

# ADOPT-A-PARK EXPECTATIONS

## ANN ARBOR PARKS AND RECREATION

The Adopt-a-Park volunteer program provides an opportunity for residents of Ann Arbor and the surrounding communities to get involved in the care and stewardship of our city parks. Park adopters form a partnership with the Adopt-a-Park Coordinator to work on park projects, assist with maintenance, and advocate for park improvements. While the City deeply appreciates the role that residents and volunteers play in guiding priorities and providing local knowledge, it is imperative that this partnership adheres to the policies set by the City. The work that is performed within Adopt-a-Park is guided by the needs and priorities established by the program and the Parks and Recreation Department, in conjunction with the policies and protocols in place for stewarding public park land.

In order for Adopt-a-Park to be a successful program, all volunteers are expected to adhere to the following.

- The Ann Arbor [Volunteer Release and Waiver of Liability Form](#) must be completed by each volunteer.
- All tasks performed by Adopt-a-Park volunteers must be approved by the program coordinator. Any and all special projects must go through an approval process *before* any changes to the park may take place.
- Purchases made on behalf of the city, in pursuit of the Adopter Reimbursement Process, must be pre-approved. Volunteers must inform the Adopt-a-Park Coordinator of the intended project, specific planting location, and plant species – in order to seek approval before purchasing.
- Volunteers are expected to conduct themselves as representative of the Adopt-a-Park program and the City, treating all staff, other volunteers, and park visitors with respect. Any harassment or discrimination will not be tolerated.
- Volunteers must follow all park rules posted at the park and in [Chapter 39](#) of the City of Ann Arbor Code of Ordinances. These rules include but are not limited to:
  - Honoring park open hours which are typically 6:00am to midnight. Reference in-park signage or the park website to verify open hours.
  - Driving or parking any motor vehicle except in roads and parking areas designated for the public is not allowed.
  - All dogs must be on a leash at all times.
  - Smoking, drugs, and consuming or possessing alcohol are prohibited while volunteering.
- Volunteers must report any injuries or accidents that occur in a park while volunteering.
- Volunteers are expected to perform work in a safe manner and avoid taking risks. This includes wearing appropriate PPE, using the proper tools for a task, and not exceeding one's own limits.
- We ask the volunteer to honor commitments and plans made with the Adopt-a-Park Coordinator, to the best of their ability. This includes situations such as showing up to volunteer events, recruiting a sufficient number of volunteers for a coordinated project or workday, and providing adequate time before a cancellation. Adopt-a-Park is an accommodating program but asks that volunteers make an effort to honor commitments, as staff work hard to do the same.

The City reserves the right to terminate any volunteer that does not adhere to these expectations.



LONG TERM PARTNERSHIPS | SPECIAL PARK PROJECTS



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