

# **CITY OF TOMAH**

## **PARKS AND RECREATION DEPARTMENT**

### **ADOPT-A-PARK PROGRAM**

The Tomah Parks and Recreation Department has been authorized by the Board of Park Commissioners to provide a program that allows interested parties an opportunity to help maintain the Park System. The Adopt-a-Park program is based on the premise that community organizations make a difference in ensuring that every park, children's playground, or natural areas is clean, safe and well maintained. By adopting a park in your community, you can make a difference in the way your park looks.

#### The Steps to Adopt-A-Park

1. Select a park (or a portion of a larger park, natural areas, or Children's Playground. Fill out the Adopt-A-Park form and send it to the Tomah Parks and Recreation Department.
2. Notify the Parks and Recreation Director that you would like to adopt the park.
3. Conduct a park assessment to identify projects that you can do at the park (i.e. graffiti removal, cleaning up litter, planting flower or trees. Etc.)
4. Identify a Adopt-A-Park Coordinator to serve as Parks and Recreation Department contact.

#### Coordinators Responsibilities

1. Recruiting volunteers for the Adopt-A-Park group.
2. Scheduling the park workdays. Adopting groups agree to complete workdays twice a year or more at the discretion of the group.
3. Obtaining necessary materials and tools from the Parks Department if needed (i.e. garbage bags, paint, paint brushes, rakes, towel, work gloves, etc.) If groups could supplies that would be great, otherwise the Parks Dept. will supply.
4. Informing the Tomah Parks and Recreation Department before undertaking a project involving the construction of, or rehabilitation of, any proposed or existing park property or structures thereon.
5. Reaffirm commitment to continue with adoption by the end of March every year. Your commitment to the adopted area will continue until one of the following occur:
  - A. You do not acknowledge to us your interest to continue with the program by the end of March of each year.
  - B. We can not reach the contact person by phone, email, or mail. If the contact person changes it is your responsibility to notify us.
  - C. You contact us to end your commitment.

#### Recognition

Your group will be recognized by a Adopt-A-Park recognition sign for the adopted area. The group will also be listed in the 2,000 Activity Guides, and posted on the Parks website.

For more information or to Adopt-A-Park contact the Director at 608-374-7445 or E-mail [jprotz@ci.tomah.wi.us](mailto:jprotz@ci.tomah.wi.us)