

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. 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. Each group is also 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.

## **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 is our Community Events & Development Supervisor, Pat O'Neill, and she can be reach at (630) 993-8924 or [poneill@epd.org](mailto:poneill@epd.org)

## **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](http://www.epd.org), to be downloaded or you can pick one up at the Park District Administration Office, 375 W. First Street. After application review, a park will be assigned to your group (you can request a specific park if you would like and we will check on its availability).

## **What are program benefits?**

M:\Adopt a Park\2019\What is the Adopt-A-Park Program.doc

- 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. Parks will be assigned to groups on a first-come, first-serve basis. If you would like to request a specific park, let us know and we'll check availability.
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 Supervisor at the Administration 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 Spring Cleaning Day on April 21, 2018 (Earth Day weekend), which all Adopt-A-Park participants will be involved in. Park Ambassadors and the Park Maintenance Supervisor will be available at those times 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.
10. If you notice a park patron looking for a recycling bin, you can inform them about the Park District's new recycling program.
11. Please ask pet owners to keep their animals on a leash while in the park.
12. Please report any broken or damaged equipment.
13. All participants are to follow all park policies set by the Elmhurst Park District.
14. Have FUN in the park!!!!

**The Community Events & Development Supervisor can be reached at (630) 993-8924 or emailed at [poneill@epd.org](mailto:poneill@epd.org). The Park Ambassador Supervisor is Jim Doherty and 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) 1<sup>st</sup> choice \_\_\_\_\_  
2<sup>nd</sup> 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 Community Events & Development Manager will contact me to finalize an agreement. In addition, I understand that the Community Events & Development Manager will make the final determination as to whether a group can participate and the final park assignment. I understand the Community Events & Development Manager 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 \_\_\_\_\_