

Jacksonville Recreation and Parks **Adopt-A-Park Program**

The Adopt-a-Park program's purpose is to provide an opportunity for local groups and organizations to help improve and maintain the City of Jacksonville's parks and facilities. This program is designed for volunteers to do work such as clean-ups, tree and flower planting, maintenance, painting, weeding, and other special projects. Not only does this program offer the citizens an opportunity to volunteer, but it also increases public awareness of the importance of our park system within our city. As a group or organization, you can adopt-a-park and help protect the environment for its present day users and future generations. We offer opportunities such as "one time" clean-up or your organization can volunteer for specific length of time.

Who can adopt a park?

Anyone willing to give a little bit of their time and energy! The Jacksonville Recreation and Parks Department Adopt-a-Park program aims to unite and support all people interested in improving our parks and open spaces.

Which areas can be adopted?

Particular areas within our parks that may be adopted include:

- Trails
- Athletic Courts/Fields
- Undeveloped Parkland
- Flower Beds
- Trees & Shrubs
- Playgrounds

How can volunteers help?

Volunteers care for their adopted area in the following ways:

- Caring For Shrubs/Trees
- Cleaning Trails
- Reporting Park Hazards
- Removing Graffiti
- Special Projects
- Picking Up Litter

How do you adopt a park?

1. Contact the Jacksonville Recreation and Parks office with a request to adopt a park on the City of Jacksonville property.
2. Sign and return the "Volunteer Application" and "Adopt-a-Park Agreement" forms. (If you are under the age of 18, you must have a parent's or guardian's signature on the "Adopt-a-Park Agreement.")
3. The Jacksonville Recreation and Parks Department will process your forms and contact you.
4. Park Maintenance staff will assist when needed.

Responsibility of Volunteers

- Volunteers must abide by all park rules and ordinances.
- Volunteers are required to read and abide by the Adopt-a-Park Safety Guidelines.
- Volunteers are required to maintain their adopted park for at least one year. We encourage volunteers to work at their adopted park at least twice a month. Volunteers will make up their own schedules in conjunction with the Parks Division.
- Volunteers must notify the Jacksonville Recreation and Parks Division to change specific volunteer duties.
- Volunteers must keep track of the number of hours spent volunteering on a monthly basis and report total hours to Parks Division. Volunteer hours should be reported on the 1st Monday of the following month.

Acknowledgement & Recognition

- An award of recognition after successful completion of 100 hours of volunteer service.

Safety Guidelines for Adopt-a-Park Volunteers

When volunteering at our parks be sure to:

- Use insect repellent, sun block or wear a hat.
- Use a trash grabber.
- Wear light and/or bright-colored clothing, hard-soled shoes, and sturdy work gloves.
- Lift all objects with your legs, not with your back.
- Work during park hours and with a partner whenever possible.
- Contact the Jacksonville Recreation and Parks Department immediately if you notice a safety hazard.
- Don't bring small children or pets along on projects unless they can be closely supervised.
- Don't overexert yourself. Be sure to take breaks, drink liquids and dress appropriately for the weather.

Safety Guidelines for Teachers and Group Leaders

- Report any safety hazard to the Jacksonville Recreation and Parks Department.
- Students/Volunteers under 18 must be supervised at all times.
- Review safety rules carefully with students before they begin a project.

Safety Guidelines for Students and Youth

- Don't pick up any sharp objects, such as broken glass.
- Stay within sight of teacher or group leader.
- Report any broken park equipment to your teacher or group leader.

ADOPT-A-PARK AGREEMENT

Date: _____

Adopt-a-Park Participant (or Group): _____

Group Contact Person (if applicable): _____

Mailing Address: _____ City: _____ State: _____

Phone (Day): _____ Phone (Evening): _____ Zip: _____

Park interested in Adopting: _____ Area to Maintain: _____

Duties (Scope of Work): _____

Work/Day schedule: _____ Month: _____ Year: _____

Total Volunteer Monthly Hours: _____

TERMS AND CONDITIONS

1. **Term:** Subject to **City's** right to terminate this agreement at any time shall be in full effect for one year beginning _____.

2. **Conditions:**

(A) The participant(s) shall develop and follow a regular schedule of maintenance of the property as agreed upon by Jacksonville Recreation and Parks Department and report any park hazards to Park staff.

(B) The contact person shall report all hours volunteered to the Jacksonville Recreation and Parks Department.

(C) Each individual volunteer must complete a "Volunteer Application" and this "Adopt-a-Park Agreement" before beginning service.

3. **Access:** Volunteers are allowed access to City property by the Parks Division, for carrying out the terms of this agreement.

Jacksonville Recreation and Parks Department reserves the right to terminate this agreement any time.

ADOPT-A-PARK PARTICIPANT

JACKSONVILLE PARKS AND RECREATION DEPARTMENT

Signature

Michael Liquori, Park Superintendent

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