

Chanute Adopt-A-Park Program Guidelines

MISSION:

To provide groups, organizations, churches, businesses and individuals with opportunities to beautify, maintain and improve Chanute parks, public spaces and green spaces.

PROGRAM GUIDELINES:

- The adoption period is for one year and is renewable at the request of the entity/individual.
- The adopting organization must complete a minimum of three work days a year at its adopted park.
- A signed agreement must be in place and a safety orientation must be conducted before any work can be undertaken.
- All activities need to be approved by and coordinated with the City of Chanute Parks Department. In addition, the city's Parks Advisory Board will review all project applications.
- The adopting entity/individual must complete a minimum of three work days per year at the adopted area, unless it is a single, annual or special project.
- If the adopting entity/individual has not conducted a work day at the end of the first six-month period, the agreement will be cancelled and any signs designating the adopting entity/individual will be removed.
- Each entity/individual must designate a representative to act as a liaison with the City of Chanute Parks Department and the Parks Advisory Board.
- A meeting must be conducted prior to each work day with the liaison and the City of Chanute Park's Supervisor to discuss needed materials, equipment and supplies. A representative of the Parks Advisory Board should attend this meeting if possible. At this meeting a formalized Agreement will be signed by all parties.
- The necessary supplies for the maintenance project will be discussed with the Parks Department by the organization. As much as possible, donations will be requested to accomplish the projects. It is understood that not all projects can be accomplished due to budget restraints. Volunteers are encouraged to bring their own equipments, such as rakes and paintbrushes, to all projects.
- Any fundraising done outside of the funds provided by the adopting entity/individual must be coordinated with the City of Chanute Parks Department and the Parks Advisory Board.

- The City of Chanute Parks Department will have the final decision on any projects.
- Organizations that install plantings are responsible for the maintenance of the plantings during the time of the agreement.
- Upon completion of a work date, contact person must call the Parks Department with the following information:
 - number of volunteers participating in the work day
 - the names of the participants.
 - number of hours volunteered by each participant, including planning time.
 - description of the work completed.

RESPONSIBILITIES OF THE PARK DEPARTMENT:

- Approve all plans and work activities.
- Adequately fund the Adopt-A-Park Program. However, it should be understood that not all projects can be funded due to budget restraints.
- Erect an Adopt-A-Park sign at the park to provide public recognition of the adopting entity/individual.
- Work to provide media coverage for the Adopt-A-Park Program and to recognize participating entities/individuals.
- Upon successful completion of the project, provide recognition by the City of Chanute for the entity/individual.

Chanute Adopt-A-Park Program Safety Guidelines

All participants should be advised of the following safety recommendations during Adopt-A-Park projects:

- All projects must begin with a review of safety procedures. The project leader(s) will be deemed the safety coordinator(s) for the project.
- Wear sunscreen and a hat for sun protection. Use insect repellent as you deem appropriate.
- Wear leather work gloves or latex gloves at all times.
- Wear boots or closed-toe shoes. Otherwise, dress appropriately for the weather and the work you will be doing.
- Drink water or other liquids often. Alcoholic beverages are prohibited.
- Take breaks on a regular basis.
- Be aware of your physical condition and refrain from doing any activities beyond your capabilities.
- Use caution when working along public streets. Work facing oncoming traffic.
- Stay within your designated project boundaries. Stay out of storm drains and culverts and other hazardous structures.
- Don't trespass on private property or neighbors' yards.
- Be careful when working around construction debris, cactus, insects, steep slopes and sharp rocks. Be aware of your surroundings at all times.
- **Supervise Children at All Times.** Participants under 18 years of age must be accompanied and supervised by an adult **at all times**. Pets are not permitted at projects.
- Under no circumstances should you pick up any of the following items. Please alert your group leader and others in the area immediately for these items!
 - Hypodermic needles, medical waste, or condoms
 - Chemical containers
 - Dead animals
 - Sharp items (broken glass may be swept up with a broom/pan)

Have a FIRST AID KIT on hand for small emergencies.

Call 911 IMMEDIATELY if anyone is seriously injured.

Chanute Adopt-A-Park Program Budget Information

- While the City of Chanute has budgeted for the Adopt-A-Park Program, not all projects will be able to be accomplished through this limited funding.
- Adopting entities/individuals are encouraged to provide their own funding for their projects. Volunteers are encouraged to bring their own supplies, such as rakes, paintbrushes and gloves.
- Donations can be requested to assist with projects. However, all project fundraising outside of the adopting entity or the adopting individual's own circle, must be coordinated with the Parks Department and the Parks Advisory Board. This is necessary to not ask the same donors for contributions over and over and to fit in with the potential funding of the master plan for Chanute parks.
- Monetary donations and donation of equipment/supplies outside of a specific project are welcomed by the Parks Advisory Board.

Chanute Adopt-A-Park Program Application Form

This application form must be completed for any potential Adopt-A-Park project. Once it is completed, it should be returned to Dan McMillan, Parks and Cemetery Supervisor, at P. O. Box 907, Chanute, KS 66720, or it can be dropped off at the City Manager's office in the Memorial Building or at the Public Works Complex building on 14th Street.

Name of Entity or Individual: _____

Name of Group, Organization or Business: _____

Name of Liaison(s): _____

Address: _____

Daytime Phone: _____ Evening Phone: _____

Which park, public space or green space are you interested in? _____

Please describe the proposed project: _____

Will this project be: ongoing annual one-time

Tentative work date(s): _____

How many volunteers do you anticipate being involved? _____

What is your anticipated budget for the project? _____

How much of the budget will you be able to provide? _____

What equipment/supplies will you be able to provide? _____

Which of the following best describes your group? (please circle your answer)

Individual Business Service Organization School Youth Group

Church Community Group Scout Troop Sports Group

Other (please specify): _____

Statement of Agreement

As a representative of this group, I have read and agree to abide by the policies, guidelines and safety recommendations as put forth by the City of Chanute in regard to the Adopt-A-Park program. I understand that this is an application for an Adopt-A-Park project and that the City of Chanute Parks Supervisor will contact me to finalize an agreement with the input of the City of Chanute Parks Advisory Board. I understand that the City of Chanute Parks Department will have the final determination regarding the adoption/project.

Signature: _____

Date: _____

Chanute Adopt-A-Park Program Project Suggestions

Repair the fountain at Highland Park.

Plant and maintain the flower beds around the Highland Park fountain.

Repaint playground equipment.

Plant and maintain flower beds at park entrances.

Donate a piece of play equipment.

Paint a mural at a designated park location.

Hold a litter clean-up day.

Donate a picnic table.

Beautify the triangle area of Katy Park.

**Let your imagination be your guide.
We are willing to discuss any potential projects.**

