

ORANGE COUNTY PARKS & RECREATION DIVISION



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Welcome, Adopt-A-Park Volunteer!

Orange County Parks and Recreation Division established the Adopt-A-Park Program so that community groups can aid us in ensuring neighborhood parks and facilities are clean, green, and fun, in keeping with our mission: *“We maintain beautiful parks, preserve the environment and provide exceptional recreation for the well-being of our communities.”*

Volunteers assume responsibility for an adopted park and agree to participate in park improvements a minimum of four (4) times a year, for a one-year period.

Benefits

Groups and organizations volunteer for a variety of reasons. Some wish to give back to the community in which they reside, some desire to make a difference to the people around them. For others, volunteer work provides an opportunity to develop new skills or build on existing experiences and knowledge.

Frequently Asked Questions:

Q: What are the minimum or maximum group sizes?

A: There are no minimums or maximums. Groups of all sizes can be accommodated.

Q: What duties might I be asked to perform?

- **A:** Typical park projects may include:

Park Maintenance

- Removing litter
- Performing light landscaping work
 - Mulching
 - Weeding
- Planting and watering of flowers, shrubs, and trees
- Painting and minor repair of equipment
- Removing graffiti
- Completing park projects by citizens with specific skills
- Conducting quarterly projects/clean-ups

Trail Maintenance

- Maintaining the trail surface to be free of loose rocks, limbs, and other debris
- Pruning small limbs from the trail corridors
- Cleaning water bars and drainage ditches
- Clearing debris from benches, bridges, stairs and viewing structures
- Litter clean-up
- Maintaining the trailhead area, including parking lot, bulletin boards, and trailhead signs

Q: How many hours does my group need to work?

A: Groups are required to perform a total of 40 hours of service, per quarter:

Quarter 1: October-December

Quarter 2: January-March

Quarter 3: April-June

Quarter 4: July-September

School groups, or other groups active less than twelve months per year, may request a revised schedule as long as the total number of hours worked meets or exceeds 160 hours in a 12 month period.

Q: Who can Adopt-a-Park?

A: Any civic-minded business or organization can submit an application. Garden clubs, scouting groups, student or sport organizations, and homeowners associations are just a few examples.

Adopting a Park is easy!

1. Identify the park or trail you would like to adopt.
2. Meet with the Site Supervisor at this park/trail to discuss how you can help.
3. Complete an Adopt-A-Park Volunteer Service Application packet for your group or organization consisting of:
 - a. Adopt-A-Park Registration Form
 - b. Registration/Release Form for the Program Contact
 - c. Cover Letter which includes:
 - i. The group or organization's name
 - ii. A short paragraph discussing why you wish to adopt the particular park site
 - iii. Any restrictions in dates, times, or length of service, or any extenuating circumstances which may impact your service that we should be made aware of.
4. Submit your application at the site where you wish to volunteer. Application packets will be reviewed and approved by the Orange County Parks and Recreation Division's Parks Advisory Board each month.

Expectations

If your group is approved to participate in the Adopt-A-Park program, all members of your group, including chaperones, must complete these requirements prior to the start of their volunteer service:

- Complete a Registration/Release Form. This form will be kept on file and must be updated on an annual basis.
- Complete a Hold Harmless Agreement.
- Adults over the age of 18 must pass a Background Screening.

Once the required approval and paperwork have been processed, your group will attend an onsite orientation program to review attire, safety, conduct, and other requirements. This orientation may be counted toward your volunteer hours.

As part of our team, we ask your group/organization represent the best of Orange County by:

- Abiding by all park rules and ordinances.
- Notifying staff, in writing, if you wish to discontinue your adoption.
- Returning all supplies upon completion of tasks/duties.
- Wearing appropriate attire for park clean-up/projects (clothed toe-shoes, etc.).
- Wearing mandated safety equipment, provided by the park site.
- Sign in and out on the *Volunteer Sign In/Out* form when hours are worked; forms are retained at the park sites.
- Reporting any hazardous materials: DO NOT pick hazardous or dangerous items up.
- Not contributing to trail-blazing activities or entering prohibited areas or areas where activity is discouraged (wetlands, environmentally-sensitive areas, archaeological sites, construction sites, areas of historical significance or within any facility or structure you do not have permission to enter).
- Not harassing, endangering or causing the death of any wildlife.
- Immediately reporting all accidents involving injury or equipment damage to park staff.
- Supervising volunteers under 18 years of age. One adult supervisor per six youth is required at all times.

All Orange County Parks and Recreation Rules and Regulations must be followed while on park property. Soliciting is prohibited. Failure to follow rules and regulations or violation of the above guidelines constitute grounds for immediate termination of the Adopt-a-Park Agreement, potential expulsion from the park site and may result in action by law enforcement.

The minimum age for unchaperoned volunteers is 18. If a child under the age of 18 would like to volunteer with your group, they must be accompanied by a responsible adult at all times during their volunteer work. A ratio of one adult per six youth is required.

Rewards

Recognition

- After one quarter of volunteer service, an Adopt-A-Park sign will be displayed, listing your group/organization, at the park site.
 - This sign will be displayed as long as there is consecutive service.
 - If there is a quarterly lapse in service, the sign will be removed until another quarter of service has been completed.
- After six months (two quarters) of continuous service, the individual or group will be recognized on the Parks and Recreation Division website.
- After one year (or one school year) of adoption, the group or individual will be invited to a special presentation before the Parks and Recreation Advisory Board.
- Volunteer service hours are available for students for their participation.

- Schools may obtain a fee waiver of one pavilion per each Adopt-A-Park volunteer service project, Monday through Friday only.

Thank you!

Please call 407-836-6205 if you have questions or comments on any aspect of your work. Together, we will be a great team for our community! Our sincere thanks for your assistance and support.

A handwritten signature in black ink that reads "Matt Suedmeyer". The signature is written in a cursive style with a large, stylized "M" and "S".

Matt Suedmeyer, Manager

Adopt-A-Park REGISTRATION FORM

Request (check one): New Renew Date: _____

Group Name: _____

Park Site: _____

Estimated Total Number of Volunteers: _____

Name for Reward Sign (two line maximum, 15 characters/spaces per line):

Street	City	State	Zip Code
Primary Contact (Name)	Telephone #1	Telephone #2	
Alternate Contact (Name)	Telephone #1	Telephone #2	

It is the responsibility of the Primary or Alternate Contact to notify Orange County Parks and Recreation Division in advance of planned service dates each month.

I have read and understand my/my group's Adopt-A-Park commitment and the attached expectations.

Adopt-A-Park Primary Contact Signature Date

For Administrative Use Only:

Received Date: _____ Orientation Completed/Initial: _____
 Site Sup. Approval: _____ Sign Work Order Submitted/Initial: _____
 PAB Approval: _____ Sign Installed Date/Initial: _____
 Start Date: _____ Expiration Date: _____

Supervisors, enter the year and total monthly service hours in the squares below:

January, 20____	Feb, 20____	March, 20____	April, 20____	May, 20____	June, 20____
July, 20____	August, 20____	Sept., 20____	October, 20____	Nov, 20____	Dec, 20____

**Adopt-A-Park
SIGN-IN SHEET**

GROUP NAME: _____

Start Date: _____ **Park Name:** _____

DATE	VOLUNTEER NAME	TIME IN	VOL. INITIALS	STAFF INITIALS	TIME OUT	VOL. INITIALS	STAFF INITIALS

To the best of my knowledge, the above dates and times accurately reflect the hours volunteered by Adopt-A-Park volunteers.

Adopt-A-Park Primary Contact Signature Date

Site Supervisor Signature Date

Staff Initials Printed Name:

Staff Initials Printed Name:

