

# adopt a park!



## Trenton Parks and Recreation Adopt-A-Park Program Information

### **WHAT IS THE ADOPT-A-PARK PROGRAM?**

Adopt-A-Park is a program that is managed by the Trenton Parks and Recreation Department under the guidance of the Recreation Commission. The program is aimed at maintaining the quality of our city parks by encouraging a strong sense of ownership in the community, giving dedicated groups and organizations the opportunity to assist in the maintenance, beautification, enhancement and monitoring of our community parks.

### **WHO CAN BE INVOLVED?**

The department encourages all community civic, non-profit, social, recreational, neighborhood and faith-based organizations or groups, as well as, individuals or businesses to become directly involved in our city parks system. The goal of the Adopt-A-Park program is to have all our parks adopted by as wide a range of groups as possible.

### **WHICH PARKS CAN BE ADOPTED?**

All of the city parks are available for adoption. These include:

Affholter; Haas; Rotary; Kennedy; Lathrop; Lexington; Lions; MacArthur; North McLouth; South McLouth; Meyer Ellias; Slocum Truax; Tefend; Teifer; Williamson; Cambridge Tot Lot; Cora Tot Lot; Emeline Tot Lot; Syckelmoore Tot Lot; Southwicke Square

### **WHAT COMMITMENT IS REQUIRED FOR THE ADOPT-A-PARK PROGRAM?**

'Adopters' are required to make a two-year commitment to their selected park that can be renewed provided that the 'adopter' successfully meets their responsibilities. Trenton Parks and Recreation Department, under the guidance of the Recreation Commission, also reserves the right to terminate any group or organization that fails to meet the requirements of Adopt-A-Park or performs in a manner that is detrimental to Trenton parks.

### **WHAT ARE THE RESPONSIBILITIES AND DUTIES ASSOCIATED WITH THE ADOPT-A-PARK PROGRAM?**

Adopters are required to submit a monthly report to the Parks and Recreation Department that indicates the activities and work performed at the park during the month and to report on any concerns. Monthly activities are determined in initial meetings between the park commission representative and the 'Adopter', and could include but are not limited to the following:

Litter Pickup - Sweeping of Courts and Pavilions

Trail Cleanup - Clean Picnic Tables - Weed Removal

Reporting of Safety Hazards, Storm Damage, Vandalism, Dead or Injured Animals and Violations of Park Rules.

If the adoptive group or organization possess the necessary skills or resources, they could engage in a variety of other activities (with park commission approval) that could include: Trail construction or repair, tree or shrub plantings and pruning and building or structure repair or construction. In addition to the above, all 'adopters' are required to complete one major beautification or park enhancement project each year. The projects can be chosen from a list provided by the Parks and Recreation Department or from an approved 'adopter' suggestion. The Parks and Recreation Department will also welcome any adoptive group suggestions for other park enhancement projects beyond their required responsibilities, and would be available to work with them to obtain grants for their adopted park that might be available to them if they possess 501(c)(3) non-profit status.



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## Trenton Parks and Recreation Adopt-A-Park Program Information Continued . . .

### WHAT SUPPORT CAN BE EXPECTED FROM THE PARK & RECREATION DEPARTMENT?

Each adoptive group or organization will have an assigned Park Commission representative. That representative will: - work with 'adopter' group leadership to define monthly duties and required activities.

- be available to answer all questions and concerns and monitor the adoptive groups performance and monthly reports.
- provide support from township personnel when possible.
- relay information to appropriate authorities when necessary to address critical or dangerous issues.
- discuss special projects or activities that adoptive groups would like to undertake in their park.
- assist in securing permission to hold group gatherings in their park for the purpose of team building, assignment co-ordination, special group picnics or other activities.
- insure that the township leadership and the community as a whole is aware of their contribution.
- discuss funding assistance for adoptive group suggested projects
- create the opportunity for the leadership of all the township park 'adopters' to network to share common interests and goals.

### WHAT ARE THE BENEFITS OF ADOPT-A-PARK INVOLVEMENT?

Being involved in Adopt-A-Park is a great way for your organization or group to take an active role and provide a valuable and beneficial service in beautifying the Trenton Community. Participating in the program also helps to maintain and monitor the parks that provide our community with quality gathering, play and recreational outdoor experiences. Each adoptive group or organization will have a permanent sign erected at their park in a prominent place that lists the name of their group as an official 'adopter' of the park. The adoptive group will also have their name listed in the on the city website.

### HOW DO YOU APPLY TO THE ADOPT-A-PARK PROGRAM?

The first step is to obtain a Trenton Parks and Recreation Adopt-A-Park application. These forms are available at the Parks and Recreation office, online at [www.trentonmi.org/parksandrec](http://www.trentonmi.org/parksandrec) or can be requested by sending a written request to:

Trenton Parks and Recreation  
2800 Third Street  
Trenton, MI 48183  
ATT: Adopt-A-Park Application

(Park adoptions are awarded by the Department on a first-come first-served basis after determination is made that the prospective applicant has the necessary resources in personnel and the expressed commitment to meet park adoption requirements.)



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## Trenton Parks and Recreation Adopt-A-Park Program Information Continued . . .

### **GUIDELINES FOR PARK 'ADOPTERS'**

All groups or organizations that are selected to adopt a Trenton park are required to adhere to the following:

- Submit a monthly Adopt-A-Park Activity and Observation Report during the 4th week of each month.
- Insure that all group/organization volunteers have signed and submitted a volunteer liability waiver form before performing any work in their adopted park.
- Abide by all state and local laws, rules and regulations, in addition to all written and verbal guidelines, directions and instructions from Trenton Parks and Recreation.
- Submit the Trenton Adopt-A-Park Special Project Request Form to obtain permission to perform any work activities in your adopted park beyond the scope of work and activities that were established at the beginning of your adoption period.
- Consult with your Trenton Park Commission representative to assist in preparing the Adopt-A-Park Major Project Plan Report that will define the major park enhancement that is required to be completed each year.
- Submit the name and logo(if applicable) of your organization or group for your official park 'adopter' sign that will be placed in a prominent place in your park after successful completion of the first six months of your adoption term.
- Know that failure to comply with the Trenton Adopt-A-Park Guidelines will result in your removal as an official park 'adopter'.





