



# Adopt-a-Park Procedures



## What is Adopt-A-Park?

- The primary purpose of this program is to enlist the community's involvement with selective maintenance within a City Park in order to maintain a clean park environment for all to enjoy. This opportunity is available for non-profits, faith-based organizations, scout troops, businesses, and other community groups.
- Tasks involved with the adoption will vary on the location. Some standard tasks involved with the adoption will include graffiti removal and litter abatement services.
- Groups will need to complete the Adopt-A-Park Application packet and sign into an agreement for their assignment's responsibilities. Those who agree to the term will be assigned a location within the City upon the Parks Leadership team's discretion. Each adoption will include a minimum of one cleanup event per quarter of the calendar year.
- This is a limited volunteer opportunity and if participants in the group wish for a committed volunteer position within the Community Services Department, they must attend a volunteer orientation and apply for an ongoing opportunity.

## Marketing

- Staff will create advertisements that lists the program description, how to apply for a park adoption, adoptable parks for the year and the tasks available for the locations.
- Flyers, social media posts, and the City website will be used to advertise this opportunity.
- Recruitment will be conducted by directing interested parties to the City of Corona's Volunteer Interest Form, or by directly contacting the Volunteer Program Coordinator to obtain the application packet.

## Application

- Once the interested parties communicate with the Volunteer Program Coordinator through the online Volunteer Interest Form or by direct contact, they will be provided with the Adopt-A-Park application packet.
- This packet will contain a description of the program, policies, Adopt-A-Park program application, Adopt-A-Park Agreement, Waivers of Liability, and Safety Tips.
  - A group lead will need to be designated to facilitate the application process and communicate with the Parks Leadership team.
- The Parks Leadership team will take a group's park location preference into consideration. Final park assignments will be up to the discretion of the Park Leadership team.
- Applicants will be contacted by the Parks staff within two weeks of their application submission.

## Requesting Cleanup events

- Adoption groups must commit to a cleanup every quarter of the adoption year at minimum and carry a maximum of 12 per year.
- The Group Lead must provide their proposed cleanup date and time and needed supplies at least two weeks in advanced before the event date by emailing or calling the Park Ranger Supervisor. The Parks, Trails, and Facilities Manager will serve as the alternate contact.
  - This time frame allows consultation with staff to confirm feasibility, ensure staffing levels and confirm supplies that are needed for the event.
  - Please note that groups with participants under the age of 12 will need one supervising adult for every ten youths who are participating.
- Parks staff will confirm the feasibility of the selected date and time with the group lead through email or phone call and provide the Adopt-A-Park Service Report Form for the group.



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## Cleanup events

- Group leads will check in with the Parks staff at the park location and be provided with all the supplies they need for the cleanup.
- Volunteers will work the agreed upon time frame and complete the designated tasks.
  - Average events are 2 hours in length
- A Parks staff member will be present to distribute materials and confirm number of participants.
- A Parks staff member will return to the site at the designated event end time to collect remaining supplies, filled trash bags for disposal and collect the completed Adopt-A-Park Service Report form from the Group Lead.
- At the conclusion of the event, volunteers can report any unattended property encountered in the park for dating and tagging by the Park Ranger staff.

## Recording hours- Adopt-A-Park Service Report Form Submission

- An Adopt-A-Park Service Report Form will be collected for every cleanup event the adoption group completes.
  - There will be four (4) reports per group at minimum for the year.
- A Service Report will contain information such as date, organization name, location, time frame, number of volunteers who participated, Notes/Requests/Comments, and statistical details from the event such as amount of trash bags, graffiti removed, large trash items collected, etc.
- Hours will be collected from these reports and recognized for the group not the individual participants.
- Group Leads are responsible for submitting forms at the close of each cleanup event.

## Length of Commitment

- This is a 1-year opportunity that begins on the date of park assignment, four (4) cleanup events at minimum will be completed within this time frame.
- At the end of that year, an organization can renew, change locations (if available), or terminate their agreement.

## Accountability

- Signage will be placed at the designated Park after the adoption group completes one cleanup event.
- The Park Ranger Supervisor will be communicating with Park adopters at the beginning of every quarter of the calendar year through email to remind groups of their minimum number of commitments for their adoption of a Park.
- If an adoption group does not complete two cleanup events in the designated time frames, Parks staff reserves the right to remove signage and terminate the contract with the adoption group.

## Recognition

- To recognize the accomplishments of the Adopt-A-Park organization volunteers, Adopt-A-Park signs will be placed in the park that have a section that is interchangeable. On the interchangeable section, the City will either designate it as available for adoption or list the park's adopter. The plaques will be added to the signs after the group has completed at least one cleanup at the location and will remain until the end of the adoption term.
  - The signs will be limited to text only and will not include logos, and the City reserves the right to abbreviate business names.



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**12"**

**Surfside Family Medicine**

**3"**

**Boy Scout Troop 757**

**Endless Windz**

**Space Coast Geocachers**

**Submarine Veterans  
Snug Harbor Base**

**This park is adoptable;  
if you are interested please  
contact Keep Brevard Beautiful  
at 321-631-0501 x 203**

- At the end of the adoption year, the adoption group will be invited to a recognition by the Parks and Recreation Commission at their monthly meeting.
  - At this meeting, the Commissioners will thank the Adopt-A-Park group for their contributions to the City of Corona by listing specific accomplishments such as the number of cleanup events conducted, amount of trash removed, and additional information that will be collected from the Adopt-A-Park Service Report Forms and present a certificate of appreciation to the group.