



CITY OF  
**SANFORD**  
FLORIDA

# Adopt-A-Park Program

**ADOPT-A-PARK** is a volunteer program sponsored by the City of Sanford. Adopt-A-Park allows citizens to partner with the Parks and Grounds Operations Division to enhance the level of community pride in their local parks, landscape areas, trails and other public areas by reducing litter, assisting in weed control, mulching and general maintenance. The community can also assist in monitoring these areas for illegal activities and vandalism. Participants agree to pick up trash and litter in the parks, trails and other public areas they adopt, as often as necessary to keep the area clean, but at least four times per year.

**ADOPT-A-PARK** is built on the concept that volunteers at the local level, helping to keep their parks and public areas cleaner, will help build more community pride. This in turn will contribute to a safer city and retention of property values.

**ADOPT-A-PARK** does not attempt to set standards for community cleanliness. It does, however, aim to promote neighborhood cohesiveness and to project an attractive city with a comfortable quality of life. Joining the Adopt-A-PARK program is a nice way to get acquainted with your neighbors. There are no costs involved in joining Adopt-A-PARK and only a little of your time.

## **For more information, please contact:**

City of Sanford  
Parks and Recreation Department  
300 North Park Avenue  
Sanford, Florida 32771  
Robert Beall, Operations Manager  
Phone: 407-688-5103



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## Guidelines

1. The Adopt-A-Park Program is open to any local community organization, school group or business group, as well as individuals eighteen years of age or older, which are not identified with any cause, goal or philosophy which is adverse to the values of the City Commission, as the local governing body of the City.
2. Groups are requested to adopt a park, trail section, or public space for a minimum of one year.
3. Litter should be picked up from your adopted Park as needed. We request a minimum of four times a year.
4. A designated group leader will be required for each organization to serve as the liaison with the City of Sanford Adopt-A-Park program coordinator.
5. Participants are required to conduct safety meetings and pre-task briefings prior to each litter removal date.
6. Persons ages 17 and younger are allowed to participate in litter removal with express written consent of such person's parent or legal guardian in the form of a Consent and Release form. The signed Consent and Release form must be returned to the Public Works Parks and Grounds Operations Division prior to any minor's participation in any litter removal or special work process.
7. You may request a specific section of an un-adopted Park, trail or public space for adoption. However, for safety reasons, some Parks may be ineligible.
8. Plastic bags, grippers and latex gloves will be provided to each group for use during cleanup sessions. For specialty projects, City staff will bring the proper work tools for each event. All equipment must be returned to the Public Works Parks and Grounds Operations Division supervisor following your clean up session.
9. Adopt-A-Park signs including your organization's name will be installed at each of the adopted park, trail and public spaces.



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## Safety Requirements

- Water and first-aid kits should be available at all times.
- Wear appropriate clothing (i.e. bright clothes and closed-toed, gloves, hard soled shoes, sunglasses, hats, and sunblock). Safety vests shall be required when working near or on any streets/roads.
- Keep track of all participants by conducting roll call before and after event. Use buddy system when working large areas. Minors should have an adult present at all times.
- Horseplay is strictly forbidden. Be safe at all times.
- Report any unusual or suspicious activity; vandalism or graffiti to your park supervisor.
- Alcoholic beverages and illegal drugs are strictly forbidden.
- Leave pets at home.
- Do not pick up litter on the street side of guardrails or bridges unless they have sidewalks.
- Do not attempt to lift heavy objects.
- Avoid construction sites.
- Do not go down embankments to gather litter. Participants are only responsible for easily accessible litter in the Park.
- Do not squeeze or over fill trash bags.
- Do not pick up dead animals, syringes or hazardous materials. Avoid suspected toxic/hazardous substances, poison ivy, poison oak, noxious weeds; areas where herbicides were applied recently; places where snakes, fire ants or other insects may be located. Notify your supervisor or park staff of these areas so that special precautions can be taken.
- Pick up litter only during daylight hours and in good weather conditions.
- The team leader of the group shall have a copy of all the information, telephone numbers, and safety guidelines provided.



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# Adopt-A-Park Program

## Important Phone Numbers

- **In case of emergency, accident or serious incident, call 9-1-1**
- **Police Non-emergency, 407-688-5070**
- **Supplies and litter bag pick up—Parks and Recreation Department: 407-688-5103**
- **Dead Animals—Animal Control: 407-665-5110**

City of Sanford  
Parks and Recreation Department  
300 North Park Avenue  
Sanford, Florida 32771  
Robert Beall, Parks and Grounds Operations Manager  
Phone: 407-688-5103



## Group Leader Checklist

### BEFORE CLEANUP, GROUP LEADER SHOULD:

- \_\_\_ 1. Notify the Adopt-A-Park coordinator (407-688-5103) of cleanup date.
- \_\_\_ 2. Notify your group of meeting place and time.
- \_\_\_ 3. Before your scheduled cleanup, pick up supplies from the Adopt-A-Park program coordinator during work hours (7 A.M. to 5:30 P.M., Monday-Thursday).
- \_\_\_ 4. Walk or drive your Park segment prior to meeting with your group to note construction areas and other hazards.
- \_\_\_ 5. Remember to bring a first aid kit, plenty of water and your important phone numbers.

### AT MEETING PLACE:

- \_\_\_ 1. Take a head count. Divide into teams as appropriate. Each team must have a team leader assigned.
- \_\_\_ 2. Make sure there is at least 1 adult for every 6 minors.
- \_\_\_ 3. Check for appropriate clothing. Hand out bags, grippers and gloves.
- \_\_\_ 4. Ensure that participants are not under the influence of drugs or alcohol.
- \_\_\_ 5. Review "Parkside Safety Requirements" with the group prior to the cleanup.

### AT CLEANUP SITE, TEAM LEADERS SHOULD:

- \_\_\_ 1. Check the surrounding area for any vandalism or graffiti.
- \_\_\_ 2. Ensure members are present and properly equipped.
- \_\_\_ 3. Ensure all members are present when cleanup is complete.

### AFTER THE CLEANUP:

- \_\_\_ 1. Collect all City loaned equipment (i.e., grippers, special project equipment)
- \_\_\_ 2. Notify the Adopt-A-Park program coordinator (407-688-5103) that the cleanup is complete.
- \_\_\_ 3. Report where litter bags are located, the number of bags, and location of any heavy, hazardous materials or animal carcasses.