

# TRAIL & PARK ADOPTION PROGRAM



parks · recreation · cultural services

**VOLUNTEER**



The **Adopt-A-Park/Trail Program** provides volunteer opportunities for individuals and groups to take an active role in the beautification of local parks and trails.

**2 HOURS PER MONTH • APRIL - OCTOBER • ANNUAL COMMITMENT**

## WHY ADOPT?

Keeping up with the tremendous use of public land is a continuous challenge for staff. Your volunteer efforts make a difference in keeping our parks, trails & open spaces **CLEAN!**



**166 PARKS**

**48 OPEN SPACES**



**265 TRAIL MILES**

### WHO CAN ADOPT?

BUSINESSES

FAITH-BASED GROUPS

INDIVIDUALS

FAMILIES

NEIGHBORHOOD  
ASSOCIATIONS

YOUTH GROUPS

SCHOOLS

SCOUT TROOPS

**SIGN UP  
TO ADOPT  
TODAY!**



[COLORADOSPRINGS.GOV/PARKVOLUNTEERS](https://coloradosprings.gov/parkvolunteers)

# 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 COLORADO SPRINGS - PARKS, RECREATION AND CULTURAL SERVICES (PRCS) STAFF.

2. ADOPTERS DUTIES AND LIMITS ARE DEFINED IN THE ADOPTION AGREEMENT SIGNED BY A REPRESENTATIVE OF THE ADOPTER AND BY A REPRESENTATIVE OF PRCS.

3. ADOPTERS SHALL EXERCISE REASONABLE AND PRUDENT JUDGMENT IN THEIR VOLUNTEER PERFORMANCE. ALL VOLUNTEERS UNDER THE AGE 18 MUST HAVE RESPONSIBLE ADULT SUPERVISION. SMALL CHILDREN AND PETS PRESENT A SERIOUS SAFETY PROBLEM AT ADOPTED SITES AND SHOULD NOT BE INVOLVED IN ADOPTION ACTIVITIES WITHOUT PROPER SUPERVISION.

4. ADOPTERS MAY BE COVERED TO THE EXTENT PROVIDED FOR "AUTHORIZED VOLUNTEERS" UNDER THE COLORADO GOVERNMENTAL IMMUNITY ACT AND THE CODE OF THE CITY OF COLORADO SPRINGS 1980, AS AMENDED, IF THE VOLUNTEER SHOULD BE THE SUBJECT OF A LEGAL ACTION ARISING FROM HIS ACTS OR OMISSIONS WHILE PERFORMING FOR THE PROGRAM.

5. 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.

6. ADOPTERS MAY NOT MODIFY OR ADD TO THE EXISTING LANDSCAPE OR SITE DESIGN PLAN WITHOUT THE CONSENT OF PRCS STAFF.

7. 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 PRCS WITHIN 24 HOURS.

8. REQUESTS TO ADOPT SPECIFIC SITES ARE PROCESSED ON A FIRST-COME, FIRST-SERVE BASIS.

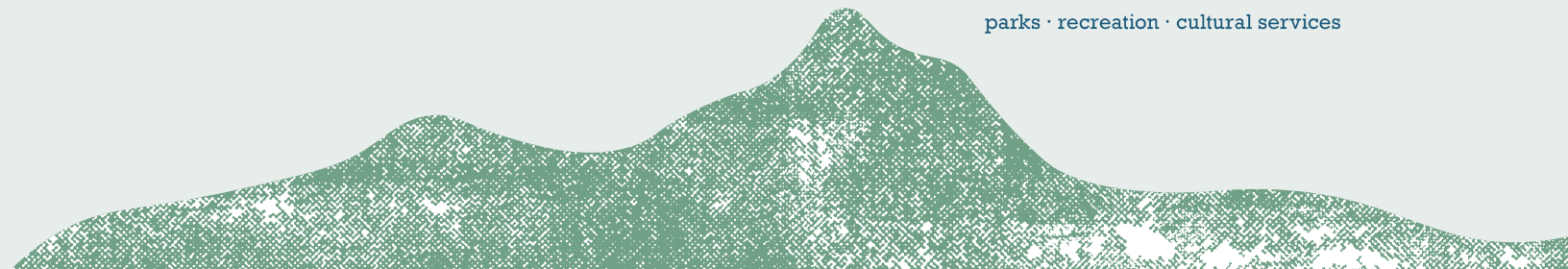
9. PARKS, RECREATION, AND CULTURAL SERVICES RESERVE THE RIGHT TO DESIGNATE SPECIFIC ADOPTION SITES FOR SPECIAL CONSIDERATION, I.E., BECAUSE OF SAFETY CONCERNS.

10. ADOPT-A-PARK/TRAIL SIGNAGE IS THE PROPERTY OF THE CITY OF COLORADO SPRINGS AND WILL BE INSTALLED, MODIFIED AND REMOVED ONLY BY DESIGNATED STAFF. ADVERTISING OTHER THAN THE ADOPTER'S NAME IS NOT ALLOWED ON SIGNAGE.

11. ADOPTERS MUST COMPLETE THE CONSENT AND RELEASE FORM ANNUALLY AND SUBMIT IT TO THE VOLUNTEER COORDINATOR PRIOR TO THE FIRST WORKDAY. IF A PARTICIPANT IS UNDER AGE 18, A PARENT OR GUARDIAN ALSO MUST SIGN THE CONSENT AND RELEASE FORM. PARENTS ASSISTING WITH CLEANUPS ALSO MUST SIGN THE CONSENT AND RELEASE FORM.



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# ADOPTION POLICIES (CONTINUED)



**12. A DESIGNATED GROUP LEADER WILL BE REQUIRED FOR EACH ORGANIZATION TO SERVE AS THE LIAISON TO THE VOLUNTEER COORDINATOR. THE GROUP LEADER WILL BE RESPONSIBLE FOR SIGNING THE ADOPTION AGREEMENT, SCHEDULING WORKDAYS, AND ENSURING COMPLIANCE WITH THE ADOPTION AGREEMENT.**

**13. GROUP LEADERS ARE RESPONSIBLE FOR COMPLETING AN ADOPTION REPORT AT THE END OF EACH SCHEDULED WORKDAY. THE REPORT DOCUMENTS THE DATE, NUMBER OF VOLUNTEERS, HOURS WORKED, ACTIVITIES ACCOMPLISHED, AND CONDITION OF THE ADOPTED AREA. THE ADOPTION REPORT IS AN IMPORTANT TOOL USED BY THE DEPARTMENT TO EVALUATE FACILITIES AND DOCUMENT VOLUNTEER CONTRIBUTIONS TO THE CITY OF COLORADO SPRINGS. ALL VOLUNTEERS MUST ALSO SIGN IN AT EACH WORKDAY USING THE SPECIAL GROUP REGISTRATION INFORMED CONSENT AND RELEASE FORM.**

**14. ADOPTERS SHALL PROVIDE THEIR OWN TRANSPORTATION AND TOOLS AS NECESSARY TO ACCOMPLISH THE PROGRAM REQUIREMENTS. SPECIAL ARRANGEMENTS CAN BE MADE WITH THE VOLUNTEER COORDINATOR.**

**15. PARKS, RECREATION AND CULTURAL SERVICES WILL PROVIDE TRASH BAGS IF NEEDED AND WILL COLLECT AND DISPOSE OF TRASH BAGS IF THEY EXCEED WHAT WILL FIT IN TRASH CANS ON SITE. THIS SHOULD BE COMMUNICATED TO THE VOLUNTEER COORDINATOR.**

**16. ADOPTING GROUPS MAY KEEP ANY PROCEEDS FROM ANY MATERIALS WITH RECYCLABLE VALUE THAT ARE FOUND.**

**17. ADOPTERS ARE REQUIRED TO COMMIT TO ONE YEAR OF SERVICE. MONITORING OF THE ADOPTED AREA MUST BE DONE REGULARLY -**

- WITH A MINIMUM OF TWICE PER MONTH
- DURING THE MONTHS OF APRIL - OCTOBER AND
- AS WEATHER PERMITS IN THE COLD SEASON
- SOME SITES MAY REQUIRE ADDITIONAL TIME COMMITMENTS. THE AVERAGE ADOPTERS SPEND ABOUT 20-30 MINUTES EACH TIME THEY VISIT THEIR SITE.

**18. ADOPTERS MUST PERFORM ORGANIZED LITTER CONTROL AND/ OR PARK BEAUTIFICATION WORKDAYS AS AGREED UPON TO REMAIN IN GOOD STANDING.**



# HOW TO APPLY & RECOGNITION



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## ADOPTION COMMITMENT

Adopters are asked to support this location with a minimum of 2 hours of service per month throughout the defined term (One-year commitment). An adoption sign recognizing the adopter's efforts will be ordered after three months of service and placed at the adoption location.

## HOW TO APPLY

### 1. SUBMIT AN APPLICATION FORM

Use the QR Code below or go to [www.coloradosprings.gov/parksvolunteer](http://www.coloradosprings.gov/parksvolunteer) and select the Adopt-A-Park/Trail Application form and submit.



### 2. REVIEW AND COMPLETE INFORMATION

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, Consent and Release Form to be signed by all volunteers, Volunteer Safety Guidelines & an Adoption Report.

### 3. 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 the Volunteer Coordinator.

## RENEWAL

At the beginning of each calendar year, PRCS staff issue new agreements to returning adoption groups. Adoption commitments begin each calendar year as of April 1st.

## RECOGNITION

- Adoption sign posted at agreed adoption site and a Certificate of Appreciation at the conclusion of the season.
  - Sign Standards: One sign will be posted at each adoption location recognizing the group. It will be 12" tall by 18" wide.
- Groups could receive recognition on the PRCS website and social media.



TRAIL SIGNS

PARK SIGNS



## PROGRAM CONTACT

PRCS VOLUNTEER COORDINATOR

P: 719-385-5940

E: [PARKVOLUNTEERS@COLORADOSPRINGS.GOV](mailto:PARKVOLUNTEERS@COLORADOSPRINGS.GOV)

W: [COLORADOSPRINGS.GOV/PARKSVOLUNTEER](http://COLORADOSPRINGS.GOV/PARKSVOLUNTEER)