



Welcome, Adopt-A-Park Volunteer!

West Linn Parks and Recreation established the Adopt-A-Park Program so that community groups can aid us in ensuring parks, trails and facilities are clean, green, and fun.

Volunteers assume responsibility for an adopted park and agree to participate in park improvements a minimum of four (4) times a year, for a one-year period.

Benefits

Groups and organizations volunteer for a variety of reasons. Some wish to give back to the community in which they reside, some desire to make a difference to the people around them. For others, volunteer work provides an opportunity to develop new skills or build on existing experiences and knowledge.

Frequently Asked Questions:

Q: What are the minimum or maximum group sizes?

A: There are no minimums or maximums. Groups of all sizes can be accommodated.

Q: What duties might I be asked to perform?

• A: Typical park projects may include:

Park Maintenance

- Removing litter
- Performing light landscaping work
 - Mulching
 - Weeding
- Planting and watering of flowers, shrubs, and trees
- Painting and minor repair of equipment
- Removing graffiti
- Completing park projects by citizens with specific skills
- Conducting quarterly projects/clean-ups

Trail Maintenance

- Maintaining the trail surface to be free of loose rocks, limbs, and other debris
- Pruning small limbs from the trail corridors
- Cleaning water bars and drainage ditches
- Clearing debris from benches, bridges, stairs and viewing structures
- Litter clean-up
- Maintaining the trailhead area, including parking lot, bulletin

boards, and trailhead signs

Q: How many hours does my group need to work?

A: Groups are required to perform a total of 40 hours of service, per quarter:

Quarter 1: July – September
Quarter 2: October – December
Quarter 3: January – March
Quarter 4 – April - June

School groups, or other group's active less than twelve months per year, may request a revised schedule as long as the total number of hours worked meets or exceeds 160 hours in a 12 month period.

Q: Who can Adopt-a-Park?

A: Any civic-minded group can submit an application. Garden clubs, scouting groups, student or sport organizations, and homeowners associations are just a few examples.

Adopting a Park is easy!

1. Complete an Adopt-A-Park Volunteer Application Form
2. Identify the park or trail you would like to adopt.
3. Meet with the Site Supervisor at this park/trail to discuss how you can help.
4. Application packets will be reviewed and approved by the West Linn Parks and Recreation Department.

Expectations

If your group is approved to participate in the Adopt-A-Park program, all members of your group, including chaperones, must sign in at all events. We ask that the Group Leader keep the Volunteer Sign in Sheets for each event and a copy be returned to the City of West Linn Parks & Recreation Department.

As part of our team, we ask your group/organization to represent the best of West Linn by:

- Abiding by all park rules and ordinances.
- Notifying staff, in writing, if you wish to discontinue your adoption.
- Returning all supplies upon completion of tasks/duties.
- Wearing appropriate attire for park clean-up/projects (closed toe-shoes, etc.).
- Wearing mandated safety equipment, as required.
- Sign in and out on the *Volunteer Sign In/Out* form when hours are worked; forms are retained at the Parks & Recreation Department.

- Reporting any hazardous materials: DO NOT pick-up hazardous or dangerous items up.
- Immediately reporting all accidents involving injury or equipment damage to park staff.
- Supervising volunteers under 18 years of age. One adult supervisor per six youth is required at all times.

The minimum age for unchaperoned volunteers is 18. If a child under the age of 18 would like to volunteer with your group, they must be accompanied by a responsible adult at all times during their volunteer work. A ratio of one adult per six youth is required.

Rewards

Recognition

- After one Quarter of continuous service, the individual or group will be recognized on the Parks and Recreation website.
- After two Quarters of volunteer service (6 months), an Adopt-A-Park sign will be displayed, listing your group/organization, at the park site. (if desired)
 - This sign will be displayed as long as there is consecutive service.
 - If there is a quarterly lapse in service, the sign will be removed until another quarter of service has been completed.
- After one year (or one school year) of adoption, the group or individual will be invited to a special presentation before the Parks & Recreation Advisory Board.
- Volunteer service hours are available for students for their participation.

Thank you!

Please call 503-557-4700 if you have questions or comments on any aspect of your work. Together, we will be a great team for our community! Our sincere thanks for your assistance