

“It Takes a Village to Raise a Park”



CITY OF CODY
WYOMING

Parks, Recreation, and Public Facilities
Adopt-a-Park and Adopt-a-Trail
Program



Adopt a park

*Adopting a park is a great way to show community spirit,
it makes our city a cleaner, more beautiful place to live.*

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Mission

The Adopt-a-Park program promotes volunteerism through citywide involvement with the Parks, Recreation and Public Facilities Department in the maintenance, improvement, and support of Cody’s parks, trails, waterfronts, and open spaces.

Introduction—“It takes a Village to Raise a Park”

- Have you ever visited a park or playground and viewed the litter or abuse left behind by thoughtless users?
- Have you ever sat in a park and imagined how some trimming here or planting there would make the area more attractive?
- Have you ever considered how you can help the Parks, Recreation, and Public Facilities Department maintain beautiful parks?
- Have you ever wanted to get involved as part of the solution to the ongoing requirement of parks care?

The Cody Adopt-a-Park program helps address these common questions. It also protects and enhances Cody’s parks and open spaces through ongoing volunteer support and special events and educates residents about the importance of parks and open spaces.

This program will give the opportunity for groups or individuals to step up and help make a difference in maintaining quality facilities without impacting the budget. In an effort to improve the park experience, the Parks, Recreation, and Public Facilities Department has created an opportunity for local organizations and individuals to become involved in the care and appearance of the public parks, trails, and open spaces.

When a potential volunteer contacts the Park and Recreation Department, the program and their specific area of interest will be discussed. If the project or interest falls in line with the program, the volunteer (or volunteers) will be required to review and complete an application for participation. Any group or organization using volunteers under the age of 18 must provide adult supervision at a ratio of one (1) adult for each ten (10) youth participating.

Removing litter and debris, controlling weeds, caring for plantings, reporting vandalism, and identifying hazards are the primary responsibilities of the Adopt-a-Park participants. Planting trees and shrubs, painting, and other projects are additional tasks that will be coordinated with the Parks, Recreation, and Public Facilities Department.

Purpose

The purpose of the Adopt-a-Park program is to promote partnerships between community groups and the Parks, Recreation, and Public Facilities Department. These partnerships promote community involvement, improve park facilities & grounds, and improve park

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attendance. This program augments the regular park maintenance provided by the department, thus helping to make Cody a more beautiful place for residents and visitors.

- Bring a body of volunteers to give a park or trail a spring and fall cleanup.
- Encourage the adopting organization's members to visit the park periodically and help keep it clean.
- Encourage each organization to give the park a personal touch such as flowering plants and pruning.

Benefits

Community Involvement--The Adopt-a-Park program provides opportunities for groups to help improve and maintain city parks, trails, and open spaces. As a volunteer you will have a unique opportunity to donate services to the community and enjoy the results of your hard work. Park volunteers become stewards of public lands by working to improve park areas in a meaningful way.

Economic --You can help enhance and maintain our public lands through clean-up efforts, tree plantings, weeding, monitoring wildlife, and other projects while assisting the City in making tax dollars stretch farther.

Environmental--Your volunteer effort in our parks and on our trails increases public awareness of the importance of protecting our natural resources, generates pride in our parks system, and demonstrates a commitment to this community and the environment. The adopt-a-Park program brings a variety of organizations together with the Parks, Recreation and Public Facilities Department to help maintain the appearance of public parks, trails, and open space. As a group or business, you can create a better environment for yourself and the next generation.

Recreation and Park Services--Adopt-a-Park *“helps people help each other”* so that all may have better recreational opportunities. The talents of volunteers are used to supplement the roles of the Cody Parks, Recreation and Public Facilities staff.

General Guidelines

- Adopt-a-Park is open to community groups, civic groups, churches, businesses, families, and individual citizens for a minimum period of one year and two years is preferred. Commitments may be for a longer term, preferably two to three years.
- Park sites and trail sections are given out on a first-come, first-serve basis.
- Each area is unique and each group has unique skills and needs. For this reason groups need to work with the Parks, Recreation and Public Facilities staff to develop mutually agreeable expectations on a case-by-case basis.
- Planting flowers, trees and shrubs, painting buildings and picnic tables, and carpentry projects such as installing and repairing benches are tasks that are coordinated with the Parks, Recreation and Public Facilities Department. The

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Parks & Recreation Department can provide necessary tools, equipment, and materials, as well as trash bags.

Additional Information

- The supervisor on behalf of the group will sign a simple agreement.
- The group supervisor will be required to call the Parks, Recreation and Public Facilities Department to inform them of a planned outing and will complete and return the cleanup report form within 24 hours of cleanup activities.
- The group supervisor will make arrangements with the Parks, Recreation and Public Facilities Department for distribution of trash bags and final pick-up of full bags.
- The group supervisor will coordinate with the Parks & Recreation Department any improvement projects. The City will supply materials needed for planting, painting, improvements and repairs. The City will have final say on project outcomes.
- All participants under 18 years of age must have responsible adult supervision.
- Supervisors should have along a first aid kit and be aware of local emergency services in case of injuries.
- Plan the day’s events, giving the group plenty of time, taking breaks, and not over-exerting participants.
- Adopt-a-Park groups must perform organized litter control and/or park beautification workdays as agreed, to remain in good standing in the program.
- All volunteer work must be performed during daylight hours.

How it Works

You can be one of many community members who volunteer to conduct regular litter cleanup in an effort to keep our City’s park facilities safer and cleaner for all to enjoy. You can Adopt-a-Park or a portion of trail by volunteering to help over a specific period of time.

1. Select and Submit an *Application Form*

Once you select the facility you want to adopt, let us know by filling out the *Application Form* or calling the Parks, Recreation and Public Facilities Department at (307) 587-2550. Our parks staff will work with you to identify park needs. All adoptions are on a first-come, first-served basis. From year-to-year, groups will retain the first-right-of-refusal for their areas of responsibility.

2. Review and Complete the Information Package

Once we confirm the proposed trail, park, or open space is available and safe for adoption, we will send you an information package. The package contains a *Statement of Commitment*, which describes the responsibilities of the Adopter and the City and a *Release and Waiver Agreement* to be signed by all volunteers participating in the program. Fill out and sign both forms and mail them to the Adopt-a-Park Coordinator.

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3. Organize and Plan Your First Cleanup

Organize and plan a date for your first cleanup, then arrange with the Coordinator to have cleanup materials dropped off. Cleanup materials can include safety vests, gloves, garbage bags and tools. Use your *Participant Record* to document the date, the numbers of participants, how many bags of garbage were collected and number of hours the group spent on the cleanup. Also make any special notes of interest. Return this to the Coordinator at the end of every cleanup event. Once you have finished your first cleanup, call us and let us know how the cleanup went. The City will arrange to have the garbage bags picked up. The City will order your adoption sign(s). Adopt-a-Park groups are required to provide their own on-site adult supervision

4. Cleanup Events

For subsequent cleanup days continue to inform the Coordinator BEFORE the date. Again, this is so we can pickup the bags as soon as possible and the garbage is not left out for long periods of time. If possible, group your bags together rather than scattering them along the route. This will be helpful to the driver who is picking up the bags.

5. Renewal

Within 60 days after their term expires, Adopt-a-Park groups must submit a written request to the Parks, Recreation and Public Facilities Department in order to continue with their park activities.

6. Accidents

All Adopt-a-Park groups are voluntary and as such are individually responsible for any/all of their own injuries resulting from accidents. For record keeping purposes, groups must report all accidents and injuries within 24 hours to the Parks, Recreation and Public Facilities Department.

7. Recognition

Those individuals and groups who Adopt-A-Park will receive recognition from the Parks, Recreation and Public Facilities Department in the form of a standardized adoption sign posted at the facility that you have maintained and a certificate of appreciation signed by the Mayor.

Safety Suggestions

DO...

- Provide adequate supervision for participants who are under 18 years of age. All volunteers under the age of 18 must have the signature of their parent or guardian on their waivers.
- Sign a waiver and release form before the commencement of a volunteer activity.
- Wear appropriate clothing and shoes (not provided).

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- Work during daylight hours, with a partner.
- Beware of snakes, wildlife, bees, poison ivy, poison oak and other irritants. Avoid bites by wearing insect repellent. Avoid sunburn by wearing sunscreen and a hat.
- Drink plenty of liquids.
- Use caution when working close to roadways and when approaching unfamiliar animals.
- Leave dead animals on site and report these to the Parks, Recreation and Public Facilities Department.
- When working near traffic, wear safety vests provided by the City and return them to the Parks, Recreation and Public Facilities Department.
- Lift all objects with your legs, not with your back.
- Wear light or bright-colored clothing, hard-soled shoes, and sturdy work gloves. Groups and individuals must supply their own clothing and boots.
- Contact Parks, Recreation and Public Facilities Department staff if you notice a safety hazard, such as a broken swing, etc.
- Tie bags tightly before placing in trash receptacles.
- Make sure that all volunteers in your group are familiar with these safety precautions.
- Report any/all major facility and maintenance needs to the Parks & Recreation office.
- Separate garbage from recyclable material and leave on site for park staff.

DO NOT...

- Perform any activities outside of their physical capabilities.
- Use power tools and motor-driven equipment unless preauthorized by the Parks & Recreation Department.
- Overexert yourself. Be sure to take breaks, drink liquids, and dress appropriately for the weather.
Bring small children along on projects unless they can be closely supervised. Pets are not allowed off-leash in city parks.
- Leave children or pets locked in the car at work locations.
- Pick up materials you suspect might be hazardous, such as needles, or drug paraphernalia. Do call the parks department immediately and give the precise location of the material.

Safety Guidelines for Teachers and Group Leaders

- Supervise students at all times.
- Review safety rules carefully with students before they begin the cleanup project.
- Tie bags tightly before placing in trash receptacles; do not stomp on them.
- Wash paintbrushes in sink; do not pour excess paint down the drain.
- Report any safety hazard to Parks & Recreation Department staff.
- Add any additional safety precautions you feel appropriate.

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For Students and Youth

- Stay within sight of your teacher or group leader.
- Work with a buddy.
- Don't pickup trash near the street or curb.
- Don't pickup any sharp objects, such as broken glass or needles.
- Report any broken park equipment, such as swings, to your teacher or group leader.
- If City staff is working on site, don't run in front of them or get too close when they are working with a machine.
- Wash your hands thoroughly when you complete your work.

Please tell your friends that breaking sprinkler heads, writing on walls, or destroying park equipment is NOT being a friend to the park! It costs EVERYONE – including your family – money! Thanks for caring for our parks!

Donations

The Cody Parks, Recreation and Public Facilities Department welcomes donations as a part of the Adopt-a-Park program and encourages groups to raise funds for worthy park improvement projects (i.e. playground equipment, picnic tables and grills, trash receptacles and recycle carts, kiosks and bulletin boards, land restoration activities and other facility improvements).

One-Day Cleanups

Parks & Recreation staff will periodically schedule one-day cleanups; please call for more information. If you have ideas for one-day cleanups please contact the Parks & Recreation Department at 587-2550.

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Adopt-a Park Volunteer Application

Date: _____

Contact Information:

Group/Organization Name

Group Contact



Adopt a park

Address City, State ZIP

Daytime Phone /Evening Phone Cell Phone Fax Number

Email Web Page

Best Time to Contact: Number of Participants:

Preferred contact method for newsletters etc.: Mail Email Phone

Type of Participant

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> Individual/Family | <input type="checkbox"/> Service Club |
| <input type="checkbox"/> Community Group | <input type="checkbox"/> Corporate |
| <input type="checkbox"/> School Group | <input type="checkbox"/> Church |
| <input type="checkbox"/> Business | <input type="checkbox"/> Other _____ |

Area(s) of Interest:

- | | |
|---|---|
| <input type="checkbox"/> Waterfront | <input type="checkbox"/> General Volunteer for: |
| <input type="checkbox"/> Park | <input type="checkbox"/> Events |
| <input type="checkbox"/> Trail | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Open space | <i>Please specify your area of interest.</i> |
| <input type="checkbox"/> Educational programs | |

Location:

Please be as detailed as possible. For example 999th Avenue from 21st to 45th Streets.

Return this form to:

Cody Parks, Recreation and Public Facilities Department, 1402 Heart Mountain Street PO Box 2200, Cody, WY, 82414 or Fax to (307) 587-2565 or

Email to rickm@cityofcody.com

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Statement of Commitment

The Adopt-a-Park Program is a cooperative effort between the City of Cody and citizens who wish to contribute to the appearance of their community. Both parties, therefore, commit to each other to perform certain activities for keeping cleaner and safer trails, parks beaches, open spaces, and other public facilities. It is understood that at no time is the safety of any volunteer to be compromised in the performance of any activity associated with this program.



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THE ADOPTER agrees to:

1. By signature below, the Group, both jointly and severally, acknowledge the hazardous nature of the work and agree, both jointly and severally, to the following terms and conditions:
2. Participants in the Group agree to obey and abide by all laws and regulations relating to safety and such terms and conditions as may be required by the Director of Parks and Recreation for special conditions on a particular adopted park or trail.
3. The group shall appoint or select a chairperson to serve as spokesperson for the group. The spokesperson shall obtain required supplies and materials from the City during regular business hours.
4. When participants are 18 years of age or younger, the group shall furnish adequate supervision. The designated contact person will assure that all participants are responsible people.
5. Groups shall be required to adopt for a minimum period as determined by mutual consent, 2-year minimum preferred. The Parks & Recreation Advisory Board will review each request. The Board would prefer that the applicant complete the Adopt-a-Park Volunteer Participant Application but will consider other forms of request. The Group shall not subcontract or assign its duties or responsibilities to any other group, organization or enterprise
6. Groups shall perform maintenance the minimum number of times each year as worked out with the Parks, Recreation and Public Facilities Department and at such additional times as required by the Director of Parks, Recreation and Public Facilities. Maintenance shall include items such as litter pickup, planting and maintaining flowerbeds, etc.

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7. Individuals shall wear City-supplied and approved safety vests during any work performed near moving traffic.
8. If performing litter pickup, the Group shall be responsible for placing litter in trash bags furnished by the Parks and Recreation Department. Unused materials and supplies furnished by the City shall be returned to the City within one week following each cleanup.
9. Each group shall be responsible for prohibiting participants from either possessing or consuming alcoholic beverages while on the adopted section. The contact person will discuss safety precautions with participants and assure that the appropriate tools and equipment are used during cleanup.
10. Each group shall be responsible for maintaining a first-aid kit and adequate drinking water while participating in litter pickup on the adopted section. Avoid direct contact with items that have the potential to be hazardous or injurious. Items such as syringes, condoms and animal parts shall not be touched. Hazardous litter and exceptionally heavy or unyielding objects shall be reported immediately to the Parks, Recreation and Public Facilities Department.
11. The group shall release, relieve, hold harmless and indemnify the City, its agents, servants and employees for any and all actions, claims, and injuries, lawsuits arising out of or in any way connected to the activities connected with the Adopt-a-Park program.
12. Report to the Adopt-a-Park Coordinator any injury incurred by any participant during cleanup activities. The injury will be reported within two working days of the incident and shall include:
 - a. The name of the injured person
 - b. The time and date of the incident
 - c. The nature of the injury
 - d. Details of the incident
 - e. The name of any hospital or clinic attended

The City of Cody Agrees to:

1. Supply operating materials that may include, but is not limited to, safety vests, litterbags, and gloves. Supplies and materials for the purpose of plantings and enhancements may be considered at a future date, depending upon the approval of both parties.
2. Arrange for the removal and disposal of any litter and materials collected from the designated trail or park.
3. Supply and install one Adopt-a-Park sign with the adopter’s name on the sign when the adopter has satisfactorily performed the duties stated in this agreement.

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I have read and understood this statement of commitment for the Adopt-a-Park Program, and I agree to the terms of participation.

Designated Trail Section, Park, or Facility

Organization

Estimated Number of Participants

Contact Person

Address City, Postal Code

Phone Number

Application Date

Signature of Contact Person

Date

Parks, Recreation and Public Facilities Department Director

Date

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**City of Cody
Adopt-a Park Program
Release and Waiver Agreement**



ASSUMPTION OF RISK

I am aware that engaging in an Adopt-a Park activity may involve certain risks, dangers and hazards including but not limited to contact with dangerous debris and collision with passing traffic. I agree to wear a safety vest and gloves while participating to minimize any such risks and I freely accept and fully understand and assume all risks and dangers.

RELEASE OF LIABILITY

I agree to waive any and all claims against the City of Cody and to release the City of Cody from any and all liability for any loss, damage, injury or expense that I may suffer as a result of participating in the Adopt-a Park Program.

I have read and understood this release prior to signing it. I am aware that by signing this release I am waiving certain rights that my heirs, next of kin, executors, administrators and assigns may otherwise have against the City.

Organization _____

Name	Address	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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Cody Parks and Recreation

Samples of Adopt-a-Park Facilities

If you have a facility that you would like to adopt, and it is not listed below, please call the Parks & Recreation Department to develop a mutually acceptable arrangement.

13 th Street Hill	Weed removal
17 th Street	Service Club Sign
17 th Street Hill	Trash pick up
Annual flower beds	Weed Removal and Deadheading
Basketball Courts	Trash pick up
Basketball Courts	Repaint lines
Beck Lake	Wooded area trash pick up
Beck Lake	Trash pick up
Beck Lake Trail	Trail sweeping
Beck Lake Trail	
Bob Moore Parking	Trash pick up
Canal Park	Weed removal
City Park	Flower Planting
City Park	Band shell Plantings
Hugh Smith	Horseshoe areas
Mentock Park	Trash pick up

Mentock Park	Skatepark, trash
Mentock Park	Other
Park Host	Various Locations
Parks, all	Rework tree wells and mulch
Paul Stock Trail	Trash Pick up
Paul Stock Trail	Other
Recreation Center	Weed removal
Restrooms	Painting
Riverview Park	Trash and shelter cleaning
Shoshone Trail	Trash Pick up
Shoshone Trail	Other
Tennis Courts	Repaint lines
Trail Host	Various Locations
Veterans Park	Trash pick up
Veterans Park	Other
Wood Benches	Sand and stain
Others	

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CREATE Tri-Fold Flyer and insert here

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References

<http://www.ci.rapid-city.sd.us/citygovt/KeepRC/adopt2.html>

<http://www.sjadoptapark.org/>

<http://www.surfpriorlake.com/newpage12.htm>

http://www.ci.visalia.ca.us/parks/ADOPT_APPLICATION.htm

http://www.ci.keene.nh.us/parks/adopt_a_park.htm

http://www.willamalane.org/a_parks/park_programs/park_adopt.html

http://www.tol.bc.ca/Departments/Engineering/Adopt/Information_Pkg/Info_Home.htm

City of Green Bay Parks and Recreation—Park Pride

Cedarburg Parks and Recreation Department—Adopt-a-Park

Wisconsin Department of Transportation—Adopt-a-Highway Cleanup

City of Grapevine Texas Adopt-a-Park/Median Program

City of Laramie Wyoming Adopt-a-Greenbelt and Sponsorship program

City of Oskaloosa Iowa—Adopt-a-Trail Program

City of Two Rivers Parks and Recreation—Adopt-a-Park

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