



## Adopt-a-Park Program

The Adopt-a-Park program is a great way to show your community support and pride by helping to keep our parks clean. Trash is unsightly and can be dangerous both to people and the environment. A litter free community is good for everyone.

### Minimum Commitment

We ask for a minimum commitment of one year of service to your adopted park or trail. This includes one Spring and one Fall cleanup.

### Hours Tracking:

Volunteers must keep track of hours spent volunteering on a bi-annual basis and report total hours to the City of Elk River Parks and Recreation office on the Volunteer Hours Form. Hours are due by the 15th of May and October. The City of Elk River Parks and Recreation Office documents this information and tabulates total yearly hours, which helps the program in the following ways:

- Justifies the need for more tools and supplies when submitting reports to City Council
- Accounts for total donated time to the City for annual statistic reports
- Confirms the growth or decline in volunteer participation
- Assists students that are required to perform community service hours
- Helps the office provide volunteer awards and recognition

### Recognition

Adopters receive:

- An official Certificate of Adoption.
- An adoption sign with the adopters name on it, which will be posted at the adopter's site after an initial evaluation period of two months. This will reinforce a sense of responsibility and pride in the volunteers.

### Retirement

When you are no longer able to volunteer in your park or on your trail, we ask that you send a letter of resignation to the Elk River Parks and Recreation Department Adopt-a-Park program.

## ADOPT-A-PARK VOLUNTEER HOURS FORM:

Adopted Parks Site: \_\_\_\_\_

Date:	# of Participants	# of Hours Worked	Total Hours Worked

Tasks Completed:

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Notes/Comments:

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Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please turn in your "Volunteer Hours" form:

Drop off	Adopt-A-Park Volunteer Hours may be dropped off Monday through Friday between 8 a.m. and 4:30 p.m. at City Hall, 13065 Orono Parkway. A drop box, located in front of the building, can be used to drop off after hours.
Mail	Mail-in Adopt-A-Park Volunteer Hours to: Elk River Parks and Recreation 13065 Orono Parkway Elk River, MN 55330
Fax	Adopt-A-Park Volunteer Hours can be faxed to Elk River Parks and Recreation Department at 763.635.1155.
Email	Volunteer Hours may be emailed to <a href="mailto:recreation@ElkRiverMN.gov">recreation@ElkRiverMN.gov</a>