



# ADOPT-A-PARK PROGRAM GUIDELINES

# *Table of Contents*

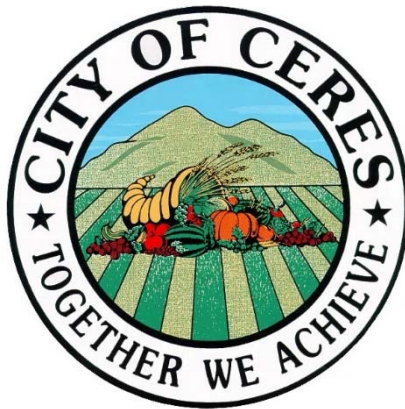
Introduction.....page 3  
Who Can Participate? .....page 4  
Six Step Adoption Plan.....page 4  
**GOOD NEIGHBOR DAY** (*one time clean-up event*).....page 5  
**ADOPT-A-PARK SPONSORSHIP** (*four or more clean-up events per year*).....page 7  
**IMPROVEMENT DONATION** .....page 9  
Other Volunteer Opportunities .....page 11  
Parks and Recreation Month.....page 11  
Adopt-A-Park Application.....page 12  
Volunteer Program – Acknowledgment of Workers’ Compensation Form.....page 13

## *Introduction*

Thank you for your interest in the City of Ceres' Adopt-A-Park Program, coordinated by the Recreation Department. The goal of the Adopt-A-Park Program is to involve individuals, local businesses, civic organizations, and community organizations in the maintenance of Ceres' parks through volunteerism, donations, and sponsorships. The investment you make in your neighborhood and community parks is truly an investment in your own community.

Adopt-A-Park is a fun and educational opportunity that provides individuals, local businesses and community organizations the chance to take an active role in the maintenance and support of Ceres' parks. You can clean up your park; donate amenities; or sponsor a major project such as new field surface, fencing for an athletic field, a new dog park, renovation of athletic fields, new sport courts, or new playground equipment.

This cooperative venture celebrates community spirit and fosters civic responsibility. The Adopt-A-Park Program will enhance the condition of our parks and allows the Recreation Department to leverage its resources throughout the system, expanding the recreational benefits for all visitors to our parks and providing a venue for community service projects.



## **Who Can Participate?**

**ANYONE CAN!** You may elect to perform improvements yourself, join with others as part of an organization, or provide financial sponsorship. Many opportunities are available.

## **Six Step Adoption Plan**

**Step 1:** Select a City park or City facility within a park that you would like to adopt and contact the Recreation Department at (209) 538-5628 to identify the needs of the requested site and your interests.

**Step 2:** Select the type of adoption from the following adoption methods and complete the application:

- **GOOD NEIGHBOR DAY** (one-time clean-up event)
- **IMPROVEMENT DONATION**
- **ADOPT-A-PARK SPONSORSHIP** (at least one (1) clean-up event, once month for a six (6) month commitment.

**Step 3:** Submit an application to the Recreation Department. You can find the application on page 10 of this program guideline. The application is also available online at: <https://www.ci.ceres.ca.us/502/Adopt-A-Park>

**Step 4:** After approval of your application (Good Neighbor Day or Adopt-A-Park Sponsorship) submit your Volunteer Program – Acknowledgment of Workers’ Compensation Forms to the Recreation Department **at least two (2) business days before your event.**

**Step 5:** Conduct your clean-up/project with your group/organization.

**Step 6:** Return any borrowed equipment to make sure it is available for the next group.

# **GOOD NEIGHBOR DAY**

(one-time clean-up event)

A **GOOD NEIGHBOR DAY (one-time event)** is a great way for you or your group to take a day to give back to your community. It doesn't matter if you're brand new to volunteering or a seasoned veteran. If you or your group wants to give back to the community we will help you make it happen. We can help with a range of volunteer opportunities including- picking up litter and pulling weeds.

## ***BASIC REQUIREMENTS FOR GOOD NEIGHBOR DAY***

- Adopting organization leaders must be aged 18 or older. They will be required to attend a brief orientation provided by the Recreation Department prior to performing work in the adopted areas as well as be present during the clean-up day.
- Cleanup/maintenance will be done by members of the adopting organization.
- Cleanup/maintenance will be done as agreed upon between the Departments and the individuals or organization, for a designated time (date to be set by a Ceres staff member). All work shall be performed during daylight hours.
- Be familiar with and follow all safety requirements.

## ***YOU OR YOUR ORGANIZATION CAN***

- Pick up litter in and around your adopted site. This may include picking up paper, cans, glass, (broken glass to be removed at the discretion of the adopting organization's supervisor), or other garbage and placing it in trash receptacles at the park. Pickup can be arranged by the City for larger amounts.
- Pull weeds from flower beds/rose gardens.

## ***THE RECREATION DEPARTMENT WILL***

- Provide training that includes maintenance methods and techniques, and safety issues.
- Meet with the adopting organization (or its representatives) at the adopted park site at the start of the sponsoring period to discuss cleanup and maintenance priorities and to provide general guidance.
- Support the efforts of the adopting organization to keep the park clean and well maintained.
- Work together with the adopting organization for the betterment of the park.
- Update City Council when the adopting organization conducts their project.
- Publicly acknowledge your organization on the City web page, social media, activity guide, and Council meeting.

## ***APPLICATION***

- The adopting organization will need to complete and submit an application to the Recreation Department at least 30 days prior to the adopting organization's first scheduled cleanup/project. Please note that the volunteer acknowledgment forms must be filled out by all volunteers and submitted to the City two (2) business days before your start date. Staff will provide these forms.

### ***SAFETY RULES***

- **WE VALUE YOUR SAFETY.** All leaders will be briefed by staff at orientation meeting on your cleanup/project on best safety practices relevant to your duties.
- Each participant must complete the Volunteer Program – Acknowledgment of Workers’ Compensation Form the day of the cleanup/project.
- There must be one adult supervisor (aged 18 or older) present for every five (5) minors. Minors must be at least 12 years of age to participate as a Volunteer.

### ***SAFETY REQUIREMENTS***

- Wear comfortable clothes and closed-toed shoes, safety vest if required
- Wear gloves, eye and ear protection
- Remove all bagged trash
- Be aware of traffic and remain alert to your surroundings at all times
- Do not pick up broken glass without adult supervision
- Do not touch anything that may be toxic/hazardous i.e. oil, paint, gasoline, needles, etc. Report all suspected toxic/hazardous materials to the Recreation Department staff.

## ***Good Neighbor Day Recognition***

You or your organization will be presented with a Certificate of Recognition and will be recognized:

- At a Ceres City Council meeting
- On the Adopt-A-Park web page
- On our social media outlets
- In our Activity Guide
- Recognition Sign at park site (yard sign)

# **ADOPT-A-PARK SPONSORSHIP**

**(Once a month clean-up, with six (6) month commitment)**

The **ADOPT-A-PARK SPONSORSHIP** aims at establishing community partnerships for on-going, scheduled maintenance. Your business, organization or family sponsorship will provide a clean-up once a month, with a six (6) month commitment.

## ***BASIC REQUIREMENTS FOR ADOPT-A-PARK SPONSORSHIP***

- Adopting organization leaders must be aged 18 or older and will be required to attend a brief orientation provided by the Recreation Department prior to performing work in the adopted areas as well as be present during the clean-up event.
- Cleanup/maintenance will be done by members of the adopting organization.
- Cleanup/maintenance will be done as agreed upon between the Departments and the individuals or organization, for a designated time. All work shall be performed during daylight hours.
- Adopted parks will be assigned on a first-come, first serve basis.
- Adoption by one organization does not preclude adoption of another area of the same park or donation to the same park from another organization.
- Be familiar with and follow all safety requirements.

## ***YOU OR YOUR ORGANIZATION CAN***

- Pick up litter in and around your adopted site. This may include picking up paper, cans, glass, (broken glass to be removed at the discretion of the adopting organization's supervisor), or other garbage and placing it in trash receptacles at the park, or pickup can be arranged by the city for larger amounts.
- Pull weeds from flower beds/rose gardens.

## ***THE RECREATION DEPARTMENT WILL***

- Provide training that includes maintenance methods and techniques, and safety issues.
- Meet with the adopting organization (or its representatives) at the orientation.
- Support the efforts of the adopting organization to keep the park clean and well maintained.
- Work together with the adopting organization for the betterment of the park.
- Update City Council when the adopting organization conducts their project.
- Publicly acknowledge your organization on the City web page, social media, activity guide, and Council meeting.

## ***APPLICATION***

- The adopting organization will need to complete and submit an application to the Recreation Department at least 30 days prior to the adopting organization's first scheduled cleanup/project with proposed monthly dates and include a commitment for six (6) month. Please note that the volunteer acknowledgement forms must be filled out by all volunteers and submitted to the City two (2) business days before the start date will provide forms.

### ***SAFETY RULES***

- **WE VALUE YOUR SAFETY.** All leaders will be briefed by staff at orientation meeting on your cleanup/project on best safety practices relevant to your duties.
- Each participant must complete the Volunteer Program – Acknowledgment of Workers’ Compensation Form the day of the cleanup/project.
- There must be one adult supervisor (aged 18 or older) present for every five (5) minors. Minors must be at least 12 years of age to participate as a Volunteer.

### ***SAFETY REQUIREMENTS***

- Wear comfortable clothes and closed-toed shoes, safety vest if required
- Wear gloves, eye and ear protection
- Remove all bagged trash
- Be aware of traffic and remain alert to your surroundings at all times
- Do not pick up broken glass without adult supervision
- Do not touch anything that may be toxic/hazardous i.e. oil, paint, gasoline, needles, etc. Report all suspected toxic/hazardous materials to the Recreation Department staff.

## ***Adopt-A-Park Sponsorship Recognition***

An Adopt-A-Park sign with your name on it will be placed at your adopted project site. The sign will remain at the site as long as the sponsored projects or equipment remains a viable park structure. The City will fund cost of the Adopt-A-Park sign. In addition to the Adopt-A-Park sign, your generous donation and sponsorship will be recognized:

- At a Ceres City Council meeting
- On the Adopt-A-Park web page
- On our social media outlets
- In our Activity Guide



## **IMPROVEMENT DONATION**

The Recreation Department gratefully accepts monetary donations. Your donation will fund and cover the cost of park amenities in accordance with design standards for Ceres' parks. Adopt-A-Park Application forms are accepted year round.

Amenities you can fund include (but are not limited to):

- Picnic Tables
- Benches
- BBQs
- Information/Directional Signs
- Drinking Fountains
- Trash Receptacles
- Shade Structures
- New Playground Equipment
- Exercise Equipment

### ***YOU OR YOUR ORGANIZATION CAN***

Work with the Recreation Department staff to select amenities specific to each adoptable site.

### ***THE RECREATION DEPARTMENT WILL***

Assist with the selection of amenities specific to a park or parks selected by the donor. The Recreation Department will complete the purchase process in accordance with City policies and procedures and install the amenity or amenities. A plaque will be affixed to or near the amenity if possible, with donor's name if donation is over \$1500.

## ***Improvement Donation Recognition***

Your generous donation sponsorship will be recognized:

- At a Ceres City Council meeting
- On the Adopt-A-Park web page
- On our social media outlets
- In our Activity Guide

## ***Other Volunteer Opportunities***

The Recreation Department will organize two volunteer cleanup days each year. This is a great opportunity to get involved in the community, especially for individuals or students that are not necessarily part of a larger group or not quite ready to take on a full Adopt-A-Park sponsorship. The Recreation Department wants to encourage the community to get active in the community and lend a helping hand. Whether you are a Boy Scout trying to earn a badge, student trying to complete volunteer hours or just someone who wants to get involved, the Department wants to provide opportunities for the community to get involved. The two volunteer cleanup days will be determined by the department and advertised throughout the community.

To be notified of future volunteer opportunities you may contact the Recreation Department at 209-538-5628 and ask to be placed on an email notification list. The Department will use the email notification list to advertise our volunteer cleanup days and any other opportunities that come up throughout the year.

## ***Parks and Recreation Month***

July is Parks and Recreation Month. Every July the Recreation Department presents at a Council Meeting and discusses the accomplishments and future goals of the department. This gives the department a chance to highlight what they and the community have done through the year. All Adopt-A-Park participants at all levels will be invited to the Ceres City Council meeting and reception beforehand in honor of their work in the community.

# Adopt-A-Park Application

Please complete and return to:  
City of Ceres - Recreation Department | 2701 Fourth Street | Ceres, CA 95307

Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ 2nd Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

## ADOPTION TYPE

*Please specify which type you would prefer by checking the box to the left of the selected method.*

Good Neighbor Day       Improvement Donation       Adopt-A-Park Sponsorship

Desired Park: \_\_\_\_\_ 2<sup>nd</sup> Choice: \_\_\_\_\_

Brief Description of Project: \_\_\_\_\_

Desired Start Date: \_\_\_\_\_

Estimated Number of Volunteers: \_\_\_\_\_

Estimated Number of Hours/Days to Complete Project: \_\_\_\_\_

## **TERM OF AGREEMENT**

I acknowledge that I am familiar with the Adopt-A-Park Program Guidelines and that I possess the authority to commit to a project/improvement as an individual or on behalf of the organization. I understand this is an application for the Adopt-A-Park Program and the Recreation Department will contact me to finalize the details of the project/improvement.

Organizations/businesses with general liability policies shall maintain coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than one million dollars (\$1,000,000) per occurrence, and name the City of Ceres, its officers, officials, employees and agents as additional insured for any bodily injury or property damage claims that may result from volunteers' actions. A certificate of coverage shall be submitted prior to event(s).

Organizations/businesses with workers' compensation policies shall submit a certificate of coverage, including a Waiver of Subrogation endorsement in favor of the City, its officers, officials, employees and agents prior to event(s).

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**VOLUNTEER PROGRAM**  
**ACKNOWLEDGEMENT OF WORKERS' COMPENSATION**

I hereby acknowledge that as a volunteer for the City of Ceres (City) Adopt-a-Park Program, I am not an employee of the City, but that I am covered under the City's workers' compensation plan since the City has adopted a resolution extending workers' compensation coverage to certain volunteers in specified categories pursuant to Labor Code Section 3363.5.

As a volunteer who is covered under the City's workers' compensation plan, I expressly agree and acknowledge that workers' compensation is my exclusive remedy for any injury suffered while performing said volunteer duties, and that I cannot and will not seek to bring any other claim or other legal actions of any type whatsoever against the City, its employees, officers, agencies, other volunteers and officials.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Parent/Guardian Signature (if participant is under age 18):

\_\_\_\_\_

Witness: \_\_\_\_\_