



City of Oshkosh
Parks Department
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(920) 236-5080 (920) 232-5316 FAX

Ray Maurer
Director

**CITY OF OSHKOSH PARKS
805 Witzel Avenue
Oshkosh WI 54902
(920) 236-5080**

ADOPT- A- SITE PROGRAM

The goal of the Oshkosh Parks *Adopt-A-Site* Program is to provide an opportunity for interested parties to take part in maintaining our park system and associated areas under Parks Department responsibility. By providing this opportunity it not only encourages and promotes community involvement but also allows us to beautify and improve our parks. All *Adopt-A-Site* projects should aim towards benefitting the majority of park users.

PROGRAM OVERVIEW

By adopting a site the volunteer(s) can cleanup and/or work on projects as frequently as they choose, but we ask a minimum of a once a month dedication in maintaining the designated park or area. Some projects may require greater frequency of care as determined by the Parks Department. The volunteer coordinator must contact the Parks Department a minimum of seven (7) days prior to beginning work.

Each year the adoption commitment period begins May 1st and concludes October 31st. We will continue to take *Adopt-A-Site* applications throughout the year.

It is each *Adopt-A-Site* contact person's responsibility to organize monthly cleanups or other projects and to inform the Parks Department staff when the work is scheduled to occur and follow up with a status report of work completed.

PROJECT GUIDELINES

All activities performed in the park should benefit the majority of park users, and must be done during daylight hours to ensure the safety of volunteers.

Parks and associated areas will be assigned to community organizations on a first- come, first – served basis for a minimum commitment period of one (1) year.

Organizations that cannot fulfill their commitment to work on scheduled monthly dates will risk being removed from the *Adopt-A-Site* Program.

All participants are responsible for their own safety while volunteering for any activities. The Parks Department is not responsible for any volunteer's personal tools or equipment that are lost and/or damaged during activities.

All participants are voluntarily assisting the Parks Department and are not considered employee's of the City of Oshkosh.

Community organizations may perform tasks such as trash pick up, graffiti reporting, weeding landscape beds, mulching trees/shrubs, reporting vandalism or other activities approved by the department.

The volunteer(s) or volunteer group should notify the Parks Department of any vandalism or potential safety hazards observed.

All participants should be over the age of 18 or accompanied by an adult supervisor.

Volunteers may not modify or add to the existing landscape or site design plan without the consent of the Parks Department.

Volunteers must abide by all state and local laws, rules and regulations, all written and verbal guidelines, directions and instructions of Parks Department staff.

The Parks Department may contact volunteers groups for special projects.

The Parks Department does not provide supplies for park projects unless previous arrangements have been made, although some bulk materials may be provided.

Volunteers may adopt an entire park, an area within a park or a portion of a trail.

The volunteer coordinator must notify the Parks Department staff immediately if there are piles of weeds or other debris that require pickup.

This program does not apply to individuals performing community service as a result of legal action.

TASK GUIDELINES

- Don't pick up any materials that you suspect may be hazardous. Please contact the Parks Department if these conditions exist.
- Recycle whenever possible. Separate recyclables (glass, plastic and aluminum and take to a drop off location.
- Do not use power equipment.
- Do not spray or use any chemicals.
- Do not block pathways, roads or trails.

RECOMMENDATIONS

- Lift all objects with your legs, not your back.
- Wear light colored clothing, hard soled shoes, and work gloves.
- Use sun block and/or wear a hat.
- Bring a water bottle and stay hydrated.
- Watch for and take precautions for: animals, insects; noxious weeds; glass, wire, pipes and debris with rusted edges; unexpected holes or ditches.
- Work only during daylight park hours.
- Make sure that all volunteers with your group are familiar with these recommendations.
- Provide adult supervision for children involved with the project.

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OSHKOSH PARKS DEPARTMENT
ADOPT- A- SITE PROGRAM APPLICATION

Status: Business Non-Profit Group Neighborhood Individual Other

Group/Organization

Contact: _____

Address: _____

Phone Number: () _____ Email: _____

We would like to adopt:

1st Choice Park, Trail or Area: _____

2nd Choice Park, Trail or Area: _____

Specific tasks you would like to perform: _____

The City of Oshkosh Parks Department would like to thank you for completing the *Adopt-A-Site* Program application. Please return this form to the Parks Department at 805 Witzel Avenue, Oshkosh WI 54902. You will receive a letter confirming your park or area adoption. Please feel free to contact us with any questions.

**ADOPT-A-SITE
TERMS OF AGREEMENT**

I/We agree to maintain: _____
(Name of Park or Area)

I/We understand and agree to abide by the established guidelines as set forth below:

- Scheduling park maintenance (i.e. litter pick up, raking leaves, removing weeds, picking up branches/sticks or performing specific project tasks as agreed upon at least once a month during the period of May 1st through October 31st; including notifying Parks Department staff of scheduled outings.
- Be available for special projects if needed by the Parks Department.
- Follow all guidelines as outlined in the *Adopt-A-Site* Program packet.

I/We have read and agree to abide by the policies and regulations as designed by the City of Oshkosh Parks Department in regard to the *Adopt-A-Site* Program.

The undersigned do hereby adopt the agreement by and between the City of Oshkosh Parks Department and the City of Oshkosh WI dated _____, 20__ and do hereby consent and agree to be bound by all of its terms, limitations and conditions. The undersigned further agrees to review with and explain this agreement with all participants of the program who will be acting under his/her supervision.

Signature

Printed Name

Organization/Group

Signature – Representative

Title - City of Oshkosh