

Adopt-a-Park

Project Proposal

City of Arcata Environmental Services
Department
736 F Street Arcata, CA 95521
Phone (707) 822-8184 Fax (707) 825-2116



Name of Adopting Group			
Name of Contact Person			
Address	Street	City	Zip
Contact Phone Number			
Contact Email Address			

Name of Park to be Adopted			
Location of Project			
Time Length of Adoption	Start	Finish	
Tasks to be Undertaken			

Tools/Supplies Required for Tasks			

Benefits Derived from the Project			

Other Park Sites You May be Interested in Adopting			
Park	Tasks		
Park	Tasks		

Please review Adopt a Park Guidelines on the back of this page.

For City Use Only

Safety Requirements: _____

Equipment that the Parks Division Will Supply: _____

Notes: _____

Proposal Approved: _____

Adopt a Park Guidelines

- 1) Thank you for your interest in partnering with the City to care for our City Parks and encourage community-involvement in making these spaces even more welcoming and inviting!
- 2) City staff is available to work with you to refine your proposal to meet your group's interests and ensure City staff capacity to partner on the proposed work.
- 3) Once the Adopt-a-Park proposal is approved by the City, the adopting group's contact person will coordinate with the Parks Supervisor at least two weeks prior to the scheduled park work day to arrange for city staff to drop off and pick up supplies needed for the work day.
- 4) At the start of **each** Park Work Day the adopting group's contact person or designee shall ensure each participating volunteer reads and completes the Adopt-a-Park Volunteer Agreement waiver. Signed waivers should be retained by the adopting group and provided to City staff.
- 5) Volunteers shall be given a training on the following **Safety Guidelines**:
 - Wear gloves at all times during the cleanup project
 - Wear boots or sturdy, closed-toe shoes
 - Child participants should be supervised at all time
 - Drink water/hydrating beverages; avoid caffeinated drinks
 - Don't trespass on private property or neighbors' yards
 - Do not pick up any of the following: hypodermic needles, hazardous waste, chemicals, dead animals and other items posing health and safety hazards. Report any of these items to the Parks Supervisor.
 - Call 911 immediately to request assistance for any serious injury.
- 6) The contact person should provide a first aid kit for minor scrapes or cuts.
- 7) Following the work day, the Adopt-a-Park contact should inform City staff of any hazardous materials identified for City staff pick up.
- 8) Have fun and thank you for stewarding our City's parks!