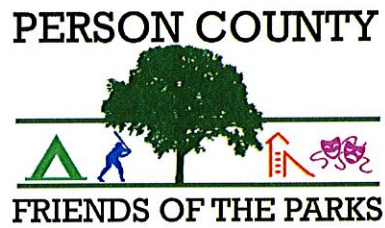


Person County Recreation, Arts and Parks Department's

Adopt - A -Park

Program



425 Long Avenue, Roxboro, North Carolina 27573

What is the Adopt-A-Park Program?

Person County Parks and Recreation 's Adopt-A-Park Program is designed to encourage the community to work hands on to help keep Person County parks clean and attractive. This program creates a framework under which citizens and citizen groups/agencies or organizations can contribute to the County by adopting a park and agreeing to improve it through litter pickup, establishing and/or maintaining flower beds, painting, spreading playground mulch and other safety surfacing and other manual labor. This program offers the opportunity for people to get more involved in their community in a way that promotes civic pride, appreciation and awareness.

Currently Person County manages 11 parks and the assistance we receive from the community is invaluable.

Who can participate?

The Adopt-A-Park program is open to any individuals, youth groups, neighborhood associations, civic groups, faith based organizations, athletic organizations, service organizations, schools(groups and teams), businesses and other community organizations throughout Person County that are interested in bettering our parks.

The County's Parks and Recreation and General Service's Maintenance will provide routine park maintenance and repairs. The adopting individuals and organizations give the park the extra attention and care it needs. Adopters share in improving and enhancing the County's park system by working on a variety of approved projects.

What is the Adopt-A-Park time commitment?

Each year, the adoption committee begins in January and concludes December 31 of that year. Adopting individuals/organizations are asked to make a one year commitment to their park completing a minimum of six(6) projects per year. However, applications may be taken during the year and the number of expected projects may be prorated according to the adoption approval date. It is each Adopted Park's contact person's responsibility to organize six yearly projects and keep track of the group's volunteer hours and clean up supplies, which may be provided by Person County Parks and Recreation for each Adopted Park. In addition, it is the responsibility of the Adopted Parks' contact person to:

1. Inform the Adopt-A-Park Coordinator of your scheduled clean up or project date no less than 2 weeks in advance so that we can let you know of any potential conflicts.
2. Pick litter/debris and place the filled trash bags in designated area.
3. Adhere to Safety Guidelines as provided to you by the Adopt-A-Park Coordinator.
4. Report any vandalism or potential safety hazards found in your adopted space.
5. Complete and return the Adopt-A-Park Progress Report, Volunteer Applications and Volunteer Service Record within 14 days of project completion. These can be returned in person, by mail or electronically.

What about Special Projects?

In addition, any requests to perform special projects that will materially change the adopted space such as landscaping or facility improvements, should be submitted to the Adopt-A-Park Coordinator in writing at least one month in advance of the desired project date. We are excited that you wish to improve the park and we want to work with you to ensure that your efforts leave a lasting positive effect. The appropriate County departments will review your request to ensure that the project complies with applicable safety, environmental and legal restrictions that is consistent with overall design, use and maintenance of the park. We will need to make sure the date does not conflict with activities scheduled for the facility. The Adopt-A-Park Coordinator will respond to your organization with required guidelines for that special project.

What about equipment?

Person County Parks and Recreation department provides trash bags, safety guidelines and trash removal. We also have grabbers, safety vests available for checkout with a \$50.00 deposit. Volunteers must provide their own safety gloves and eyewear. The deposit may be waived if a written request is received 14 days prior to the scheduled project date and approved by the Parks and Recreation Director.

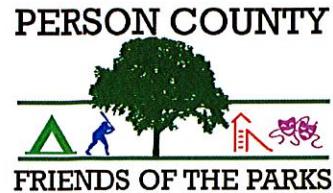
How will my adoption be recognized?

After a successfully completing your first project, a sign will be displayed in a prominent part of the adopted park acknowledging your organization/individual service to the park system. After completing your first service project, adopters can also be issued Certificates of Appreciation after 12 months, have their agency/organization or individual name on the Parks and Recreation website and letters of recognition written on behalf of the adopter by the Parks and Recreation Director.

How do I get started?

If you are a group, appoint a contact person to ensure clear communication. Contact the Adopt-A-Park Coordinator to discuss the parks currently available for adoption and any questions you may have about the program. Complete the Adopt-A-Park Application with the Coordinator for the specific park you wish to adopt. Register your volunteers, contact the Coordinator to schedule your first event and reserve any equipment or supplies you may need. At the event, review safety guidelines and instructions to where to leave trash with your volunteers.

Complete your project and submit progress report. You're on your way!



Person County Recreation, Arts and Parks Department
425 Long Avenue, Roxboro, NC 27573
Physical Address: 303 South Morgan Street, Annex, Roxboro, NC 27573
336-597-1755

Adopt-A-Park Application

Person County believes that a well maintained parks are essential to the beauty and appeal of our community. The Adopt-A-Park program is established to improve to the appearance of the County and encourage community involvement.

By this agreement, _____ (applicant) agrees to abide by the Adopt-A-Park Program Requirements, Safety Guidelines set forth by the County, and to enforce compliance with program requirements and safety guidelines by volunteers working on projects sponsored by its organization/group.

Person County Parks and Recreation recognizes the applicant as the adopting organization of the following park.

Park Name and Address: _____

Beginning Date: _____ Ending Date: _____

The terms of this agreement are to be followed fromt the date the adoption is approved until December 31of the same year. The number of clean ups required during the first year will be not less than _____ after the adoption approval.

Adoptions will be automatically renewed each year unless another group/individual want to adopt that specific park, applicants fail to complete and report required number of projects or they request to be removed from the program. There is a maximum of a two year adoption period if a waiting list exists for that park. Failure to complete obligations will prevent future adoptions by your organization. Person County Parks and Recreation reserves the right to cancel this priviledge at any time.

Signature of Coordintor or Designee

Date

Parks and Recreation Representative

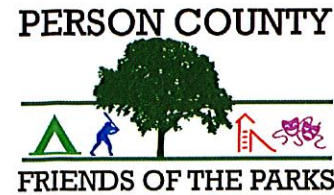
Date

Name of Organization/Individual you would like to appear on sign: _____

Name of Adoption Coordinator: _____

Address: _____

Phone: _____ Email: _____



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Volunteer Job Description: Adopt-A-Park

Position: Adopt-A-Park Volunteer

Department: Parks and Recreation

Job Category: Volunteer

Program Supervisors: John Hill at johnhill@personcounty.net and Jennifer Teasley at jteasley@personcounty.net

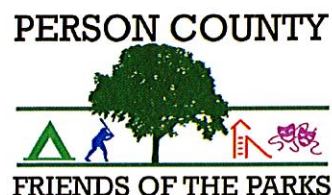
Friends of the Parks serve as ambassadors to the Adopt-A-Park program with responsibilities for visiting the parks, reporting on conditions and promoting the Adopt-A-Park program. To become a member of Friends of the Parks contact the Parks and Recreation office at 336-597-1755.

Nature of Work:

1. Responsible for visiting park at least 6 times per year to perform projects and report on conditions of the park.
2. Responsible for committing to the program for at least one year.
3. Responsible for ensuring that each volunteer submits a PCPR volunteer application prior to work day.
4. Responsible for completing an adoption agreement with PCPR for Specific Park.
5. Responsible for contacting PCPR when a scheduled project is planned.
6. Responsible for completing Progress Report on work performed in park and submitting it to a program supervisor.

Knowledge, Skills and Abilities

- Ability to deal courteously with the public.
- Ability to take directions from program supervisor.
- Ability to prepare clear and concise written reports.
- Dependable, flexible and willing to work evenings, weekends and holidays if needed.
- Follow safe working procedures.
- Knowledge of skills required for agreed upon service project.
- Willingness to commit to the program for at least one year.
- Willingness to commit to volunteer experience which includes at least 6 projects per year.



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Adopt-A-Park Progress Report

_____ Name of Park	_____ Adoption/Project Coordinator
_____ Adopting Agency	_____ Project Coordinator's Phone #
_____ Date work performed	_____ Hours work performed

Number of volunteers _____ involved for a total of _____ hours.

_____ bags of trash collected and left at _____

Other accomplishments: _____

Work still to be completed: _____

Comments: _____

Maintenance/Security issues: _____

PCPR follow up comments: _____

(Office Use Only)

Adopt-A-Park Safety Guidelines

1. Stay clear of all construction areas.
2. Be aware of loose pets; do not bring pets with you to the worksite.
3. Work is to be completed during park hours only(dawn to dusk).
4. Always provide adult supervision for your organization/group.
5. Place all bagged litter at designated location for pickup.
6. Use the litter pick up devices and plastic trash bags properly.
7. Be aware of snakes, bees, wasps and spiders. Bug spray is recommended.
8. Have a first aid kit available on site in case of emergency.
9. Do Not attempt to work in inclement weather.
10. Do not remove hazardous substances and notify PCPR if these substances are found.
11. Avoid contact with noxious weeds like poison ivy and areas where herbicide has been applied.
12. If you are working near roadside or parking lots, work facing oncoming traffic and wear a safety vest.
13. Do not over exert yourself and drink plenty of water.
14. Wear light colored clothing, appropriate for the task at hand.
15. Wear safety gloves at all times and safety glass as needed.
16. Wear a hat and closed toe shoes.
17. Use a buddy system when possible and look out for each other.
18. Have a cell phone on site.
19. Be aware of unusual objects and dispose of them with caution. If any syringes are found, contact PCPR right away with the location and do not attempt to remove.
20. If any safety hazard is present that is beyond your control contact the PCPR and do not work near that area until it is corrected.

Call the PCPR at 336-597-1755 if you have questions or concerns or if there is an immediate threat or emergency call 911.

Addresses for Ball fields and Parks

Allensville	724 Gentry Ridge Road
Bethel Hill	401 Bethel Hill School Road
Bushy Fork	7910 Burlington Road
Helena	295 Helena Moriah Road, Timberlake
Huck Sansbury	305 South Morgan Street
Hurdle Mills	10026 Hurdle Mills Road, Hurdle Mills
Longhurst	214 Park Street
Mayo Park	599 Neal's Store Road
Mt. Tirzah	1795 Mt. Harmony Church Road, Timberlake
Olive Hill	3856 Semora Road
Rock Athletic Complex	215 Wesleyan Heights Road Road, Roxboro