



Adopt-A-Park Volunteer Handbook

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Mission

Adopt-a-Park is a volunteer program designed to assist with improving and enhancing the City of Sheridan in the general care and maintenance of parks, pathways, trails, public areas and open spaces.

What we are

Adopt-a-Park is a new program managed by the Sheridan Parks Department that is aimed at improving the environment and beautifying our parks, trails, natural areas and open spaces by generating a strong sense of ownership and responsibility through community involvement. Adopt-a-Park involves and educates the public in what it takes to create and preserve clean and safe parks and public areas for everyone. This program offers the opportunity for people to get more involved in their community in a way that promotes civic pride, appreciation and awareness.

Who can adopt

Anyone from an individual or a community minded organization can become involved in the Adopt-a-Park program. By participating, individuals, neighborhood organizations, park users, civic and church groups, families, scout troops, businesses, youth groups and schools are all encouraged to do what they can to promote safe, beautiful places for residents to enjoy.

Areas to adopt

You can adopt an entire park, pathway section, trail, sidewalk, or a particular area in a park, including:

- Playgrounds
- Flower beds
- Trees/Shrubs
- Trails
- Undeveloped park land
- Picnic areas
- Signs
- Picnic shelters/band shell
- Downtown landscape areas
- Bridges

How can volunteers help

Volunteers can help care for their adopted areas in the following ways:

- Litter pickup
- Leaf raking and debris removal (dead grass, tree limbs, vegetation, wind debris)
- Painting
- Staining of bridges, benches, etc.
- Graffiti removal
- Spreading of mulch, gravel, playground fiber
- Trail repair and maintenance
- Removal of exotic invasive plants
- Planting flowers, shrubbery, maintenance of flower beds (including weeding and watering)
- Report park hazards, illegal activity, storm damage, injured or dead animals
- Clean-up of picnic shelters and play structures
- Facility upkeep and maintenance
- Other improvement ideas as suggested or approved

Commitment

Adopt-a-Park volunteers are asked to commit to a minimum of one season of service to their adopted area. We also ask that volunteers perform cleanups or other tasks in their adopted park or greenway at least once per month. Some tasks may require weekly attention, such as picnic shelter care, flower beds or landscape area upkeep. Adoption commitments usually begin April/May through December, but winter snow/ice removal and other off season help is welcome and scheduled dependent on weather conditions.

Adopt-a-Park Training

- Park staff will train the group leader, group or individual in basic tasks and provide you with starter materials and equipment as needed. Volunteers wishing to use their own tools, material or equipment will inform Park staff.
- Volunteers are required to understand and abide by safety guidelines and must abide by all park rules and ordinances.
- Once you are trained, you will be considered active volunteers.

Active Volunteers

- **Basic Tasks vs. Advance Tasks**
 - Basic Tasks are tasks that can be done at your park on a regular basis and do not need approval or supervision from AAP or Park Maintenance staff members and may or may not require special tools. These tasks include, but not limited to:
 - Litter pickup and general cleaning around parks, pathways and open spaces including heavily vegetated areas. Basic graffiti cleaning.
 - Raking leaves, twigs, debris and dead grass, miscellaneous vegetation and weed removal.
 - Snow and ice removal in parks or on pathways, sidewalks, bridges, etc.
 - Park observation and reporting of problems and illegal activity
 - Picnic shelter and band shell cleaning and upkeep including sweeping, hosing and scrubbing concrete floors, and washing picnic tables.
 - Watering of newly planted trees and vegetation.
 - Advance Tasks are tasks that may require approval and/or supervision from Park Maintenance staff, as well as special training, and equipment. These tasks include, but not limited to:
 - Planting projects or plant removal
 - Removing or painting over graffiti
 - Re-painting of park fixtures, walls or building
 - Replenish playground chips
 - Etc.

Tracking Hours

Volunteers must keep track of hours spent volunteering and report the hours to Park staff on the *Work and Cleanup Report*. The Sheridan Park staff documents this information and tabulates total yearly hours, which help the program in the following ways:

- Justifies the need for tools, supplies, equipment, support.
- Accounts for total donated time to the City for statistic reports.
- Confirms the growth or decline in volunteer participation.
- Assists students that are required to perform community service hours.
- Shows the need for park care.

Recognition

A sign with the adopters name may be posted at the adopter's site after an initial evaluation period and depending on time and effort requirements. This should reinforce a sense of responsibility and pride in the volunteer. An annual recognition event may be held as the program grows.

Renewal

Renewal can be automatic or a notice may be sent out in January if there is additional interest in certain areas or projects. It is important to return this form promptly in order to secure your adoption for the next year. We also welcome any feedback you may have to help us improve the quality of our program.

Retirement

When you are no longer able to volunteer in your park area, we ask that you send a letter of resignation to Sheridan Park Department staff.

Benefits

Being involved in the Adopt-a-Park program is a great way to take an active role in beautifying our community. Being involved in the Adopt-a-Park program promotes positive social interaction, bonding, and healthy activity. In addition to achieving a strong sense of personal gratification through your participation, Adopt-a-Park recognition signs may be displayed with the volunteer/volunteer group's name and/or logo to recognize their efforts.

How to Sign Up

Complete the Adopt-a-Park Volunteer Application and Adopt-a-Park Commitment Form (found following this paragraph or available from park staff). Choose from the list of Park and Public Areas to adopt (list included in this handbook or available from park staff). All adoptions are on a first-come, first-serve basis. The individual or group will be contacted upon approval to be oriented by staff so they may begin to work at their adopted site.

Please return completed forms to:

City of Sheridan
Parks Department – 2nd Floor City Hall
55 Grinnell Plaza
PO Box 848
Sheridan, WY 82801



Adopt-A-Park Volunteer Application

Application Date: _____

Organization (Group)/ Individual Adopting: _____

Group Contact Person: _____

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

Phone (day): _____ Phone (evening): _____ E-mail: _____

Best Time to Contact: _____ Number of Participants: _____

Preferred Project Date (or start date for permanent projects): _____

Type of Participant:

- Individual/Family
- Community Group
- School Group
- Business

- Service Club
- Corporate
- Church
- Other _____

Preferred Adoption Site 1st choice _____

2nd choice _____

Please briefly list your goals for the Adopt-a-Park program: _____

How did you hear about the Adopt-a-Park program? _____



Please return completed form to:
 City of Sheridan
 Parks Department – 2nd Floor City Hall
 55 Grinnell Plaza
 PO Box 848
 Sheridan, WY 82801

Thank you for your interest in the Adopt-a-Park program!



Adopt-A-Park Commitment Form

Date: _____

I, _____ (individual or group), hereby commit to a minimum of one year of service to _____ (name of adopted area). I commit to performing work in my adopted park area at least once per month, or as required per use or weather.

In addition to this, I agree to correspond with the City of Sheridan Parks Department on a monthly basis to give updates on the progress made in the park and my plans for future involvement. If I need materials to perform a project or cleanup in my park, I will notify the Parks Department a minimum of two weeks prior to the event.

Name: _____

Signature: _____

Please return completed form to:

City of Sheridan
Parks Department – 2nd Floor City Hall
55 Grinnell Plaza
PO Box 848
Sheridan, WY 82801

Thank you for your interest in the Adopt-a-Park program!

Adopt-A-Park Policies

- Adopters must abide by all state and local laws, rules and regulations, all written and verbal guidelines, directions and instructions of the Sheridan Parks Department staff.
- Requests to adopt specific sites are processed on a first-come, first-serve basis. If more than one organization simultaneously requests the same site, a lottery will be held to select which organization will adopt that particular site.
- The Sheridan Parks Department reserves the right to designate specific adoption sites for special consideration, i.e., because of safety concerns, etc...
- Adopters may not modify or add to the existing landscape or site design plan without the consent of park staff.
- Adopters shall exercise reasonable and prudent judgment in their volunteer performance. Small children and pets may present a safety problem at adopted sites and should not be involved in many adoption activities.
- The City, as a municipal corporation, enjoys governmental immunity and, therefore, is not liable to the volunteer for injury to person or property while the adopter is performing his or her duties.
- Adopters who are injured while performing their duties should seek medical attention from a provider of their choice. Any accident or injury shall be reported to a representative from the Sheridan Parks Department within 24 hours.
- Adopt-a-Park signage is the property of the Sheridan Parks Department and will be installed, modified and removed only by designated staff. Advertising other than adopter's name is not allowed on signage.

A Few Safety Guidelines to Consider

Do's

- Do lift all objects with your legs, not your back.
- Wear light or bright colored clothing, hard soled shoes, and sturdy work gloves.
- Do use sun block or wear a hat.
- Drink plenty of liquids.
- Use all equipment, supplies and materials safely.
- Report any/all facility and maintenance needs to the Park staff.
- Do tie bags tightly before placing in trash receptacles.
- Do wear gloves at all times.
- Do handle sharp objects with care – children should NOT pick up broken glass.
- Work only during approved hours.
- Be aware of park users and traffic while working.
- Work with a partner when possible.
- Do carry small first aid kit.
- Do make sure that all volunteers in your business or organization are familiar with these safety precautions.
- Do have at least one adult supervisor for every five minors.

Don'ts

- Don't overexert yourself. Be sure to take breaks, drink liquids, and dress appropriately for the weather.
- Don't bring small children or pets along on projects unless they can be closely supervised.
- Don't stomp on bags. Injuries may occur from broken glass or sharp objects.
- Don't pick up materials you suspect might be hazardous, such as needles, or drug paraphernalia. Call the local police station (307-672-2413 for non-emergencies or 911 for emergencies) and give the precise location of the material.

Miscellaneous

- Students must be supervised at all times.
- Review safety rules carefully with students before they begin the cleanup project.
- Wash paint brushes in a sink; do not pour excess paint down the drain.
- Report any safety hazards to park staff.
- Add any additional safety precautions you feel appropriate.
- Wash your hands thoroughly when you complete your work.
- Don't run, throw objects, or engage in horseplay.
- 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!

List of Areas to Adopt

Downtown amenities may include cleaning sidewalks, trash containers, light poles, art bases, benches, cleaning under tree grates, maintaining landscape areas, etc.

Kendrick Park
Washington Park
North Heights
Lions Park
South Park
Huntington Off Leash Area
Rotary Locomotive Park
Cemetery
Thorne-Rider Park
City Bridges
Park Roads & Parking Areas

Marshall Park
Sheltered Acres (Emerson Park)
Mill/Crook Parks
Lions Dog Park
North Park
Hume Draw
Mavrakis Pond
Pathway Sections
Oatts Memorial Park
City Sidewalks
Other???

Important Phone Numbers

Emergencies call 911

Police Department

307-672-2413 Use to report problems, illegal activity, stray dogs, homeless encampments, etc.

For City Ordinance information:

<http://www.city-sheridan-wy.com/info/citygov/ordinances.php>

Fire Department

307-674-7244

City of Sheridan Parks Department

307-751-8039 Park Operations Supervisor – Kendrick Park Office/Shop

307-675-4260 Park Manager – City Hall

307-751-7308 Manager Cell Phone



Work Report

Please complete and return this form to the City of Sheridan Parks Department within 48 hours of completing cleanup project. This form is necessary to monitor the success of the program. Mail or drop off to: Sheridan Parks, 2nd Floor City Hall 55 Grinnell Plaza, PO Box 848, Sheridan, WY 82801
Thank You!

Group/Individual Name _____

Group Leaders Name _____

Park/Area Name _____

Project Summary _____

of People _____ Date of Work _____

Time of Work	Start	Finish	Total Time
_____	_____	_____	_____

Are there any items that require attention by the Parks Department Staff such as garbage bags or debris needing picked up, etc?

Did you notice any damage or repairs needed to public property?

Any other input or comments?