



ADOPT-A-PARK PROGRAM

Volunteers' Memorandum of Understanding-Guidelines

1.0 Introduction

The City of Wabasha Park's Department is pleased to work with volunteers in participating in the Adopt-a-Park Program.

The City of Wabasha Adopt-a-Park Program has been established as an environmental stewardship and public service program. This is an opportunity for volunteers to enhance their local park system by keeping the areas clean of debris, providing assistance to the City on special park projects, and to be the City's eyes and ears through the Adopt-A-Park Program. It is a way for environmentally minded citizens to make a personal contribution to a more beautiful environment and useful park system.

This agreement sets out volunteers' duties and responsibilities and is renewable on an annual basis.

2.0 General

The City places a high degree of importance on the maintenance and improvement of the City of Wabasha's park system. In addition to creating a more beautiful park system, volunteers gain recognition by a sign erected by the City acknowledging their efforts.

This is a totally voluntary program. Participants, however, should be insured for personal liability and personal injury as the City does not provide insurance for volunteers.

The City may refuse to grant a request to adopt a site if, in its opinion, granting the request would create a public safety hazard, jeopardize the program, be counter-productive to the program's purpose, or be in conflict with other City policies. Participants must abide by any appropriate or applicable legislative requirements when engaging in project activities.

Participants are required to conduct themselves in a polite manner and to keep children supervised at all times. Parents of children taking part in the program must give approval to the appropriate group leader prior to their children's participation. The media may attend a volunteer event in response to press releases sent out by the City.

We encourage participants to submit photos of their efforts, which would be used to further promote their work and the Adopt-a-Park Program. Please fill out and submit the attached release form to allow for publication of the photos.

3.0 Community Group's Responsibilities

The volunteer group agrees to:

- Maintain and complete projects in the agreed upon location (Note on the attached map the area that it is being adopted and return one copy with its application.
- Conduct a minimum of two clean-ups a year. Spring and fall are suggested times, or as the need arises.
- Contact the Park's Director at 651.565.4568 prior to and after the clean-up and leave filled bags of garbage in a location accessible by Parks vehicles. Please notify us of the number of bags collected and the locations where the bags have been left.
- Recycle materials whenever possible, and place with your home recyclables (if not too excessive), or clearly mark on the garbage bags left in the park.
- Undertake monthly (weekly, if possible) walks and clean ups through the adopted area.
- Report items requiring maintenance to the Park's Director at 651.565.4568. Please identify the group's name, the adoptive area and a contact name and number. This will be recorded so that follow-up action may be taken.
 - ◆ Complete those projects identified (by checkmark) and agreed to on the "Memorandum of Understanding" portion of this application
 - ◆ Complete all projects in a timely manner, leaving public areas free from debris, materials or equipment when not working in the park.

From time to time, volunteers may be requested to hand out information pertaining to their adopted section. No other promotional material shall be distributed by volunteers without written approval by the City.

4.0 City's Responsibilities

The City's Park Director will act as the liaison for volunteer groups for the administration of this agreement. The Parks Director can be reached by telephone at (651) 565-4568, or by fax at (651) 565-4569. Additional Park Board members may also be provided to volunteer groups as a group liaison.

The City will:

- Provide a map on which the volunteer group will indicate its adoptive area and return one copy with its application.
- Provide a maximum of 24 garbage bags and 12 pairs of gloves.
- Contact groups on an annual basis to review the program and renew the agreement.
- Erect an "Adopt-a-Park" sign in recognition of the group's commitment, upon execution of this Memorandum of Understanding.



ADOPT-A-PARK PROGRAM Request Form

To notify the City of Wabasha of volunteer group events, please complete the form below and return it by fax.

Fax to: Adopt-a-Park Program (651) 565-4568

The _____ (NAME OF GROUP) will be conducting a clean-up of _____ (NAME OF PARK) on _____ (DATE) from _____ to _____ (TIME). There will be _____ adults and _____ children (NUMBER OF PARTICIPANTS), aged _____ (AGE RANGE OF CHILDREN) participating.

Twelve-four (24) large garbage bags will be given to the group. Please note if additional bags are necessary for the weekly/monthly clean-ups. The City will provide a maximum of 12 pairs of gloves.

Contact Name: _____
Phone Numbers: _____
Residence _____
Business _____
Fax Number: _____
E-mail: _____

If volunteer groups have any special themes for their work, please let City staff know!

Theme: _____

Volunteers are asked to place filled bags adjacent to a waste receptacle or adjacent to a pathway or boulevard.

At the conclusion of the clean-up, please call the Contact City Hall @ 651.565.4568 during normal business hours, and indicate the number of bags collected and their location.

Thanks to all program participants. Enjoy Wabasha's beautiful park system!



ADOPT-A-PARK PROGRAM Volunteers' Memorandum of Understanding

The City of Wabasha recognizes the group/individual named below as being responsible for the litter clean-up at _____ (NAME OF PARK).

The adoption of the Park space will begin on _____ 200__ (DATE) and will be offered for renewal by September 31 of each subsequent year.

_____ Group Representative #1 (please print)	_____ Signature
_____ Group Name	_____ Date
_____ Street Address	_____ Postal Code
_____ Home Phone Number	_____ Business Phone Number
_____ Fax Number	_____ E-mail Address
_____ Group Representative #2 (please print)	_____ Signature
_____ Street Address	_____ Date
_____ Postal Code	_____ Fax Number
_____ Home Phone Number	_____ Business Phone Number

Number of participants in the volunteer group _____ Is this an Agreement Renewal? (Y/N) _____

Which of the following best describes the group (please check): Business School (grades)
 Youth Group Service Group Community Group Sports Group Individual/Family
 Church Group Other (please specify)

Please mail or fax this page to: **City of Wabasha Parks Department, PO Box 268, Wabasha, MN 55981**



Photo Release Form

To Whom It May Concern:

_____ has adopted the park and is taking photographs of individuals at this community event. These photographs may be used in a City of Wabasha publication.

Individuals who agree to have their photos taken are asked to fill out the attached photo release form. This is strictly on a voluntary basis. The City thanks all participants in this program, and encourages all to enjoy the City of Wabasha's beautiful parks system throughout the year.

I hereby consent to the use of my photograph in any brochure or publication produced by the City of Wabasha. I understand that this is on a voluntary basis.

Name _____

Address _____

City _____

Zip Code _____

Date _____ **Signature** _____

Photo location _____

Please clip the associated photo onto this form, and indicate the names of the group and/or individuals and the date on the back of the photo.

Please send this form to:

City of Wabasha Parks Department, PO Box 268, Wabasha, MN 55981

Attention: Keith Hough, Parks Director