ADOPT - A - PARK AND/OR TRAIL PROGRAM

Adopt-A-Park/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, and trails.
- Encourage and recognize volunteer contributions and efforts.
- Develop an organizational advocacy for parks and trails.
- Build community pride in parks and trails.

ABOUT OUR PROGRAM

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

Adopt a Park or Trail - Organization/group that meets a couple times a month to clean-up a park or trail. This is a one year commitment.

WHO CAN PARTICIPATE?

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

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

WHY PARTICIPATE?

There are

- 136 neighborhood parks
- 8 community parks
- 160 miles of park trails
- 7 regional parks
- 105 miles of urban park trails
- 48 open space areas

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 and trails. 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 lands 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 parks system and demonstrates a commitment to the community and the environment. These volunteers help maintain the appearance of public parks and trails.

ADOPTION COMMITMENT

One-year time commitment - Must meet at least twice per month during the months of April – October and as weather permits in the cold season. An adoption sign recognizing the group/organization's efforts will be ordered after three months of service and placed at the adoption location.

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Parks, Recreation & Cultural Services • Volunteer Office • 1401 Recreation Way • Colorado Springs, CO 80905 • coloradosprings.gov

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 reserves 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 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.

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 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 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 to borrow tools as needed.

15. Parks, Recreation and Cultural Services will provide trash bags and will collect and dispose of filled bags after your workday.

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. Groups should provide the Volunteer Coordinator with at least one week's notice (preferably two) of their intent to perform these workdays to assist staff with coordinating park resources.

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VOLUNTEER

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 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 the Volunteer Coordinator.

ORGANIZE AND PLAN YOUR FIRST CLEANUP
Select a date for your first cleanup and arrange with the Parks, Recreation and Cultural Services (PRCS) to have trash bags available upon request. Special arrangements can be made with the Volunteer Coordinator to borrow tools *(rakes, shovels, etc.)* PRCS 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 Department 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.

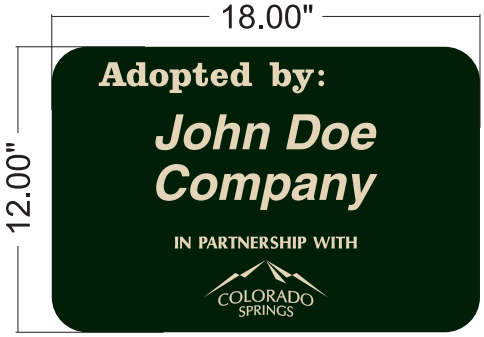
Provide PRCS advanced notice of subsequent cleanup day to check for scheduling conflicts and to ensure prompt pickup of all litter collected. Groups should provide the Volunteer Coordinator with at least one week's notice *(preferably two)* of their intent to perform workdays to assist with coordination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

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

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

RECOGNITION
- Adoption sign posted at agreed adoption site and a Certificate of Appreciation.
- Groups could receive recognition on the PRCS website, and in the annual report.

SIGN STANDARDS
One sign will be posted at each adoption location, recognizing the group that adopted the park. It will be 12 inches tall by 18 inches wide.



Park Signs

Trails

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