

Adopt-A-Park

Program Handbook



Adopt-A-Park

City of Racine Parks, Recreation & Culutral Services

800 Center St., Rm 127, Racine, WI 53403

(262)636-9459

Cityofracine.org/parksrec

facebook.com/RPRCS

WELCOME!

Thank you for your interest in the City of Racine Parks, Recreation and Cultural Services Adopt-A-Park Program. With your help we will continue to make Racine a great place to live, work and play!



The Adopt-A-Park program is designed to build vibrant communities by connecting volunteers with City parks. It encourages community involvement in maintaining and beautifying our City as it instills a sense of pride through volunteerism. A key benefit of the Adopt-A-Park program is the creation of a safe, clean and well-maintained environment for all to enjoy!

The program encourages the participation of leagues, businesses, schools, churches, local service groups, sports associations, youth organizations, individuals, etc., to perform various tasks; such as, litter pick-up, maintain flower beds, painting, spreading playground mulch, and other approved duties on a regularly-scheduled basis from date of signed agreement through the end of the calendar year.

The PRCS department consists of a large park system which requires continual maintenance and upkeep to over 106 parks that provide open space and recreation areas. Our department believes that the success of its parks depends on the support, assistance, advocacy and enthusiasm of the public. Through the Adopt-A-Park Program, we seek to find the best practices and strategies to work together to enhance the community.



CITY OF RACINE PARKS, RECREATION & CULTURAL SERVICES ADOPT-A-PARK



EXPECTATIONS OF INDIVIDUAL, GROUP OR ORGANIZATION

- Adopt-a-Park participants are expected to sign at minimum one-year commitment with the City of Racine Parks, Recreation & Cultural Services Department. If acceptable to both parties, the volunteer organization or individual may renew the commitment for additional years.
- Once a month volunteers are asked to enter the park and do a walkthrough. The purpose of a walkthrough is to identify damage, vandalism, or other things that need to be addressed by the PRCS Department. A form will be available for you to report what you found during your walkthrough.
- The Volunteer Organization may elect to clean their adopted park on a quarterly, bi-monthly, or monthly basis. Please include: Earth Day (April), Arbor Day (April) and Make-A-Difference Day (October) as you plan.
- Other projects; such as, planting flowers, adding mulch, maintaining trails, painting, and other maintenance may be completed with prior approval from the City of Racine PRCS Department.
- For volunteer groups that are unable to commit to a yearly contract, one-time events are also available. One-time events are perfect for groups that still want to do their part, but are unable or not interested in officially adopting a park.
- Each volunteer group will designate a group supervisor to be the contact person. The Group Supervisor will complete the Adopt-A-Park agreement and ensure each volunteer signs a waiver of liability-hold harmless agreement before any volunteer work is done.

GUIDELINES

- Parks are adopted on a first-come, first-serve basis. A list of the adoptable parks is provided within the handbook. If you would like to request an area to adopt that's not listed, please contact the Adopt-A-Park Coordinator. PRCS office hours are Monday through Friday 8 a.m. to 4:55 p.m.
- Any group containing personnel under 18 years of age must have adequate adult supervision. A minimum ration of one adult for each five (5) persons under 18 years of age is required.
- Group supervisor must contact the Adopt-A-Park Coordinator at least two (2) weeks prior to conducting a cleanup.
- All participants are required to read and sign the safety/liability & waiver release.
- Program participants will not be allowed to operate City owned, heavy equipment or specialized tools.
- Group supervisors are responsible for conducting safety briefings for all participants prior to each clean-up event.



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SAFETY DO'S

- ✓ DO make sure all participants are familiar with the safety recommendations.
- ✓ DO assign one volunteer as a safety coordinator who oversees other volunteers to ensure that work is conducted in a safe manner, paying special attention to participating children.
- ✓ DO wear clothing which is appropriate for the work associated with the Program, such as long pants, shirts with long sleeves when possible, hard-soled protective shoes preferred, closed toed shoes at minimum, gloves, hats as needed, insect repellent recommended, and plenty of water for all attendees.
- ✓ DO dress appropriately for the weather and take breaks on a regular basis.
- ✓ DO work only when weather is fair and in the daylight.
- ✓ DO be aware of your physical condition and refrain from doing any activities beyond your capabilities.
- ✓ DO watch and take precautions for: Snakes, other animals and insects, glass, barbed wire, pipes and debris with sharp or rusted edges, unexpected holes or ditches
- ✓ DO be aware of traffic on adjacent roads and driveways.
- ✓ DO be aware of other users of the park, pedestrian, or bicyclists that may be in the area.
- ✓ DO postpone or stop clean-up immediately if rain, lightning or strong winds are present.
- ✓ DO leave dead animals' onsite and report immediately to PRCS.

SAFETY DON'TS

- ✓ DON'T step into a roadway for any reason.
- ✓ DON'T pick up litter or debris on a roadway surface, close to the edge of the road or riverbank.
- ✓ DON'T park vehicles in "No Parking" areas.
- ✓ DON'T play around or do anything to distract passing drivers.
- ✓ DON'T bring pets to the cleanup site.
- ✓ DON'T leave children or pets in the car while participating in the program.
- ✓ DON'T pick up any materials that can be hazardous to your health. Please notify the PRCS Department right-way.
- ✓ DON'T use or bring your own power tools and motor-driven equipment unless you have been preauthorized to do so by the City of Racine PRCS Department.

******These recommendations are not all inclusive. Take all precautions necessary to avoid accidents, including having a least one (1) working cellular telephone onsite and know the emergency numbers. ******



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PROGRAM DETAILS

Program	Description of Duties	Frequency	City Provided	Parks
Litter Pick-up	Pick up and disposal of litter	3 times (minimum) 4/15 to 10/15	Bags, litter pickers	All
Flower Beds	Weeding Disposal of litter	4/15 to 10/15 as needed	Bags	Varies
Planting Beds	Planting beds Weeding Disposal of litter	5/1 – Sept as needed or provided by Community Garden partners	Bags	Varies
Invasive species removal	Buck Thorn Garlic Mustard, etc.	Varies (Preapproval needed from the Health Dept.)	Bags, litter pickers	North Beach Colonial

GETTING STARTED

Please complete the enclosed application form and indicate which area your group is interested in adopting. Read carefully the expectations, guidelines and safety tips.

Once your application has been completed, please mail or email it to the following:

City of Racine Parks, Recreation & Cultural Services
C/o Adopt-A-Park Coordinator
800 Center St., RM 127
Racine, WI 53403
Jaimie.kirkwood@cityofracine.org

When your application is approved, an Adopt-A-Park agreement will be sent to you for signature. You are required to hold the City of Racine harmless for injuries or property damage arising from any negligent action or nonconformance with the safety requirements.

Upon receipt of the signed agreement, a Certificate of Adoption will be mailed and your group may begin caring for your designated area(s). Thank you for caring about your city enough to volunteer your time and energy, both of which are precious resources.



CITY OF RACINE PARKS, RECREATION & CULTURAL SERVICES ADOPT-A-PARK



List of Adoptable Parks

Name of Park	Address
Barbee Park	215 North Memorial Dr
Brose Park	104 Luedtke Ave
Carlson Park	3800 N Main St
Carre-Hogle Park	1729 Main St
Case-Harmon Park	2724 Hamilton Ave
Clayton Park	1843 Clayton Ave
Colonial Park	2300 W High St
DeKoven Woods Park	525 De Koven Avenue
Dr. Hamilton Park	1774 Howe Street
Erskine Park	2800 Washington Avenue
Grand Park	1651 Grand Ave
Greencrest Park	3234 Drexel
Hagerer Park	708 Hagerer St
Hantschel Park	5400 Byrd Ave
Harvey Park	441 Blaine Ave
Humble Park	2218 Blaine Ave
Island Park	1700 Liberty St
Lakeview Park	201 Goold St
Lincoln Park	2200 Dominak Dr
Lockwood Park	4300 Graceland Blvd.
Marino Park	1949 Albert St
Matson Park	1110 South St
N. Owen Davies Park	1700 West Blvd
Pershing Park	800 Pershing Dr
Randolph Park	533 Randolph St
Riverside Park	110 Riverside Dr
Robert Heck Park	2914 Donna Ave
Samuel Myers Park	1 Eleventh St
Solbraa Park	3825 Sixteenth St
West Park	901 Park Ave

Please contact the PRCS Department for up-to-date availability of adoptable parks. Thank you!



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Frequently Asked Questions

WHAT IS ADOPT-A-PARK?

Adopt-A-Park is a program for families, groups, organizations, businesses, etc. who would like to help keep City of Racine parks clean and attractive for all to enjoy. By participating in the program, you will play a vital role in maintaining our parks as a source of pride and enjoyment for the community.

IS THERE A FEE?

There is no fee required.

HOW MAY GROUPS ADOPT-A-PARK?

Everyone is invited and encouraged to participate in the program to help maintain our parks! Complete the Adopt-A-Park application and submit to the appropriate personnel.

Applications are available online at www.cityofracine.org or at the City of Racine Parks, Recreation & Cultural Services Department, 800 Center St. RM 127, Racine, WI 53403

You may also call us at (262)636-9459 or (262)636-9131 and we will send you an application.

HOW DO WE GET GARBAGE BAGS FOR OUR PARK PROJECT?

Contact Jaimie to make arrangements to pick up garbage bags and pickers for your activities.

City of Racine Parks, Recreation & Cultural Services
800 Center St. RM 127, Racine WI 53403
Monday – Friday 8 a.m. to 4:55 p.m.
Phone: (262)636-9459
E-mail: Jaimie.kirkwood@cityofracine.org



City of Racine
Parks, Recreation & Cultural Services
ADOPT-A-PARK APPLICATION

Organization/Group/Individual Name: _____
(Name on the Adopt-A-Park sign will appear as written on this line.)

Contact Person: _____ Title/Position: _____

Address (City, State, Zip): _____

Phone #: _____ Fax #: _____ E-mail: _____

Best time to contact you? ☐ Morning ☐ Afternoon ☐ Evening Estimated # of volunteers: _____

Participants are a(n): ☐ Individual ☐ Organization ☐ Group _____

Program List: ☐ Litter pick-up ☐ Weeding ☐ Mulch ☐ Flower/Planting Beds ☐ Invasive Species Removal

Park Requested for Adoption: _____

2nd Choice: _____ 3rd Choice: _____

Please supply us with a brief description of activities you, your group or organization would like to perform as part of the Adopt-A-Park Program.

STATEMENT OF AGREEMENT:

As a representative of this family, group or organization, I have read and agree to follow the policies, regulations and safety guidelines of the City of Racine's Parks Recreation & Cultural Services Adopt-A-Park Program. I agree to ensure all members of this group have signed a City of Racine PRCS Volunteer Waiver and Hold Harmless agreement and all minors participating have a waiver signed by a parent/guardian. I agree to notify the PRCS Department of any changes in the contact or contract information. I understand a City PRCS representative will contact me to finalize an agreement. We have also provided a letter of support and understanding from the organization/group President/Director stating that the organization/group will be participating in the City of Racine Parks, Recreation & Cultural Services Adopt-A-Park Program.

I understand the City of Racine PRCS Adopt-A-Park Coordinator will make the final determination as to whether a family, group or organization can participate and the final adoption location.

Signature

Date

FOR OFFICE USE ONLY

Date application received: _____ Processing PRCS Rep Initials: _____

Assigned Location: _____ Adoption Dates: From: _____ To: _____

New Signs: ☐ Yes ☐ No Date ordered: _____ Date installed: _____ Date of 1st project: _____

Special notes:



City of Racine Parks, Recreation & Cultural Services **ADOPT-A-PARK** **Waiver of Liability & Photo Release Form**

After this form is signed it will be valid until the City of Racine Parks, Recreation & Cultural Services Adopt-A-Park Program receives, in writing, notification that you wish to no longer grant permission for your image.

Adopt-A-Park Location: _____ Date(s) of Event: _____

Group Supervisor Information:

Name: _____ Phone #: _____ E-mail: _____

In consideration for being permitted to perform the described activities, the undersigned Volunteer agrees to release, indemnify and hold harmless the City of Racine, its departments, elected officials, officers, agents, employees and volunteers for any costs (without limit), damages, expenses or liability for personal injuries, bodily injuries, sickness, disease, death, property damage, or lost wages which arise in whole or in part out of or are in any manner connected with the below-described activities without regard to whose negligence caused the costs, damages, expenses or liability.

Volunteer acknowledges that Community Service is not related to, arising from, or incidental to employment with the City of Racine for any purpose.

Volunteer understands that he/she may be exposed to: **1)** adverse weather conditions and is solely responsible for appropriate clothing; **2)** regulation and non-regulation equipment or devices that may be hazardous when handled by careless or inexperienced persons; **3)** competitive/aggressive spectators resulting in verbal or physical confrontation; **4)** moving equipment and devices resulting in eye injuries, facial injuries, bruises, broken bones, muscular sprains and strains, and stress to the nervous system, skeletal system, circulatory system and respiratory system; and **5)** facilities, vehicles, equipment and devices that are subject to "wear and tear" malfunctions or design problems.

It is further understood that the described activity is not monitored or controlled by professionals; equipment and devices used may cause injuries to participants; and some activities carry inherent risk of bodily injuries, death or property damage.

The undersigned, an adult resident of the State of Wisconsin, hereby agrees that the City of Racine, its departments, officers, agents, and employees may take and use photographs of myself, or my minor children, during my visits to a Parks Department facility and open park space.

I hereby acknowledge that the City will use any and all photographs for promotional purposes, and that I shall not receive any monetary compensation or other consideration in exchange for the use of said photographs. Further, I acknowledge that all photographs are the property of the City of Racine and failure to return this release form within ten (10) days from the date of distribution will constitute approval of the above requests.

I have read this waiver of liability and photo release, fully understand its terms, and understand that I have given up substantial rights by signing it.

Volunteer Information (please print legibly):

Name: _____ Age: _____ Grade: _____ School: _____

Address: _____ City, State, Zip: _____ Phone number: _____

Signature: _____ Date: _____ E-mail: _____

If the volunteer is a minor, parent please complete the below information:

Name: _____ Phone: _____ E-mail: _____

Signature of parent/guardian: _____ Date: _____