

City of Longmont's  
ADOPT-A-PARK

## ***HENA has adopted Collyer Park!***

**HENA is organizing volunteers to help spruce up the park grounds once/month.**

**Monthly work will include tasks such as trash & debris pickup, flower bed weeding and playground sand raking.**

**There may also be special as-needed projects such as flower planting or structure upkeep.**

**Please consider volunteering! Get a group together with your family or your block. This is a great opportunity for HENA students to earn community service hours.**

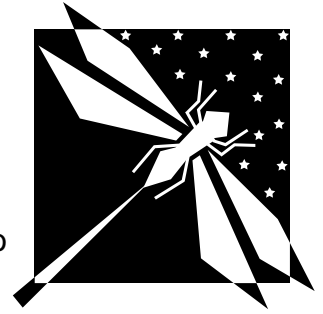
**The 1st cleanup is scheduled for Saturday Sept. 26<sup>th</sup> from 10am – 11am.  
Please meet near the restroom. Bring gloves and a yard rake or hoe if you have one.**

**The city will provide trash bags.  
RSVP to Mary Jo Lusnak or just show up!  
303-682-2625 [mjlusnak@yahoo.com](mailto:mjlusnak@yahoo.com)**

**NOTE: October cleanup is scheduled for Sunday Oct. 25<sup>th</sup> from 11am - 12pm.**

## ADOPT-A-PARK ♦ FRIENDS OF THE GREENWAY

### *POLICIES AND PROCEDURES*



The Adopt-A-Park and Friends of the Greenway Program is an effort to enlist community support and 'hands on' assistance with Park, St. Vrain Greenway and other Primary Greenway maintenance, as well as instill community pride and a sense of ownership in these facilities. All volunteers are asked to abide by the Safety Rules enclosed in this information packet. Interested groups can get involved with the following guidelines:

1. The adopting group or organization will commit to a period of one year. Sites will be contracted on a first come first serve basis. At the end of that year, the group or organization may renew or terminate the commitment.
2. The adopted area will include a park or logical trail segment. Along trails, road intersections or other identifiable physical landmarks will designate the adopted trail sections.
3. Maintenance activities will be performed on a regular basis as specified by the contract. Six times per year maintenance is required. Once a month maintenance is encouraged, with weekly visits even more valuable to the site's overall care. Whatever the selected maintenance period, regular visits are critical.
4. The Longmont Parks and Forestry Division will provide the group or organization with the following:
  - ♦ Trash bags and flagging tape (for recyclable materials only)
  - ♦ Orange vests where needed
  - ♦ Paint and brushes for graffiti removal and shelter, table and bench maintenance
  - ♦ A staff volunteer supervisor for the initial session
5. The Longmont Parks and Forestry Division will be responsible for coordinating vest check-out, meeting the group or organization for the initial session, and picking up trash bags after clean-up dates. The volunteers will be responsible for picking up trash bags and/or vests from the Parks and Forestry offices at 7 So. Sunset Street for all clean-up sessions other than the initial one.
6. The Parks and Forestry Division will install a standard sign at the Park or Trail site acknowledging the adopting organization after approximately six weeks of satisfactory contract completion. The signs will remain in place during the adoption period. The Parks and Forestry Division will award each group or organization a Certificate of Merit at the end of the contract year for their dedicated work.
7. The adopting group or organization will agree to participate in the Recycling Program by separating recyclable materials prior to removal if it is warranted. Bags of recycled materials should be labeled as such and separated from the other bags left along the bike paths. Please use orange flagging tape to designate recyclable materials.
8. The adopting group or organization participants acknowledge the potential for hazards and injury, and take full responsibility for any injury that may occur while working in a park or along a trail.

## ADOPT-A-PARK ◆ FRIENDS OF THE GREENWAY

### PROGRAM INFORMATION

The Adopt-a-Park and Friends of the Greenway Program is an effort to enlist community support through assistance with Park and Greenway maintenance. Community pride, a sense of ownership and better maintained park & trail sites are the results of this program. If your group or organization is interested in the opportunity to volunteer for these adoption programs, please consider the following possibilities:

**WHO** Any individual, group or organization can adopt a Park or Greenway segment.

**WHAT** Activities include any or all of the following depending on the site:

- **Structure upkeep** - sanding and painting shelters, benches, picnic tables and park signs, including graffiti removal
- **Trash & debris pick-up** - trash, glass, debris, recyclable material pick-up and separation and pet waste pick up. Bags are left near trash receptacles for Park crew disposal
- **Flower and shrub bed planting and care** - yearly annual plantings, flower maintenance, perennial care, shrub bed maintenance, tree sucker pruning, tree wrapping in fall / removal in spring, mulch replacement, weeding and fall clean-up
- **Athletic facilities upkeep** - sweeping bleacher areas, dugouts, courts, walks, etc.
- **Playground areas** - sand raking & sweeping sidewalks around equipment

**WHERE** Neighborhood parks range from 3 to 10 acres in size, Community Parks are 30 - 80 acres in size. Trail segments are along Primary Greenway trails and the St. Vrain Greenway Corridor. Greenway segments range in length from ½ mile to 1 mile with variable widths. The contract will designate a specific park site or section of Greenway for your adoption.

**WHY** A team of City Parks maintenance staff and interested volunteers can successfully improve Park and Greenway appearance and decrease vandalism while saving maintenance dollars.

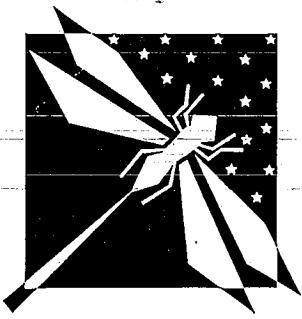
**WHEN** Maintenance activities should be a *minimum* of one time every other month. A monthly or weekly commitment is much more effective and is encouraged. The contract commitment is for a one year period, January to January, with opportunity to renew or terminate commitments at the end of that time.

If your group or organization meets the maintenance obligations outlined in your contract, a sign will be posted in the Park or Greenway site identifying your contribution. Also, a Certificate of Merit will be awarded to the adopting group or organization at the end of each year.

For more information, please contact Lore Blattner at 303-651-8446.

Phone





ADOPT-A-PARK ♦ FRIENDS OF THE GREENWAY

MAINTENANCE CONTRACT

In the interest of community pride,

HISTORIC EASTSIDE NEIGHBORHOOD ASSN. (HENA)

Group name as it is to appear on sign

(We reserve the right to shorten the name to fit the sign)

agrees to assist the Parks and Forestry Division in the maintenance of

Collyer Park

Park or Greenway Segment for the calendar year 2009

MAINTENANCE ACTIVITIES

The items checked below will be completed on a regular basis as agreed to by the City and the adopting group. Fill out the activities below with the number of visits you would like your contract to stipulate (there must be a minimum of six visits per year). After each visit, please email (lore.blattner@ci.longmont.co.us) or call Lore Blattner with the time you spend in your area, so we may record volunteer hours.

Table with 2 columns: Activity description and Frequency. Activities include structure upkeep, trash pick up, flower bed planting, etc. Frequencies range from 1/yr to as needed.

Park Managers will circle any items needing particular attention for your park site after receiving your signed contract. Parks will sign the contract and return it to the group representative. Please keep the Program Coordinator informed as to clean-up dates, any problems or assistance needed, or the name of the new group representative if it changes.

Director of Parks

Mary Jo Lusnak

Name or Group Representative

Program Coordinator

535 Collyer St

Address

Park Manager

Longmont, CO 80501

303-682-2625 home

Phone 303-401-1520 work (daytime)