



THE CITY OF
ALLAS
REGION

Adopt-a
PARK
program





ABOUT OUR PROGRAM

The primary purpose of the Adopt-A-Park (AAP) program is to promote partnerships between community members, groups, and businesses to assist the Parks staff with routine maintenance, clean up, and beautification of parks, open spaces, and trails, creating a beautiful, clean environment for all to enjoy.

Through the use of volunteers, designated areas will be spruced up by removing litter and debris, controlling weeds, caring for plants, mulching around trees and planting areas, raking leaves, identifying hazards, reporting vandalism, and planting trees, shrubs, and other approved vegetation. The program also aims to educate Dallas residents about the importance of our parks, open spaces, and trails.

WHY ADOPT A PARK?

Often, park visitors notice litter left behind by careless park users, and may feel frustrated that our parks are treated this way. Now you can put those feelings into action. Given the 60+ acres of park land and trails, it is often challenging to keep up with the tremendous use of our open spaces. Your volunteer efforts can make the difference in achieving the high standards we have for these important areas in our community.

OUR VOLUNTEERS

AAP unites and supports all people interested in improving Dallas's neighborhood open spaces and trails. Our volunteers can include:

- Individuals
- Senior Citizens
- Neighborhood Associations
- Youth Groups
- Schools
- Scouts
- Church Groups
- Businesses
- Hiking and Biking Enthusiasts

BENEFITS OF THE ADOPT-A-PARK PROGRAM

COMMUNITY

AAP provides opportunities for individuals and groups to help improve and maintain our City's 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. AAP volunteers become stewards of public lands by working to improve park areas in a meaningful way for all to enjoy.

ECONOMIC

Your group or business can help enhance and maintain our public lands through clean-up efforts, tree plantings, weeding, monitoring wildlife, and other projects while assisting the Parks staff in making tax dollars go further.



Economic benefits can also be seen when more people want to live or set up their business in our community because of our healthy and beautiful parks and open spaces.

ENVIRONMENTAL

Your volunteer efforts and involvement in our parks increases public awareness of the importance of protecting our natural resources, generates pride in our park system, and demonstrates your commitment to this community and the environment. AAP brings a variety of organizations together with the Parks Department to help maintain the appearance of public parks, trails, and open spaces. As an individual, group, or business, you can create a better environment for yourself and your neighbors.

INDIVIDUAL

What better feeling can one have than the feeling of knowing you make a difference? You can improve the aesthetics of our community, the health of the environment, and the sense of pride our residents have in our park system. Volunteering keeps you active and outdoors, providing the many benefits of an active lifestyle.

WHAT YOU CAN DO

Volunteers can: pick up litter, rake leaves, report park hazards and graffiti, sweep courts and pathways, pull weeds, plant plants, paint park buildings, and report storm damage, illegal dumping, and other hazards.

REQUIREMENTS AND EXPECTATIONS

We ask for a minimum commitment of one year of service to your adopted park or trail. At the end of your initial commitment, you can renew with Parks Department approval. We also ask that volunteers perform tasks at their location a minimum of once per month.

Each organization must select a spokesperson. This person will be the point of contact for the organization. The spokesperson will also be responsible to assure that each participant complies with the Adopt-A-Park program requirements and safety procedures and has signed a liability release with the City of Dallas. The spokesperson will pick up and return the supplies provided by the City of Dallas and notify the City of any hazardous items.

The adopting individual or group must enter into a signed agreement with the Dallas Parks Department.

Park sites, trails, and open spaces will be assigned on a first-come, first-served basis.

Each area is unique and each group has unique skills and needs. For this reason, the Parks Department will develop mutually agreeable expectations on a case-by-case basis.



Planting flowers, trees, or shrubs, painting facilities, and carpentry projects such as installing or repairing benches or picnic tables must be conducted under the guidelines of the Adopt-A-Park Handbook and coordinated with Park staff.

All work must be performed during daylight hours.

All volunteers under the age of 18 must have responsible adult supervision.

An adopting group may keep any and all proceeds from any material with recyclable value that is found.

ADOPT-A-PARK TRAINING

- Once your application is approved, City staff will train the group leader, group, or individual to do the tasks for which you have volunteered.
- Volunteers are required to read, understand, and abide by the Safety Guidelines in the AAP Handbook and must abide by all park and trail rules and ordinances.
- Once you are trained, you or your group will be considered active volunteers.

RECOGNITION

- An official Certificate of Adoption
- An adoption plaque with the adopter's name on it and which will be posted at the adopter's site after 20 hours of volunteer reported hours. The sign will remain posted as long as the group/individual remains an active volunteer.
- Advertise adopter on the City of Dallas Parks and Recreation website
- Mention adopter on a Park program brochure or flyer

DONATIONS

The Parks Department welcomes donations as part of the Adopt-A-Park program. We encourage individuals, groups, and businesses to make a financial contribution toward maintenance supplies such as mulch, or paint or to purchase improvement items off the Dallas Parks Department Wish List such as benches, picnic tables, grills, trash cans, kiosks, bulletin boards, plants, trees, and other facility improvements. We also welcome contributions to the Park Trust for purchase of playground or exercise equipment. We ask that you speak with Park staff before purchasing items to ensure that there is consistency and ease of maintenance of all our park equipment.

ONE DAY CLEAN-UPS

If you or your group or business cannot commit the time to adopt a park, trail, or open space, but would like to help, you are welcome to organize a one-day clean-up of an area. Please contact the Parks Department at 503.831.3502 for more information.

AREAS FOR ADOPTION AND CLEAN UP

- Birch Park
- Carnegie Building Lot
- Central Bark Dog Park
- **Dallas City Hall lot**
- Dallas Ambulance/Fire Station
- Dallas City Park
 - Disc Golf Course
 - Horse Shoe Pits
 - Shelters
 - Japanese Garden
 - Entrance Islands
 - Picnic Table Maintenance
 - Other areas as approved
- Fountain Island
- Gala Park
- Kingsborough Park
- RJ Community Park
 - Skate Park
 - Tennis Courts
 - Aquatic Center
- **Rotary Park**
- **Strader Complex**
- **Walnut Park**
- Rickreall Creek Trail System
 - Kingsborough Section
 - City Park Section
 - **Main-Levens Section**
 - Central Bark Section
 - RJ Community Park Section
 - **Hiebert Section**
 - **Barberry Section**

*Parks or Trails highlighted in red are already adopted

HOW TO APPLY

1. Print and fill out the *Adopt-A-Park Program Application*.
2. Print and fill out the *Volunteer Service Agreement and Release* for the Group Leader and any other initial group members. Volunteers under 18 years of age must include a parent/guardian signature.
3. Fax, mail, or hand-deliver the forms to:
City of Dallas
Adopt-A-Park
187 SE Court Street
Dallas, OR 97338
Fax: 503-623-2339
4. Park staff will review your adoption proposal. You will be contacted upon approval to set up an appointment for a training session.
5. No later than 30 days before your adoption term expires, AAP individuals or groups must submit a *Permit Renewal or Cancellation* form to the Parks Department to renew their adoption activities.



ADOPT-A-PARK PROGRAM APPLICATION

Date: _____

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

Group Spokesperson (if applicable): _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Park/section you wish to adopt: _____ Alternate Park/section: _____

Proposed Work Schedule: _____

Estimated Number of Participants: _____

TERMS AND CONDITIONS

1. Subject to City's right to terminate, this agreement shall be in 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 the Parks Department and report any park hazards to City staff.
 - b. The contact person shall report all hours volunteered to the Adopt-A-Park Coordinator.
 - c. Each individual participant must sign the City of Dallas's standard volunteer service agreement.
 - d. The City of Dallas may photograph or videotape the events or activity in which the participant is participating for the purpose of promoting the City of Dallas and its services/programs, with the following understanding that no compensation of any kind will be paid to the participant.
 - e. The Participant or Group, and all volunteers and agents, will comply with all terms and conditions set forth in the Adopt-A-Park Training Handbook and this Agreement, as they may be amended from time to time, as well as any additional rules or directives of the City of Dallas or the Parks Department.
 - f. All Volunteers shall sign the Adopt-A-Park Volunteer Service Agreement and Release before providing any volunteer services.
3. Access: Volunteers are allowed access to City property for the purpose of carrying out the terms of this agreement.

The City of Dallas reserves the right to terminate this agreement at any time.

ADOPT-A-PARK PARTICIPANT

CITY OF DALLAS

Signature (Authorized Representative if Group)

Signature of Park Staff

For Office Use Only

Approved / Denied | Date: _____ | Training Date: _____ | Date Started: _____
If denied, write reason for denial on back of form



**VOLUNTEER SERVICE AGREEMENT AND RELEASE
VOLUNTEER CODE OF ETHICS**

THIS FORM MUST BE SIGNED BY ALL ADOPT-A-PARK VOLUNTEERS, AND THE PARENT OR GUARDIAN OF ANY VOLUNTEER UNDER THE AGE OF 18 YEARS.

PERSONAL CONTACT INFORMATION

Organization with whom you are volunteering: _____

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Emergency Contact / Relationship / Phone: _____

Medical Background – please note any physical or medical conditions that should be considered in your assignment. _____

ASSUMPTIONS OF RISK

I am aware that engaging in an Adopt-A-Park activity may involve certain risks, dangers, and hazards. I agree to wear protective equipment including but not limited to gloves and eye protection and to follow all safety guidelines while participating to minimize any such risks. 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 Dallas and the Parks Department and to release the City of Dallas and the Parks Department of any and all liability for any loss, damage, injury, or expense, of whatever form or nature, for bodily injury, death, or property damage, that I may suffer as a result of participating in the Adopt-A-Park Program.

I have read and understand this release. 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 of Dallas and the Parks Department.

I understand the City of Dallas may photograph or videotape the volunteer events or activity in which I am (or my child is) participating. I give my permission for the City to use photographs or videotape of me (or my child) for the purpose of promoting the City of Dallas and its services/programs. I give my permission with the following understanding: No compensation of any kind will be paid to me (or my child) at this time or in the future for the use of my (or my child's) likeness.

I also acknowledge and agree that my (or my child's) services are provided for the convenience of the City and may be terminated for any reason or for no reason and at any time by the City without prior notice or hearing.

I, the undersigned, certify that the information stated on this agreement and release is true, complete and correct to the best of my knowledge and belief and is made in good faith. Any false statements made by me may be used as a basis of rejection for this application or termination of volunteer services.

This agreement shall remain in effect until terminated in writing by either party.



CITY OF DALLAS VOLUNTEER CODE OF ETHICS AGREEMENT

Volunteers are an important asset to the City's workforce and make it possible for the City to deliver services to Dallas residents. As a volunteer, you represent the City of Dallas. As such, it is important that you adhere to the City's Volunteer Code of Ethics.

I, _____, as a volunteer with the City of Dallas, agree to:

- Conduct myself in a professional manner; maintaining high standards of integrity and honesty.
- Treat all members of the public, employees, and other volunteers with respect and courtesy.
- Avoid any activity that could be seen as a conflict of interest, such as accepting gifts or favors from individuals or businesses that could be seen to be an attempt to influence a City decision.
- Respect confidential information that is available to me as a result of my volunteer work with the City, and refrain from using it for personal gain or for personal, non-City business related reasons. I will bring any violation of this confidentiality to the attention of my supervisor.
- Promptly raise questions and concerns regarding possible violation of City policy or local, state, or federal law with my immediate supervisor or another manager within my department.
- Reinforce the City of Dallas's commitment to equal employment opportunity and a work environment free of discrimination and harassment, including sexual harassment. Please refer to the City of Dallas Volunteer Manual for more information.
- I understand that I may be released from my volunteer position with the City of Dallas for not adhering to the above Code of Ethics.

Volunteer Signature

Parent/Guardian if under 18 yrs old

Date

Date



GROUP MEMBER ADDITION/REMOVAL

Date: _____

Adopt-A-Park Group: _____

Group Spokesperson: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Members being added:

Name	Address	Phone

Each new member must complete and return a Volunteer Service Agreement and Release prior to beginning any volunteer work.

Members being removed:

Name	Address	Phone

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Date Received: _____ | Manuals Provided: Yes / No



VOLUNTEER HOURS REPORTING FORM

Volunteers are required to report hours by the fifth day of each month. Calculate, record, and report the total number of hours worked at each adopted site by filling in the chart below and submitting to:

City of Dallas
Adopt-A-Park
187 SE Court Street
Dallas, OR 97338
Fax: 503-623-2339

Please note a form must be filled out for EACH volunteer.

Date	Time Started/Ended	Project	Total Hours Worked

Park/Trail where work was completed: _____

Tasks completed this month: _____

Areas needing attention by Park staff: _____

Comments: _____

I, _____, have worked __ total hours for the month of _____, 20____ at our adopted park.

Volunteer's Signature

Phone

Date



TOOL CHECK-OUT FORM

I acknowledge receipt of the following materials and supplies provided by the City and agree to return all reusable materials and supplies and any unused materials and supplies clean and in good repair to the Parks Department during regular business hours and no later than _____.

Group Name: _____

Group Contact Person: _____

Phone: _____ Email: _____

Park or Trail: _____

Quantity	Item Description

Date Checked Out: _____

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

Group Spokesperson (if applicable): _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

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Date Returned: _____ Staff Initials: _____

Condition equipment/supplies returned: Good / Poor Explain: _____



SUPPLY REQUEST FORM

Please complete and return this form if you or your group needs to replace basic supplies or check out additional equipment. (This form should be returned at least 2 WEEKS PRIOR to the date in which you need the supplies.) This form does not replace the Supply Check Out Form that must be signed when supplies are picked up.

Group Name: _____

Group Contact Person: _____

Phone: _____ Email: _____

Park or Trail: _____

Date Supplies Needed: _____

Quantity Needed	Item
	Trash Bag(s)
	Garbage Sticker(s)
	Shovel(s)
	Broom(s)
	Rake(s)
	Hose(s)
	Other Supplies:

Delivery Method:

_____ I can pick up my supplies from City Hall (187 SE Court Street)

_____ I would like to schedule a time to meet at my park.

Volunteer Signature

Date



ADVANCED TASKS REQUEST FORM

Please complete and return this form if you or your group would like to perform an advanced task at your park. (This form should be returned at least 4 WEEKS PRIOR to proposed task date.) *Advanced Tasks are tasks that will require approval and/or supervision from Park staff, as well as special training, equipment not regularly stocked by AAP, and debris removal. Tasks can include planting projects or plant removal, major weed removal, pruning, painting over graffiti, repainting park fixtures or buildings, or any other task as described in the AAP Training Manual)*

Group Name: _____

Group Contact Person: _____

Phone: _____ Email: _____

Park or Trail: _____

Proposed Task Date: _____ Alternate Task Date: _____

Please describe your proposed project (use additional sheet if needed): _____

Will you need:

Maintenance staff instruction and supervision?	Yes / No / Not Sure
Special Tools or Equipment (submit a Supply Request Form)?	Yes / No / Not Sure
Debris pick-up?	Yes / No / Not Sure
Additional volunteers?	Yes / No / Not Sure
Can you meet with Park staff to discuss details prior to activity?	Yes / No / Not Sure

I understand I may not perform this task until this form is approved by Park staff and that Park staff may deny the task at any time.

Volunteer Signature

Date

For office use only:

Will group leader need to meet with Park staff prior to approval? Yes / No

Will task require supervision & training? Yes / No

Approved / Denied by: _____ Date: _____

Park staff assigned to train / supervise task: _____



PERMIT RENEWAL OR CANCELLATION

For _____ Park/Trail Section

Thank you for participating in the City of Dallas Adopt-A-Park program. Your efforts to keep our parks clean and attractive are appreciated by the City of Dallas and our residents and visitors.

Your term of commitment for your adopted park or trail, listed above, will expire on _____. The City would like to know if you are interested in renewing your application. If you choose to renew your permit, your new expiration date will be _____. Please complete the information below.

APPLICANT:

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

Group Spokesperson (if applicable): _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Please indicate your choice below:

- Yes, I/we would like to renew my/our participation in the Adopt-A-Park program.
- Yes, I/we would like to renew my/our participation, but would like to adopt a different park/trail section. I/we would prefer to adopt _____.
- No, I/we would like to discontinue my/our participation in the Adopt-A-Park program.

Please return this completed form to:

City of Dallas
Adopt-A-Park
187 SE Court Street
Dallas, OR 97338
Fax: 503-623-2339

For Office Use Only

Approved / Denied | Date: _____ | Manual Update Provided: Yes / No
If denied, write reason for denial on back of form