

## **LOWER ALLEN TOWNSHIP ADOPT-A-PARK PROGRAM**

### **Purpose:**

The purpose of the Adopt-A-Park program is to foster a sense of community by maintaining the appearance and safety of Township parks, improving the overall park experience of park users, and by providing opportunities for local citizens, organizations and businesses to become involved in the care and maintenance of Township parks.

### **Program Overview:**

Providing a clean, safe, and aesthetically pleasing environment for children to play and residents to participate in recreation and social activities is very important to Lower Allen Township. The Adopt-A-Park program provides opportunities for neighborhood associations, civic groups, scouts, schools, churches, youth groups, businesses and individuals to enhance our parks through the care, maintenance and monitoring of Township parks.

There are three primary components of the Adopt-A-Park program:

1. Conducting seasonal (Spring and Fall) cleanups at the adopted park
2. Visiting the adopted park periodically to keep the park clean and to monitor use
3. Further enhancing the adopted park's appearance by adding personal touches to it, such as planting flowers in established flower beds or installing trees or benches as specified on a Township maintained list; please note that approval from Township staff is required prior to undertaking enhancement projects

Community groups will care for their adopted parks in these ways:

- Conduct seasonal cleanups (at least 2 per year, Spring and Fall suggested)
- Conduct cleanups after special events
- Picking up litter
- Removing downed tree limbs and branches, maximum length 3' and maximum diameter 4"
- Raking leaves
- Reporting maintenance, vandalism or safety issues
- Planting flowers in already established beds
- Caring for flowers and plantings
- Installing new trees and/or benches with approval from Township staff
- Conduct other beautification projects with approval from Township staff

### **Responsibilities:**

Responsibilities for the Adopt-A-Park program are shared between Lower Allen Township and the adopting groups (park sponsors).

#### **Lower Allen Township Responsibilities**

- Provide trash bags for spring and fall cleanups, at the request of the park sponsor
- Provide curbside pick-up of trash bags, brush and/or leaves from spring and fall cleanups
- Send seasonal reminders to park sponsors to plan spring and fall cleanups
- Contact park sponsors on an annual basis to review accomplishments and renew contract

- Maintain a list of parks available for adoption
- Recognize the efforts of park sponsors with the following:
  - Acknowledgment in Lower Allen Township Newsletter
  - Acknowledgment on Lower Allen Township Website
  - Presentation of a Certificate of Appreciation at a Lower Allen Township Board of Commissioners Meeting after 12 months of successful service
  - Posting of Certificate of Adoption or sign at the adopted park after 12 months of successful service

**Park Sponsor Responsibilities**

- Fill out an Adopt-A Park application
- Sign an annual agreement to confirm continued care for the adopted park
- Sign a waiver of liability form
- Conduct a minimum of two cleanups per year (Spring and Fall suggested) at the adopted park
- Notify Township staff of the seasonal cleanup dates
- Request trash bags from township staff prior to seasonal cleanup events
- Place trash bags, brush and/or leaves at agreed upon curbside locations for pick-up by township staff
- Conduct cleanups after special events such as Easter egg hunts, neighborhood picnics/parties, Halloween parties, etc.
- Abide by park rules and regulations
- Provide adequate adult supervision if children are involved in adopt-a-park activities
- Monitor use of the adopted park on a regular basis and report maintenance, vandalism, or safety issues to Township staff
- Obtain approval from township staff prior to undertaking beautification projects
- Notify Township staff in writing when resigning from the program

**Application:**

Applications must be submitted on the form supplied. Answers must be kept to the space provided in no less than a 10 point sized font. Return completed applications to:

Adopt-A-Park Program  
 Lower Allen Township  
 2233 Gettysburg Road  
 Camp Hill, PA 17011

Questions on the Adopt-A-Park program can be directed to Donna Paul at 975-7575 or [donna\\_paul@lower-allen.pa.us](mailto:donna_paul@lower-allen.pa.us).