

Parks and Open Space Division
Adopt-A-Park Information sheet
(2010)



Initial Contact: Date of Call: _____

Name of Organization: _____

Name of Contact Person: _____ Title: _____

Mailing Address: _____

Phone Number: (home) _____ (work) _____

Fax #: _____ E-Mail: _____

Park(s) and/or other locations discussed: _____

Age of participants: Senior Adult Youth Children (5-12) Preschool (2-5)

Number of participants: _____

Do any participants have a disability or special needs? No Yes

If yes, please specify: _____

Activities discussed (*preliminary discussions with volunteer*): _____

Equipment requested: _____

Length of commitment: _____

Presentation requested by group: Yes No:

Resource material and additional information forwarded to volunteer: _____

Follow-up required? _____

Final Arrangements

Responsibilities of the volunteer:

Remove weeds from shrub bed Litter pickup

Raking sand under play structure Flowerbed maintenance

Pleasure rink shoveling

Other: _____

Responsibilities of Park Services:

Cut grass and pick up litter on a two-week cycle as a part of our regular maintenance program

Supply equipment where possible

Respond to hazardous conditions (*Note: If you notice any safety concerns i.e.: dead animals, needles, syringes please do not touch. For damaged playground equipment contact the Customer Service at 986-7623 or the technical assistant at _____ from 8:30 am to 4:00 pm Monday to Friday*)

Will remove filled garbage bags at the end of the event

Other: _____

Certificate required: No Yes Date issued: _____

Additional Information:

Adopt-A-Park sign required: No Yes Date installed: _____

News release required: No Yes

Equipment loan sheet attached: No Yes

Letter of Intent approved by Superintendent? Yes N/A Date received: _____

Date or time line for agreed upon activity: _____