



ADOPT-A-PARK

LITTER CONTROL GUIDE SHEET

Dear Volunteer:

Thank you for your interest in the City of Coachella Adopt-A-Park Program. This Adopt-A-Park Guide is designed to make the Adopt-A-Park Program easy to understand and participate in. The list below describes the contents of this packet and gives simple directions to follow. Please reach each section carefully and call me at (760) 501-8100 if you have any questions.

Sincerely,

Adopt-A-Park Coordinator

Guidelines

The materials in this packet define the program in detail and your responsibilities as an adopter. They provide detailed descriptions of each section of the packet and offer directions for adoption.

Fact Sheet

This section provides brief information about the Adopt-A-Park Program (and can be used as a quick reference to recruit others to participate in the program).

Application Form

The application form is to be filled out by the organization, or individual, wanting to adopt a Park and should be mailed to the Adopt-A-Park Coordinator.

Agreement

The form defines the responsibilities for the contractor as well as the City of Coachella Public Works Department and should be filled out completely by the group leader. He/She should then return the signed agreement with the Application Form back to the City. The coordinator must receive the signed form before the first clean-up can be scheduled.

Hold Harmless & Release, Waiver and Indemnity Agreement

This form needs to be signed by each volunteer participating in the cleanup. All participants under the age of 18 must have a parent or guardian's signature. A copy must be sent to the City and the original maintained by the group leader. If any new volunteers participate during following cleanup activities, a signed copy must be sent to the City.



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Recognition Sign Request:

Group leaders must complete this form to request the installation of Adopt-A-Park recognition signs. Indicate the group name, as you would like it to appear on the sign. This form needs to be completed by the group leader before a recognition sign is manufactured.

Safety Kit Contents

The group leader should use this list as an inventory guide when receiving the safety equipment. The safety kit items will be the group leader's responsibility for the contract period of two (2) years and will be the leader's responsibility to ensure the items are in good working condition; otherwise the group leader is required to replace safety kit items at his/her expense.

Initial _____

Maintenance Office Location

During your Adopt-A-Park clean-up activities, safety equipment is **required**. This equipment is assigned to your group upon completion of the safety meeting and will be used for the two (2) year contract commitment. Group leaders should call the coordinator at least one (1) week prior to schedule the group cleanup and arrange a specific time to pick up the safety signs. The group leaders must return the **safety signs** within two working days after the cleanup. Signs are on loan to volunteers and must be returned promptly to allow other volunteer groups to actively participate in park litter reduction.

Initial _____

Completion Form

The group leader should make several copies of this form to keep in his/her Adopt-A-Park file. After each cleanup, group leaders must either mail or fax in the results to the City, or call (760) 501-8100 to report the figures. Either speak with the coordinator directly or leave a detailed message including the information as listed on the completion form.

Locator #

Each Adopt-A-Park group is assigned a locator number to identify this file, City adopted park and their adopters.