



CITY OF BURLINGTON ADOPT-A-PARK PROGRAM

EXPECTATIONS OF INDIVIDUAL, GROUP OR ORGANIZATION

- Adopt-a-Park participants are expected to sign at minimum one-year commitment with the City of Burlington Parks Department. If acceptable, the volunteer organization or individual may renew the commitment for additional years.
- Once a month volunteers are asked to enter the park and do a walkthrough. The purpose of a walkthrough is to identify damage, vandalism, or other things that need to be addressed by the Parks Department. A form will be available for you to report what you found during your walkthrough.
- The Volunteer Organization may elect to clean their adopted park on a weekly, bimonthly, or monthly basis.
- Other projects, like planting flowers, adding mulch, painting, and other maintenance may be completed with approval from the City of Burlington's Park Board.
- For volunteer groups that are unable to commit to a yearly contract, one-time events are also available. One-time events are perfect for groups that still want to do their part, but are unable, or not interested in, officially adopting a park.
- Each volunteer group will designate a group supervisor to be the contact person. The Group Supervisor will complete the Adopt-A-Park agreement and be the contact liaison. The Group Supervisor will also ensure each volunteer signs a waiver of liability-hold harmless agreement before any volunteer work is done.

GUIDELINES

- Parks are adopted on a first-come, first-serve basis. A list of all the adoptable parks is available upon request. If you would like to request an area to adopt that is not listed, please contact the City of Burlington's Department of Public Works.
- All volunteers under age 18 must be supervised by a responsible adult.
- When children participate, the Volunteer Organization will have emergency contact information accessible at the site. There must also be one adult supervisor for every five children.
- The group supervisor must contact the City of Burlington's Department of Public Works at (262)342-1181, Monday - Friday, at least one week prior to the cleanup event so arrangements can be made to pick up debris.
- All participants are required to read the safety information and always conduct themselves in a safe manner while participating in the program.
- Program participants will not be allowed to operate City owned, heavy equipment or specialized tools. If specialized tools and/or equipment is needed, the Parks Department will operate them.



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SAFETY DO'S

- ✓ **DO make sure all participants are familiar with the safety recommendations.**
 - ✓ DO assign one volunteer as a safety coordinator who oversees other volunteers to ensure that work is conducted in a safe manner, paying special attention to participating children.
 - ✓ DO wear clothing which is appropriate for the work associated with the Program, such as long pants, shirts with long sleeves, when possible, hard-soled protective shoes preferred, closed toed shoes at minimum, gloves, hats as needed, insect repellent recommended, and plenty of water for all attendees.
 - ✓ DO dress appropriately for the weather and take breaks on a regular basis.
 - ✓ DO work only when weather is fair and in the daylight.
 - ✓ DO be aware of your physical condition and refrain from doing any activities beyond your capabilities.
 - ✓ DO watch and take precautions for: Snakes, other animals and insects, glass, barbed wire, pipes, and debris with sharp or rusted edges, unexpected holes, or ditches.
 - ✓ DO be aware of traffic on adjacent roads and driveways.
 - ✓ DO be aware of other users of the park, pedestrian, or bicyclists that may be in the area.
 - ✓ DO postpone or stop clean-up immediately if rain, lightning, or strong winds are present.
 - ✓ DO leave dead animals onsite and report immediately to the Department of Public Works.
 - ✓ DO place any syringes / needles in the appropriate disposal container provided and notify the Department of Public Works where the syringe / needle was located.

SAFETY DON'TS

- ✓ DON'T step into a roadway for any reason.
- ✓ DON'T pick up litter or debris on a roadway surface or close to the edge of the road.
- ✓ DON'T park vehicles in "No Parking" areas.
- ✓ DON'T play around or do anything to distract passing drivers.
- ✓ DON'T bring pets to the cleanup site.
- ✓ DON'T leave children or pets in the car while participating in the program.
- ✓ DON'T pick up any materials that can be hazardous to your health. Please notify the Department of Public Works right-way.
- ✓ DON'T use or bring your own power tools and motor-driven equipment unless you have been preauthorized to do so by the City of Burlington Parks Department.

****These recommendations are not all inclusive. Take all precautions necessary to avoid accidents, including having a least one (1) working cellular telephone onsite and know the emergency numbers. ****