



### **What is the Village of Orland Park Adopt-A-Park Program?**

The Village of Orland Park's Adopt-A-Park Program is designed to encourage the community to work hands-on to help keep the Village parks clean, safe, and attractive. The program offers the opportunity for people to get more involved in their community in a way that promotes civic pride, appreciation and awareness.

### **What does adopting a park entail?**

When a group adopts a park from the Village, the organization's members periodically pick up litter, remove weeds, report vandalism, and keep an eye on the park. The Village asks that you do not edge, cut, prune, or pull any vegetation, except for weeds, before speaking with the Natural Resources and Facilities Operations Manager at (708) 403-6350. We request that the adopted park's contact person inform and enforce the Adopt-A-Park policies and procedures within their groups.

### **Who can participate?**

The Adopt-A-Park Program is open to individuals, youth groups, neighborhood associations, civic groups, religious organizations, service organizations, schools (school groups and teams), businesses and other community organizations throughout the Village of Orland Park.

### **What is the Adopt-A-Park time commitment?**

Each year, the adoption commitment begins in April and concludes in November. Each group is required to set up monthly work dates at the beginning of their adoption through the end of the year. It is each adopted park's contact person's responsibility to organize monthly clean-ups and keep track of the group's total volunteer hours for each adopted park.

Applications must be received by January 31<sup>st</sup> in order to ensure time to produce a recognition sign to be posted in the park that you have adopted, however, groups may continue to adopt parks after that date.

### **How does one go through the adoption process?**

Please fill out the application and email it to Mike Mazza, Natural Resources and Facilities Operations Manager, at [mmazza@orlandpark.org](mailto:mmazza@orlandpark.org). After application review, a park will be assigned to your group (specific parks can be requested but are assigned based upon availability).

### **What are program benefits?**

- Your organization's name will be acknowledged on, or near, the park sign.
- It gives groups a chance to have a hands-on role in keeping their park clean and beautiful.
- It is a great way for your group to spend quality time together and feel good about giving back to your community through improving your favorite park.
- It betters the parks for all community members and betters the Village as a whole.

## What are the Adopt-A-Park guidelines?

1. Parks will be assigned to groups on a first-come, first-serve basis. Specific park requests will be honored whenever possible, but parks are assigned based on availability.
2. Groups are to commit to work in the parks one day per month.
3. Groups are required to show up on the scheduled monthly dates, but may also show up other times at their leisure. If the group has collected a large amount of trash from a park or needs assistance of any kind, they should contact Mike Mazza, Natural Resources and Facilities Operations Manager, at [mmazza@orlandpark.org](mailto:mmazza@orlandpark.org).
4. Work is to be completed during park hours only (dawn to dusk).
5. Each group must complete a waiver form on **every occasion** they are in the parks in order to keep track of volunteers and their hours worked. If waiver forms are not received regularly, the group will be contacted and asked to renew their commitment or let another group adopt their site.
6. All waiver forms must be emailed to Mike Mazza, Natural Resources and Facilities Operations Manager, at [mmazza@orlandpark.org](mailto:mmazza@orlandpark.org).
7. All participants should be over the age of 18 or accompanied by an adult supervisor (i.e., scout and youth groups accompanied by adult sponsors).
8. Appropriate clothing for weather conditions as well as work gloves should be worn.
9. Please report any broken or damaged equipment to Mike Mazza, Natural Resources and Facilities Operations Manager, at [mmazza@orlandpark.org](mailto:mmazza@orlandpark.org).
10. All participants are to follow all park rules and regulations.

Mike Mazza, Natural Resources and Facilities Operations Manager, can be reached at [mmazza@orlandpark.org](mailto:mmazza@orlandpark.org) or (708) 403-6350.



**ADOPT A PARK**

## Orland Park Adopt-A-Park Application

ORGANIZATION: \_\_\_\_\_  
(as it is to appear on your sign)

GROUP CONTACT PERSON: \_\_\_\_\_  
(must be at least 18 years old)

TITLE OR POSITION: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

ESTIMATED NUMBER OF PARTICIPANTS: \_\_\_\_\_

PREFERRED ADOPTION SITE/PARK: \_\_\_\_\_

SECONDARY ADOPTION SITE/PARK: \_\_\_\_\_

TENTATIVE START DATE: \_\_\_\_\_

### STATEMENT OF AGREEMENT:

As a representative of this organization, I have read and agree to abide by the policies, regulations and safety recommendations as put forth by the Village of Orland Park in regard to the Adopt-A-Park Program.

I understand all rules of the Adopt-A-Park Program/park policies of the Village of Orland Park, and that failure to uphold these guidelines will jeopardize my group's involvement in the Adopt-A-Park Program.

- I understand it is my responsibility to have all participants of my organization involved in the Adopt-A-Park Program sign the required volunteer waiver form.
- I understand that the Village of Orland Park will make the final determination as to whether a group can participate in the program as well as the final park assignment.
- I understand the Village of Orland Park will also have the authority to remove groups from the program if they do not uphold the guidelines of the Adopt-A-Park Program.
- I understand this is an application for the Adopt-A-Park Program and the Natural Resources and Facilities Operations Manager will contact me to finalize an agreement.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

*Please email completed applications to Mike Mazza, Natural Resources and Facilities Operations Manager at [mmazza@orlandpark.org](mailto:mmazza@orlandpark.org) for review.*