



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.

## WHO CAN VOLUNTEER?

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

## WHY VOLUNTEER?

- **COMMUNITY**  
Donate your services to the community and enjoy the results of your hard work!
- **ECONOMIC**  
Your group or business can help enhance and maintain our public lands while assisting the Parks staff in making tax dollars go further. Beautiful parks and open spaces attract both residents and businesses to our community!
- **ENVIRONMENTAL**  
Your volunteer efforts and involvement in our parks increases public awareness of the importance of protecting our natural resources.
- **INDIVIDUAL**  
What better feeling can one have than knowing you make a difference? Volunteering in our parks keeps you active and outdoors, providing the many benefits of an active lifestyle. And since a little recognition never hurts - an adoption plaque with your name on it will be posted at the site you adopt for as long as you remain an active volunteer.



## **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.

Once your application is approved, City staff will orient the group leader, group, or individual to the park and tasks for which they 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.





## **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**

- Academy Park
- Barberry Park
- Birch Park
- Carnegie Building Lot
- Central Bark Dog Park
- Dallas City Hall lot
- Dallas Ambulance/Fire Station
- Dallas City Park
  - Old Side
  - Disc Golf Course 1-10
  - Disc Golf Course 11-18
  - 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
- Walmart Pedestrian Island
- 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

\*Some areas are already adopted. Parks staff will work with you to adopt an area that works for you and your group.



## **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:  
**Jennifer Ward, Parks and Recreation Manager**  
**City of Dallas**  
**187 SE Court Street, Dallas, OR 97338**  
**Fax: 503-623-2339**
4. Park staff will review your adoption proposal and will contact you upon approval.



**ADOPT-A-PARK PROGRAM APPLICATION**

Date:

Estimated Number of Participants:

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 :

**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:

Phone:

Address:

City:

State:

Zip:

Email:

Emergency Contact / Relationship / Phone:

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

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**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