



RAPID CITY PARKS AND RECREATION

ADOPT-A-PARK PROGRAM

PARKS AND RECREATION DEPARTMENT 515 WEST BLVD, RAPID CITY, SD 57701 605.394.4175 FAX 605.394.5307

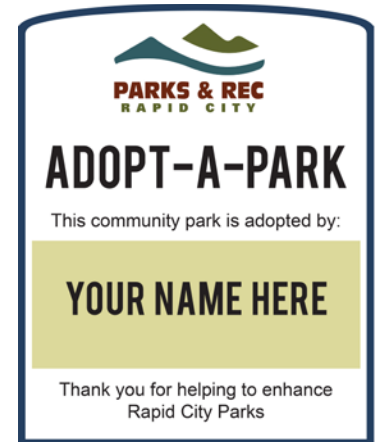
About Adopt-A-Park

The Rapid City Department of Parks and Recreation developed the Adopt-A-Park Program to give citizens an opportunity to volunteer in our city parks. Volunteer time spent doing upkeep, cleaning, maintenance and beautification helps to provide a safer, more beautiful park experience for the entire community.

The City of Rapid City's Adopt-A-Park program creates a powerful partnership between the citizens of Rapid City and the Parks and Recreation Department. This partnership allows valuable communication and feedback which results in cleaner, safer and more user friendly parks in the community.

Program Guidelines:

- Parks are adopted on a first-come, first serve basis.
- More than one group or individual may adopt the same park depending on its size and the types of projects and maintenance that are needed at that location. While the Parks Division will do its best to match groups to the park/area they are most interested in, final placement decisions are determined by the Department of Parks and Recreation.
- All volunteers under age 18 must be supervised by a responsible adult.
- The City's Parks and Recreation Department will create a sign identifying the volunteers/group which will be placed in their adopted park as recognition of their time, effort and dedication to keeping Rapid City's parks clean and safe. Signs will be placed after volunteers have completed their year-long adoption.



How the Program Works

Interested groups or individuals should fill out an Adopt-a-Park Application and submit it to the Rapid City Parks Division. They will then meet with a representative of the Parks and Recreation Department to discuss the area to be adopted and the expectations from the City and the volunteers.

We'd Like to Adopt-a-Park – What's Next?

1. Group supervisor will fill out an Adopt-a-Park application.
2. Your application will be reviewed by staff at the Parks and Recreation Department and staff will contact you when your application is approved. **Be aware that you cannot perform any activities in the parks without an approved application.**
3. Following approval, the City will sign the application and the group supervisor will be asked to submit liability forms for each volunteer interested in participating. Volunteers under 18 years of age must have their liability form signed by a parent or legal guardian.

4. When the application and all liability waivers have been submitted to the City, a copy of the signed application will be mailed to you, at which time your group has officially adopted the park listed!
5. Gather your volunteers for your workday(s). It is the responsibility of the group supervisor to schedule cleanup dates. It is also the responsibility of the group supervisor to ensure that each month at least one volunteer enters the park and completes a walk-through.
6. Please schedule all volunteer activities at least seven days in advance to allow the Parks Department time to schedule dropping off supplies at the worksite, or for a volunteer to pick up supplies at the Park and Recreation Office.
7. You work in the parks! All volunteers should sign the Volunteer Sign-In Sheet and record the number of hours worked and tasks performed (forms provided). It is the responsibility of the group supervisor to submit these forms to the Parks Division.

City of Rapid City Agrees to be Responsible for:

- Approving the size and scope of any projects to be undertaken by the volunteer group.
- Providing trash bags for use during park clean up days.
- Disposing of garbage and brush collected by volunteers during park clean up.
- Posting recognition on the City's website.

Volunteers Agree to be Responsible for:

- Providing supervision of individuals to maintain designated area.
- Reporting signs of vandalism or broken equipment to the Parks Division.
- Contacting the Parks Division at least one week in advance to schedule a clean-up date.
- Identifying in writing the projects the group desires to complete as well as equipment and supplies needed.
- Receiving approval from the Parks Division before undertaking a project involving the beautification or maintenance of any park.
- Returning any equipment or unused supplies provided by the Parks Division.

Possible Tasks Associated with the Adopt-a-Park Program:

- | | |
|---|---------------------------------------|
| ▪ Pickup trash & debris | ▪ General park maintenance |
| ▪ Clean and rake under large trees | ▪ Mulching |
| ▪ Sweep parking lots, sidewalks & picnic shelters | ▪ Clean out fireplaces and BBQ grills |
| ▪ Cut and remove weeds | ▪ Other projects as agreed upon |
| ▪ Painting | |
| ▪ Replenish wood chips under play equipment | |
| ▪ Replace basketball hoop nets | |

Parks Available for Adoption:

- | | | |
|---------------------------|----------------------------|---------------------------|
| ▪ Braeburn Off-Leash Area | ▪ Jackson Park | ▪ Scott Mallow Park |
| ▪ Bike Skills Park | ▪ Knollwood Off-Leash Area | ▪ Sioux Park |
| ▪ Canyon Lake Park | ▪ Legion Park | ▪ Skyline Wilderness Area |
| ▪ Centennial Park | ▪ Mary Hall Park | ▪ Steele Ave. Park |
| ▪ Chuck Lien Park | ▪ Memorial Park | ▪ Vickie Powers Park |
| ▪ Cliffside Park | ▪ Parkview Park | ▪ Thomson Park |

- College Park
- Dinosaur Park
- Founders Park
- Halley Park
- Horace Mann Park
- Quarry Park
- Promenade/Legacy Commons
- Red Rock Meadows Park
- Robbinsdale Park
- Roosevelt Park
- Wilderness Park
- Willow Park
- Wilson Park

Safety Guidelines:

- Bring work gloves, closed-toed shoes or boots and wear light colored clothing and long pants.
- Bring sunscreen and apply it regularly to prevent sunburn. Hats and sunglasses are also recommended.
- Beware of bees, poison ivy, poison oak and other irritants. Avoid bites by wearing insect repellent.
- Do not over-exert yourself; take breaks and drink plenty of liquids. Be sure to bring water with you as not all parks have water available.
- Work during daylight hours and within the park's posted hours unless permission is given by the City to work off hours.
- Do not use or bring your own power tools or motor driven equipment unless you have been preauthorized and trained to do so by the City's Parks and Recreation Department.
- Postpone or stop clean-up immediately if rain, lightning or strong winds are present.
- Leave dead animals on site and report them to the Parks Department.
- Do not pick up materials you suspect might be hazardous, such as needles or drug paraphernalia. Report suspect materials to the Rapid City Police Dept. immediately through their dispatch line (605) 394-4131.
- Do not bring pets, or leave pets in the car, while you volunteer in the park.



ADOPT-A-PARK PROGRAM
PROGRAM APPLICATION

PARKS AND RECREATION DEPARTMENT 515 WEST BLVD, RAPID CITY, SD 57701 605.394.4175 FAX 605.394.5307

Name of Organization: _____

Address: _____

Contact Person: _____

Telephone: Home _____ Cell _____ Email: _____

Purpose of Organization: _____

Park you wish to adopt: _____

Approximate number of people participating in the Program: _____

Authorized Representative of Organization

Date

Parks and Recreation Representative

Date



**ADOPT A PARK PROGRAM
VOLUNTEER SIGN-IN SHEET**

PARKS AND RECREATION DEPARTMENT 515 WEST BLVD, RAPID CITY, SD 57701 605.394.4175 FAX 605.394.5307

Date: _____ Time: _____

Location: _____

Please record the names of all volunteers who worked on this date and location. They will be recorded by the City for workman's compensation insurance purposes. Also, each volunteer must fill out a Liability Release Form which will be kept on file at the Department of Parks and Recreation.

To the best of your ability, please record the number of hours worked by each volunteer. The Department of Parks and Recreation will use this information for reporting and other purposes. THANK YOU for your time and effort in helping keep our park system beautiful!

	Volunteer Name	Completed Release Form?	Total Hours Worked
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			