

**Corvallis Parks & Recreation
Park Operations
Adopt-A-Park Program**



PROGRAM PURPOSE: The Adopt-A-Park Program provides for public involvement in Corvallis Park Operations to assist in maintaining safe and clean parks. Organizations may adopt a public park, section of a park, or a beautification area for the purpose of assisting with maintenance projects and to receive recognition of their participation in the program. Maintenance projects will be selectively chosen to capture the public's attention and to encourage the enhancement of park appearance.

PROGRAM GUIDELINES:

- The adoption period is one year and is renewable at the request of the organization. The adopting organization must complete a minimum of four service events per year at their adopted park.
- If the adopting agency has not conducted a work day at the end of the first three-month period, Park Operations will cancel the agreement and remove the signs.
- Each organization shall designate a representative who will be responsible for scheduling the work days with Park Operations. The organization shall produce a title for the organization to be used in advertising service events; the title must be approved by Corvallis Parks & Recreation before usage. Park Operations will coordinate the maintenance activities with the adopting organization and monitor the organizations activities relative to safety.
- A meeting will be conducted prior to each scheduled service event to review the nature of the work to be performed.
- Park Operations will furnish the adopting organization with the necessary supplies for the maintenance project.
- Park Operations will erect an Adopt-A-Park sign at the park to provide public recognition of the adopting organization for their participation in the program.
- News media coverage will be encouraged to promote the Adopt-A-Park Program and to recognize participating organizations.

- Upon successful completion of participation in the program, the adopting organization will be presented a certificate of recognition by Parks and Recreation.

Corvallis Parks & Recreation Park Operations Adopt-A-Park Program

**Work days are scheduled with the
Corvallis Parks & Recreation
Park Operations.**



- All work days are scheduled with the Park Operations Volunteer Coordinator. Park groups are required to identify a lead volunteer. The lead volunteer will contact the CP&R Volunteer Coordinator at least one week prior to working and upon completion of all service projects.
- Each participant will be required to sign a Volunteer Form waiving liability.
- Each participant will be required to comply with and abide by all laws and regulations relating to safety and other terms and conditions as may be required by City staff (such as maintaining a safe passage for path users, placing appropriate signage, and using cones, barricades, or other devices when necessary).
- The applicant will be required to furnish supervision by adults for participants of a group with members who are under 18 years of age. The necessary number of adults will be established by the Volunteer Coordinator.
- Supplies, materials, and work area signs furnished by Park Operations staff will be obtained and returned during regular business hours. The applicant's organization may furnish their own supplies for their exclusive use.
- Upon completion of a work date, contact person must call or e-mail the Park Operations Volunteer Coordinator with the following information:
 - number of volunteers participating in work day
 - number of hours participated by each volunteer
 - description of work completed
- City will provide Worker's Compensation Insurance coverage through SAIF as is typical for volunteers working for the City.

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Park Operations Adopt-A-Park Program
Project Reporting Form**

Date	Number of Volunteers	Number of Hours	Description of Work	Total

Contact Stephen McGettigan, Volunteer Coordinator, at Corvallis Park Operations at (541) 754-1739 or steve.mcgettigan@corvallisoregon.gov

**Corvallis Parks & Recreation
Park Operations
Adopt-A-Park Program
AGREEMENT**



Corvallis Parks & Recreation and the _____
recognize the need and desirability of safe clean parks. The
_____ is aware of the essential nature of the work
which is to be performed and agrees to conduct the maintenance projects in
accordance with Park Operations' guidelines of the Adopt- A-Park Program.

Corvallis Parks & Recreation recognizes _____ as
the adopting organization of _____.

_____ accepts the responsibility of performing
maintenance projects at _____ at least four times
annually for a one year period beginning _____ and ending
_____.

Adopting Organization _____ Date _____ Phone _____
Authorized Signature

Organization's Representative Address Home **and** Work Phone **or** E-mail

Corvallis Parks & Recreation _____ Date _____
Authorized Signature