

Elmhurst Park District's

Adopt-A-Park Program



What is the Adopt-A-Park Program?

The Elmhurst Park District's Adopt-A-Park Program is designed to encourage the community to work hands-on to help keep Elmhurst's parks clean, safe and attractive through debris pick-up and landscape suggestion. The program offers the opportunity for people to get more involved in their community in a way that promotes civic pride, appreciation and awareness.

What is the Adopt-A-Park time commitment?

Each year, the adoption commitment begins in April and concludes in December. Each group is required to set up monthly work dates at the beginning of their adoption through the end of the year. It is each Adopted Park's contact person's responsibility to organize monthly clean-ups and keep track of the group's total volunteer hours. If your group chooses to work year-round with your Adopted Park, please advise the Community Events & Development Manager at (630) 993-8924 so the appropriate arrangements can be made.

Who can participate?

The Adopt-A-Park Program is open to individuals, youth groups, neighborhood associations, civic groups, religious organizations, service organizations, schools (school groups and teams), businesses and other community organizations throughout the City of Elmhurst.

What does adopting a park entail?

When a group adopts a park from the Elmhurst Park District, the organization's members pick up litter, report vandalism, make recommendations to improve the park's equipment/tree planting/general maintenance and keep an eye on the park. We ask that you do not edge, cut, prune, or pull any landscaping or trees before speaking with a Park Ambassador or Park Maintenance Supervisor at (630) 993-8942. We ask the Adopted Park's contact person to inform and enforce the Adopt-a-Park policies and procedures within their groups. The main contact for the Adopt-A-Park Program will be the Community Events & Development Manager at (630) 993-8924.

How does one go through the adoption process?

The application and information packet for the Adopt-A-Park Program is located on the Elmhurst Park District's web site, www.epd.org, to be downloaded or you can pick one up at the Park District Administrative Office, 375 W. First Street. After application review, a park will be assigned to your group. Your group will be contacted to set up a time to receive training.

What are program benefits?

- It is a great way for your group to spend quality time together and feel good about what you are doing.
- Your organization's name will be acknowledged on a sign in the designated park or area of the park.
- You will benefit from the satisfaction of knowing that you are improving your favorite community park.

- It will not only better the parks of Elmhurst, but the Park District as a whole.
- It will give groups a chance to have a hands-on role in keeping their park clean and beautiful.

What are the Adopt-A-Park guidelines?

1. The parks will be assigned to groups on a first-come, first-serve basis to be determined by the Marketing Specialist.
2. Each group will receive several waiver forms that must be completed on **every occasion** they are in the parks in order to keep track of volunteers and their hours worked. If waiver forms are not received regularly, the group will be contacted and asked to renew their commitment or let another group adopt their site.
3. All waiver forms must be returned to the Community Events & Development Manager at the Administrative Office, 375 W. First Street, Elmhurst.
4. Work is to be completed during park hours only (dawn to dusk.)
5. All participants should be over the age of 18 or accompanied by an adult supervisor (i.e., scout and youth groups accompanied by adult sponsors.)
6. Groups are to commit to work in the parks one day per month and participate in the Adopt-A-Park Kickoff in April, which all Adopt-A-Park participants will be involved in. Park Ambassadors and Park Maintenance Supervisor will be available at that time for assistance.
7. Groups are required to show up on the scheduled monthly dates, but may also show up other times at their leisure. If the group has collected a large amount of trash from a park or needs assistance of any kind, they may contact the Park Ambassador Supervisor or Park Maintenance Supervisor.
8. Please do not pull any weeds or flowers.
9. Appropriate clothing for weather and work gloves should be worn at all times.
10. If you notice a park patron looking for a recycling bin, you can inform them about the Park District's recycling program.
11. Please ask pet owners to keep their animals on a leash while on Park District property.
12. Please report any broken or damaged equipment.
13. All participants are to follow all park policies set by the Elmhurst Park District. Failure to do so will result in removal from the program.
14. Have FUN in the park!!!!

The Community Events & Development Manager can be reached at (630) 993-8924 or emailed at volunteer@epd.org. The Park Ambassador Supervisor can be reached at (630) 993-8946.



Adopt-A-Park Application

ORGANIZATION (as it is to appear on your sign) _____

GROUP CONTACT PERSON (at least 18 yrs. old) _____

TITLE OR POSITION _____

PHONE NUMBER (day) _____ (evening) _____

MAILING ADDRESS _____

EMAIL ADDRESS _____

ESTIMATED NUMBER OF PARTICIPANTS _____

PREFERRED ADOPTION SITE (park name) 1st choice _____

2nd choice _____

TENTATIVE STARTING DATE _____

STATEMENT OF AGREEMENT

As a representative of this organization, I have read and agree to abide by the policies, regulations and safety recommendations as put forth by the Elmhurst Park District in regard to the Adopt-A-Park Program. I understand that this is an application for the Adopt-A-Park Program and that the Marketing Specialist will contact me to finalize an agreement. In addition, I understand that the Marketing Specialist will make the final determination as to whether a group can participate and the final park assignment. I understand the Marketing Specialist will also have the authority to remove groups from the program if they do not uphold the guidelines of the Adopt-A-Park Program. It is my responsibility to have all participants of my organization involved in the Adopt-A-Park Program sign the Elmhurst Park District's volunteer waiver form. Finally, I understand all rules of the Adopt-A-Park Program/park policies of the Elmhurst Park District, and that failure to uphold these guidelines will jeopardize my group's involvement in the Adopt-A-Park Program.

SIGNATURE _____ DATE _____