



"...meeting community needs...enhancing quality of life"

PARKS, RECREATION and FACILITIES MANAGEMENT DEPARTMENT



Parks and Recreation Division

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Appleton, WI 54911

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City of Appleton
Parks, Recreation, and Facilities Management
Adopt a Park, Adopt a Trail Policy

Purpose:

The City of Appleton has an extensive park and trail system which requires continual maintenance and upkeep. While City staff address the basic maintenance needs of these sites, there is always opportunity to further enhance these Appleton greenspaces. The Park, Recreation, and Facilities Management Department has developed an Adopt a Park/Trail program to involve volunteers with maintaining, improving and monitoring of the City's parks and trails. By agreeing to adopt specific areas within the community and making a regular effort to address minor maintenance, this program allows for individuals, businesses and community groups to play a direct role in the upkeep and beautification of our parks and trails. Groups also receive recognition through the placement of a sign naming them as the adopter of the park or trail.

Expectations:

Groups are expected to perform a minimum of three work days a year on their designated park or trail from March through October. Examples of work include: stick pick up, litter collection, planting and weeding, removal of invasive plants, spreading and leveling playground surface materials, and walking the park to identify needs and issues. The City of Appleton will coordinate and provide equipment and supplies such as mulch and trash bags. Each group is required to have one leader who will report the date, tasks accomplished, and any vandalism or issues discovered to the Grounds Manager after each work day. A group's commitment to a park or trail shall be for one year. All participants agree to sign a Volunteer waiver form and follow the Adopt a Park/Trail Safety Guidelines. The Parks, Recreation and Facilities Management Department may cancel a group's adoption at any time for failing to meet the programs requirements.

Getting Started:

- Call the Grounds Manager at 920-832-3920 to discuss which parks/trails are available and to receive an Adopt a Park/Trail application.
- Choose an available park or trail.
- Fill out and submit the Adopt a Park/Trail application form to the Grounds Manager. You will then be contacted to discuss the adoption procedure. Parks staff will work with your group to identify park needs.
- If approved, make sure all volunteers sign a volunteer waiver and submit them to the Grounds Manager.
- Recruit and schedule volunteers from your organization to implement the program.
- Coordinate your work day with the Grounds Manager or the assigned Grounds Coordinator.