

**Auburn Area Recreation & Park District  
Adopt-A-Park Program Staff Responsibilities**

**Facilities & Grounds Manager**

- 1. develop written safety guidelines for program**
- 2. develop and conduct safety orientation/training**
- 3. maintain insurance waiver and safety orientation sign-off forms on file**
- 4. coordinate work days and special projects with group representative**
- 5. document work days**
- 6. provide tools, supplies and safety gear necessary for projects to be completed**
- 7. order and place recognition signs**
- 8. approve customized recognition panels**
- 9. Administrative Services Director or Administrator's designate**
- 10. solicit participation from local and community groups**
- 11. conduct orientation/provide information and permits to interested parties**
- 12. submit press releases and provide recognition in District Activity Guide**
- 13. award certificate of appreciation when project is completed**

## **Auburn Area Recreation and Park District Adopt-A-Park Program Outline**

**The Adopt-A-Highway Program was initiated by Caltrans to assist the state in managing its vast highway system and to establish positive working relationships with local groups wishing to help out in the public sector. The Auburn Area Recreation & Park District's Adopt-A-Park Program is built on the same premise and will allow the District to supplement its current maintenance efforts.**

**Participation will be aimed at individual residents, local businesses and community groups. Some park sites are so large that several groups may co-sponsor a single park. Participation in the Adopt-A-Park program will require a two-year time commitment from each group with planned quarterly work days consisting of a minimum of four hours per week scheduled projects. Depending on the park that is chosen for sponsorship, the tasks will vary although typical projects may include removing litter, raking leaves, clearing weeds, sweeping curbs and walkways, planting and maintaining trees and other landscape, painting, removing graffiti, and washing tennis courts. Each group will be required to submit a permit application (attached) and to designate one spokesperson to act as the group's representative and sole contact to the District. All workdays and projects will be scheduled and coordinated through the Facilities and Grounds Manager.**

**The District's Facilities and Grounds Manager will provide safety training and orientation for participating groups in which all members are expected to attend. Under no circumstance would an individual be allowed to perform work without first attending this orientation. Acknowledgement of receipt of safety instruction and orientation will be signed off on by each participant and kept on file at the maintenance office. The District will also provide the tools necessary for projects to be conducted and will lend the group the necessary safety gear. In addition, all participants will be required to sign insurance waiver forms before conducting work on a site. These steps would cover the district from potential liability.**

**The District will place a recognition sign on the group's adopted park. For parks that are sponsored by more than one group, a recognition sign will include all names of the organizations responsible for the sponsorship of the park. The decision to place signs, their size, content and location are the sole discretion of the Auburn Area Recreation & Park District. Adopters may provide customized recognition panels, subject to the District's approval. No products, slogans, phone numbers, street names, or directions will be permitted on the signs.**

**Contributions will be further recognized in press releases from the Auburn Area Recreation & Park District and a certificate of appreciation will be awarded when the group's project is complete. Recognition will also be given in the District's activity guide.**

## **Auburn Area Recreation and Park District's Adopt-A-Park Program**

**Adopt-A-Park is a fun, educational and worthwhile program that will provide your company or organization prominent recognition throughout the community while saving taxpayer dollars. You can assist in the enhancement and beautification of a local park with the cooperation of Auburn Area Recreation & Park District. This is a great way to promote civic responsibility, community pride and camaraderie among your organization.**

### **Who Can Participate?**

**Individuals**

**Community Groups**

**Organizations**

**Businesses**

### **What Does Participation Involve?**

**Depending on the park that is chosen for sponsorship, the tasks will vary. A list of specific tasks to be performed at each park can be obtained from the Adopt-A-Park Coordinator. Typical tasks may include:**

- removing litter
- raking leaves
- clearing weeds
- sweeping curbs
- painting
- planting/maintaining trees
- washing tennis courts
- removing graffiti

**Parks that are available for adoption are Recreation Park, Ashford Park, Regional Park, Christian Valley Park, Meadow Vista Park, Placer Hills Park, and Railhead Park. Some of the larger parks may require a co-sponsorship due to the frequency of work days required. Further information on co-sponsorship parks can be provided by the Adopt-A-Park Coordinator.**

### **What Commitment Is Required?**

**A two-year time commitment is required with workdays consisting of a minimum of hours established by ARD staff in relation to each individual park and or facility. All participants are expected to follow all safety requirements and attend a safety orientation conducted by Auburn Area Recreation & Park District prior to conducting on site work. Each organization must complete an Adopt-A-park Permit Application and assign one contact person to represent the group.**

### **Safety**

**The program depends on the common sense and responsibility of individual participants. Participants must realize they are working in a potentially hazardous environment and diligently follow all safety requirements. All participants are expected to attend the safety orientation conducted by Auburn Area Recreation & Park District prior to conducting on**

site work. The group's representative should review all safety requirements with the group at the start of each scheduled workday. Participants are expected to use the safety gear provided by Auburn Area Recreation and Park District and should wear long pants and sturdy shoes or boots when conducting work. Participants hold the District harmless for death, injury or property damage, which might have been prevented by their action.

### **Our Commitment**

**The Auburn Area Recreation & Park District will:**

- **lend your group safety gear**
- **conduct a safety orientation prior to work being conducted by the group at the chosen park site**
- **provide free trash bags for litter removal**
- **provide the necessary tools for projects to be conducted**
- **issue the permit at no charge**
- **pay for and install a recognition sign(s)**
- **assist your group with planting plans and technical help**
- **do not require insurance for volunteer participants**

### **Recognition**

**The Auburn Area Recreation & Park District will place a recognition sign on your adopted park. For parks that are sponsored by more than one group, a recognition sign will include all the names of the organizations responsible for sponsorship of the park. The decision to place signs, their size, content and location are at the sole discretion of the Auburn Area Recreation and Park District. Please allow three months for sign placement. Adopters may also provide customized recognition panels, subject to Auburn Area Recreation & Park District approval. No products, slogans, phone numbers, street names or directions are permitted on the signs.**

**Your contributions will also be recognized in press releases from Auburn Area Recreation & Park District and a certificate of appreciation will be awarded when your project is complete. Recognition will also be given in the Auburn Area Recreation & Park District Activity Guide.**

### **How to Get Started**

**Contact the Auburn Area Recreation & Park District at (530) 885-0611 for further information on the parks that are adoptable and the work to be performed at each site. Upon locating a park that you wish to adopt, designate one spokesperson to represent the group and then submit a permit application. Within three weeks of submitting your permit application, the Adopt-A-Park Coordinator will provide you with additional information and schedule your group's first workday.**



