

Adopt-A-Park Expectations



The City of Clearwater Parks and Recreation Department will:

- Designate an area that is agreeable to both the Department and the adopting organization to perform maintenance related enhancements.
- Provide signage in the adopted area, after the completion of one full year of adoption and renewal of a second year, displaying the adopting organization's name and adoption status.
- Make available: staff for supervision, tools and supplies during the scheduled projects over the adoption period.
- Make available drinking water during the scheduled projects over the adoption period.
- Assist with project planning and scheduling.
- Assist with coordination of the proper tools and supplies to complete project.
- Commit to making all projects as safe and positive as possible.
- Provide one contact person, the Volunteer Specialist, to streamline communication and assist the organization throughout the adoption process.
- Offer your organization the chance to make a difference in your environment, community and the City of Clearwater as a whole!

The adopting organization will:

- Provide proof of Clearwater affiliation (Your group must be either based out of Clearwater or have a branch or office in the city limits.)
- Select an approved location from the list provided by the Clearwater Parks and Recreation Department.
- Designate one individual to act as contact person between the Clearwater Parks and Recreation Department and the organization.
- Coordinate complete responsibility of recruiting manpower for the projects and communicating all information with organization members.
- **Commit to two maintenance projects per agreement year.** If desired, the organization may hold more than two projects during the agreement period.
- **Designate at least 3 hours for each project.** Shorter time spans may be allowed upon request and approval by the Volunteer Coordinator or if the project finishes early per staff approval.
- **Provide adequate manpower, at least 6 participants, to perform the designated project within the time frame agreed upon.** Children under 6 years of age do not count as a participant, but are welcome to attend with a parent on a one to one basis.
- **Alert the Volunteer Coordinator 24 hours before the project if a cancellation is necessary.** Anyone canceling on the morning of the event or not showing up will be considered in default and may be asked to leave the adoption program.
- **Arrive on time for their projects.** As the city dedicates resources to have staff available, after 30 minutes from the agreed upon start time, staff will leave the property and the project will be regarded as incomplete and an improper cancellation.
- **Not conduct any project or activity in the adoption area without the prior written consent of the Volunteer Specialist.** The organization must provide 30 days advanced notice to receive approval of project or activity. (A shorter time frame may be permitted with Volunteer Specialist approval.) **All projects or activity will be established and scheduled by the Parks and**

Recreation Department. Projects are not considered “scheduled” unless confirmed and approved in writing by the Volunteer Specialist.

- Understand that if the City does not have a project need in the adopted park when the group requests, the group will be given alternatives to fulfill their agreement, which will count as an adoption project. **If the group chooses not to accept any of the alternatives, they are still responsible for completing two projects before the agreement expires.**

Adoption Group: _____ Adoption Location: _____

Signage Understanding:

Your group has two options for signage. Please choose one.

- No cost to group at any time. Your sign will be ordered and installed after you have completed your first contract year of two projects and renewed for a second year.
- Submit a check for \$200 up front. If your group completes your first contract year of two projects the full amount will be returned to you upon renewal for a second year. Make checks payable to the **City of Clearwater**.

On behalf of the organization, I have read, understand and agree to the terms in this agreement and expectations. I also understand that there is no money or goods exchanged during this program and that we have first right to our adopted location for renewal and the right to terminate with no penalty after our one-year agreement period has expired.

Organization Representative (Print Name) Title

Organization Representative (Signature) Date

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Clearwater Parks and Recreation Approval:

Volunteer Specialist Date

Landscape Manager/Coordinator Date