



**GLEN ELLYN
PARK DISTRICT**



adopt-a-park program

application packet





**GLEN ELLYN
PARK DISTRICT**

Adopt-A-Park Program Guidelines

Thank you for your interest in adopting a Glen Ellyn Park District Park. This program was designed to encourage our community to take pride in our local resources by ensuring these special places are safe, clean, healthy and beautiful. Parks are routinely inspected and maintained by Parks Department staff. The Adopt-A-Park program will boost these efforts.

HOW TO ADOPT:

Groups interested in the program can complete the application form found on the website and submit it to the program coordinator. Once reviewed, we will contact your group to set up a meeting to review the guidelines, relay any special instructions, and issue waivers and inspection forms.

SUGGESTED TIME COMMITMENT:

Groups are encouraged to organize four volunteer events per year to help with clean-up efforts, planting projects, spreading mulch, and other determined activities. Your group will be responsible for recruiting volunteers for these dates. In addition, monthly inspections may be requested, and results should be submitted to the coordinator.

PROGRAM GUIDELINES:

- Parks will be assigned to groups on a first come, first serve basis. Specific parks can be requested, yet if the request cannot be fulfilled, other parks may be suggested.
- Some parks may be adopted by more than one group, based on the park size and the volunteer duties performed.
- A special waiver form will need to be filled out at each event for all those who participate.
- All are welcome to participate, but those under 18 will need to be accompanied by an adult.
- Work should be completed between dawn and dusk.
- Each group needs to have a primary contact individual who will work with the staff liaison.
- Any dangerous situation, as well as damaged or broken equipment should be reported immediately.
- After one year adoptees will be asked to if they would like to continue with the program. The Park District reserves the right to give Adopt-A-Park duties to other interested parties if current adoptees do not fulfill their duties.
- Any park improvements, such as planting flowers or adding benches, need prior approval by the District.
- Appropriate clothing, safety equipment, and footwear should be worn and used at volunteer workdays. Safety equipment such as gloves, glasses, and tools will be provided.
- Participants need to follow all park policies set by the Glen Ellyn Park District.

**For additional information about the Adopt-A-Park program,
please contact Chris Gutmann at cgutmann@gepark.org or (630) 942-7274.**





Adopt-A-Park Application

Please return this form to Chris Gutmann at cgutmann@gepark.org or mail to: Glen Ellyn Park District, 185 Spring Avenue, Glen Ellyn, IL 60137

ORGANIZATION/GROUP NAME (as it should appear on printed materials)

CONTACT PERSON (Must be at least 18 yrs. old)

CONTACT PHONE

CONTACT EMAIL

MAILING ADDRESS

ESTIMATED NUMBER OF PARTICIPANTS

PREFERRED ADOPTION SITE (Park Name)

1st Choice: _____

2nd Choice: _____

TENTATIVE STARTING DATE: _____

TERMS & CONDITIONS

- Park adoptee will develop and follow a schedule of maintenance of the adopted property, as agreed upon by the Glen Ellyn Park District
- Participants agree to report any hazards in the park to Park District staff immediately
- Volunteers are required to sign a waiver prior to participating in work activities
- Volunteer hours will be recorded and submitted to the program coordinator
- The Glen Ellyn Park District has the right to terminate this agreement if warranted
- Adopters can renew annually, given program requirements are met

CONTACT SIGNATURE

DATE