

ADOPT PARK

What is the Elmhurst Park District 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. 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 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 amenities, general maintenance, and keep an eye on the park. We ask that you do not edge, cut, prune, or pull any vegetation or weeds before speaking with the [Director of Parks](#). We ask the Adopted Park's contact person to inform and enforce the Adopt-A-Park policies and procedures within their groups.

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 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, which are issued for each Adopted Park. If your group chooses to work year-round with your Adopted Park, please advise us so the appropriate arrangements can be made.

Applications must be received by June 30 in order to get a recognition sign posted in the park you have adopted. Groups may adopt a park after that date.

How does one go through the adoption process?

Please fill out the application on page 3 of this packet and email it to the Director of Parks, dpayne@epd.org. After application review, a park will be assigned to your group (specific parks can be requested but are assigned based on availability).

What are program benefits?

- Your organization's name will be acknowledged on a sign in the designated area of the park.
- It gives groups a chance to have a hands-on role in keeping their park clean and beautiful.
- It is a great way for your group to spend quality time together and feel good about giving back to your community through improving your favorite park.
- It betters the parks of Elmhurst for community members and betters the Park District as a whole.



What are the Adopt-A-Park guidelines?

1. Parks will be assigned to groups on a first-come, first-serve basis. Specific park requests will be reviewed but parks are assigned based on availability.
2. Groups are to commit to work in the parks one day per month.
3. 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 Director of Parks at dpayne@epd.org.
4. Work is to be completed during park hours only (dawn to dusk.)
5. 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.
6. All waiver forms must be emailed to the Director of Parks at dpayne@epd.org.
7. 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).
8. Please do not pull any weeds or vegetation without prior approval from the Director of Parks.
9. Appropriate clothing for weather and work gloves should be worn.
10. Please report any broken or damaged equipment.
11. All participants are to follow all park policies set by the Elmhurst Park District.
12. Have FUN in the park!

The Director of Parks can be reached at dpayne@epd.org.





Elmhurst Park District Adopt-A-Park Application

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

GROUP CONTACT PERSON: _____
(must be at least 18 years old)

TITLE OR POSITION: _____

EMAIL ADDRESS: _____

PHONE NUMBER: _____

MAILING ADDRESS: _____

ESTIMATED NUMBER OF PARTICIPANTS: _____

PREFERRED ADOPTION SITE/PARK: _____

SECONDARY ADOPTION SITE/PARK: _____

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 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.
- I understand 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.
- I understand that the Director of Parks will make the final determination as to whether a group can participate and the final park assignment.
- I understand the Director of Parks will also have the authority to remove groups from the program if they do not uphold the guidelines of the Adopt-A-Park Program.
- I understand this is an application for the Adopt-A-Park Program and the Director of Parks will contact me to finalize an agreement.

SIGNATURE: _____ DATE: _____

Please email completed applications to the Director of Parks at dpayne@epd.org for review.