park sign placed in a designated area of their adopted park

Program Guidelines

1. Entities may apply for parks on a first-come, first serve basis. Entity leader shall work with the Public Works Department to evaluate size of park, number of volunteers, etc. during application process. Applications are available on a year-round basis and are available at City Hall.
2. Each group must have a Point of Contact Leader who will act as the representatives of the organization. The Point of Contact must be eighteen (18) years of age or older and is responsible for the following:
 - a) Complete Adopt-a-Park application and return to City Hall.



- b) Communicate with Public Works Staff any issues or concerns with the program in a timely manner.
 - c) Complete log sheets of volunteer hours and return them to City Hall in a timely manner after work is completed.
 - d) Request and return any used city owned equipment or material to be used during volunteering in the Adopt-a-Park program.
3. Adoption term will be for two (2) years.
4. All volunteers who are participating need to complete a waiver of liability BEFORE service. Volunteers who are under the age of eighteen (18) must have a parent/guardian co-sign a waiver of liability form and be supervised by an adult during service.
5. Groups must complete a minimum of one monthly park work event during spring, summer and fall seasons.
6. Recommended service tasks include
 - a) Picking up Litter/Sticks/Rocks/Debris
 - b) Flower/shrub bed planting and maint.
 - c) Sweeping
 - d) Raking
 - e) Pulling weeds
 - f) Watering vegetation
 - g) Reporting graffiti, broken equipment, or other unsafe conditions
7. Other service tasks are available under supervision/direction of Public Works Department and must be given appropriate approval from the department prior to work beginning. These tasks include
 - a) Painting
 - b) Assisting with playground installation
 - c) Assisting with construction
 - d) Assisting with park events and programs
 - e) Other miscellaneous basic maintenance



8. The Public Works Department may provide supplies and equipment. Unused supplies and Public Works equipment must be returned to the Public Works Department. The use of power tools and ladders are not recommended and the city assumes no liability.

Safety

1. Service is to be completed during daylight hours and in good weather conditions.
2. Groups are required to supply a first aid kit and have the kit available for any incidents that may occur during service.
3. Only approved tasks should be performed during service.
4. Utilize personal protective equipment (PPE) and wear protective clothing including work gloves, sturdy shoes and long sleeved shirts and pants to prevent injury from sharp objects, insect stings, sunburn and poison ivy.
5. Participants shall stay away from areas where chemicals have recently been applied or other hazardous areas within the service area.
6. Groups should use sunscreen and insect repellent when necessary and have water available for volunteers.
7. To avoid trespassing onto private property groups should/must stay within park boundaries.

If you are picking up litter, use caution in handling collected items. Do not crush collected items; broken or jagged objects could cause injury. Do not try to pick up heavy, large or hazardous materials. Notify Public Works for pickup of these materials.



For office use only

Accepted: Y N

Park: _____

Term Dates: _____

Sign Date: _____

ORGANIZATION/BUSINESS (name will appear on sign): _____

GROUP CONTACT PERSON: _____ PHONE: _____

ADDRESS: _____ OTHER PHONE: _____

PREFERRED ADOPTION SITE 1st choice: _____

2nd choice: _____

ESTIMATED START DATE: _____

APPROXIMATE NUMBER OF VOLUNTEERS _____

Agency does not need to contact Public Works before work days for the following tasks: raking, picking up litter/sticks, sweeping, or watering vegetation. Other tasks need approval from the Public Works Department.

I, _____ represent _____ in signing this agreement to perform within the scope of the agreement as identified.

I understand that all contributions and project assistance are intended to contribute to the overall city park system and are not intended to offset, nor replace, normal city budgets or maintenance operations. All contributions may be accepted or rejected by the City of Lake Elmo.

I understand that participation is completely voluntary and that the activity is being offered for the benefit of the named participant. I agree that the participants are participating in the activity at their own risk. I also agree that the City of Lake Elmo, its agents and employees will not be liable for any claims, injuries or damages of any nature incurred by the participants due to the negligence of the City, its agents or employees, arising out of or connected with the activity. On behalf of myself of the participants, I expressly release and discharge the City of Lake Elmo to use any photographs and/or video taken by the city of the individual named herein, in city informational publications released to the general public.

Signature Date

Adopt-a-Park Agency Log Sheet



Agency Name _____ Date(s) _____

Adoption Site _____

Hours Worked: _____ Number of Volunteers: _____

Total Number of Logged Hours this period: _____

Tasks performed: _____

Supplies and equipment used: _____

Comments for park staff (unsafe areas, ideas, concerns) : _____

Contact Person Name

Date