



City of Ormond Beach Adopt-A-Park Program

A Community Partnership Opportunity

Available through the
City of Ormond Beach
Leisure Services Department
399 N US #1
Ormond Beach, FL 32174
386/676-3277



City of Ormond Beach Adopt-A-Park Program

Purpose

The City of Ormond Beach Adopt-A-Park Program will improve and enhance parks through community involvement and citizen partnerships. By participating, local organizations, civic and church groups, scout troops, businesses, schools, neighborhood families and individuals can take an active role in beautification of our community and support of the City's park system. The City of Ormond Beach and its citizens receive the benefit of a litter-free, attractive environment and the adopting groups receive recognition for their involvement.

General Information

The Adopt-a-Park program allows a group of individuals from the community to adopt a specific park or specified location in a larger park to maintain, clean up through debris and litter removal at least 1 time per month. The Leisure Services Department will provide latex gloves, trash bags and collection of the litter bags after the clean up. The department will also erect a sign recognizing the adoptive group at the park.

The Leisure Services Department will identify specific parks to be a part of the Adopt-a-Park program. Some city parks may be excluded from this list due to safety, economics, logistics, or other issues specific to park properties, including undeveloped parks. Large parks may have specific areas designated for clean-up efforts. A maximum number of groups that can adopt one park may be designated due to size, usage, or other issues specific to a park.

Groups from the community are invited to participate in the program. Groups must have at least six adult individuals to be qualified for the program, and may include children as long as they are supervised.

Areas to Adopt

Groups can adopt the entire park, trail or a particular area in a park, including:

- Playgrounds
- Exercise Courses
- Courts
- Trails
- Open Spaces

Minimum Commitment

We ask for a minimum commitment of one year of service to your adopted park. We also ask that volunteers perform the following routine tasks at their location a minimum of once a month. The special maintenance projects can be arranged a few times a year by working with your Leisure Services contact.

Routine Maintenance

- Collect trash throughout park area. Walk field/grass areas keeping an eye out for foreign materials, especially glass.
- Check for and remove weeds and grasses from all shrub beds and tree rings.
- Level and/or reset mulch in shrub beds and tree rings as necessary.
- Check all paintable surfaces for graffiti and report to Leisure Services contact.
- Clean debris from any parking areas and curb lines.
- Check and pick up any pet waste from grass surfaces.
- Rake and collect leaves and pine needles.
- Clean/sweep debris from sidewalks and play court surfaces.
- Rake and level mulch and sand surfaces in playgrounds, paying particular attention to leveling areas beneath swings, slide landing zones and other play structures. Keep an eye out for broken glass and remove safely.
- Check playground structures and any benches or picnic tables for loose or missing nuts and bolts, loose platforms or other damaged or missing pieces or parts. Report any findings to Leisure Services Maintenance contact.
- Check turf areas, shrub beds and flower beds for holes that might indicate a broken irrigation pipe or sprinkler head. Report any findings to Leisure Services Maintenance contact.
- Follow all Leisure Services Department policies, procedures and safety guidelines

Special Maintenance – To be coordinated through Leisure Services contact:

- Re-mulch shrub beds and tree rings.
- Create new tree rings.
- Painting/staining projects as applicable per park.
- Till playground sand.
- Replenish playground sand.
- Replenish playground mulch.
- Clean up edging debris.
- Trees and shrub replacement projects.

Recognition

In exchange for performing work in the park as part of the Adopt-A-Park Program, signs of recognition will be posted at the park or adopted site with the adopting group's name and/or logo on it.

The signs shall be subject to the following:

- **24"w x 18"h** in size. City and Adopter may agree to a smaller size.
- Constructed of materials determined suitable by Leisure Services Department.
- Subject to City's architectural and design standards, and any criteria established by City Leisure Services Department.
- Include Adopter's name and/or logo, as desired by Adopter.
- Placed so as to be visible to the public to the maximum extent practical.





**City of Ormond Beach
Adopt-A-Park Program**

GROUP APPLICATION FORM

Park Name: _____ Application Date: _____

Area Interested in Maintaining: _____

Adopting Organization: _____

Group Contact Person: _____

Contact Mailing Address: _____ City _____ State _____ Zip _____

Phone (day) _____ Phone (eve) _____ E-mail _____

Adopt-A-Park Committee Members: _____

Please indicate exactly how you wish your organization's name to be printed on the Adopt-A-Park recognition sign to be placed at the adopted park:

Please list your group's goals for your Adopted Park: _____

- Scope of Work to be done: _____
- Total Weekly Hours: _____

Please return this completed form to:

**City of Ormond Beach
Leisure Services Department
399 N. US #1
Ormond Beach, FL 32174**

Please Note: All applications must be approved by the City of Ormond Beach Leisure Services Department. The Department reserves the right to accept or reject applications for any reason in its best interest. Accepted applicants will receive a confirmation letter.

Thank you for your interest in our Adopt-A-Park Program.



City of Ormond Beach Adopt-A-Park Program

Organizing a Clean-Up Project

- Designate a Group Leader to be the primary contact; other members may assist with coordination
- Designate a place to meet before cleanup begins to give instructions and to distribute trash bags
- Review safety guidelines below with all participants. Group leader should bring a First Aid Kit!
- Invite participants to bring their own gloves. Rakes and shovels are also useful for weeds/debris
- Make arrangements for the trash bags to be collected or disposed of properly; if recyclable materials are kept separate, take it home or to a recycling collection site as appropriate
- Return a Volunteer Work Report after each project to record hours and report maintenance needs

Safety Guidelines

- Determine who is responsible for supervising any child participants, away from busy or unsafe areas
- Use the Group Leader's first aid kit for minor scrapes or cuts; call 911 immediately to request assistance for any serious injury, or to report any suspicious or illegal activity present in the area.
- Wear sunscreen and a hat for sun protection; wear gloves at all times during the cleanup project (leather gloves recommended; latex or plastic OK for light pickup)
- Boots or sturdy closed-toe shoes are required (**absolutely NO open-toed shoes or sandals**)

- Drink water/hydrating beverages often; avoid caffeinated drinks; alcohol and all other impairing substances are strictly prohibited and volunteers may not be under the influence when volunteering.
- Stay with your group in the designated cleanup boundaries. Stay out of storm drains and culverts, and other hazardous structures. Don't trespass on private property or neighbors' yards.
- Be cautious when working around construction debris, cactus, insects, wildlife, steep slopes and sharp rocks. Immediately report potentially unsafe or dangerous situations to the Group Leader.
- Ask participants to return to the designated meeting place at the end of the cleanup to report problems or area maintenance concerns to Group Leader; supervise children at all times.
- Under no circumstances should you pick up any of the following items: hypodermic needles, medical waste, condoms, chemicals, dead animals and any other extreme and immediate safety and health hazards. Please alert group leader and others in the area immediately for these items! Report to Leisure Services Department on volunteer report, for additional follow-up.
- Call 911 for removal of hypodermic needles, medical waste, condoms, chemicals, dead animals & other extreme & immediate safety & health hazards; other sharp items such as broken glass may be collected with a broom/pan or shovel by an adult, or notify us of location.