

ADOPT-A- TRAIL PROGRAM Policies and Procedures



PURPOSE

The Adopt-A-Trail Program is a public participation program of the SeaTac Public Works and Parks department, which encourages volunteer involvement and community service in the control and reduction of litter and enhancement of general environmental quality along City of SeaTac trails. Adopted trails are trails located in SeaTac. This document describes policies and procedures for the program.

DEFINITIONS

Adopted Section: The portion of trail on which the Volunteer Group has agreed to control litter and, if applicable, conduct other trail improvement or clean-up activities approved by Public Works and Parks Department.

Adopt-A-Trail: Contractual agreement entered into and signed by a Public Works representative and the Volunteer Group's Representative (Group Leader) authorizing the group to participate in the Adopt-A-Trail Program, setting the terms and conditions for that participation, and assigning a section of City trail to the group.

Clean-Up Event: Period of time when a volunteer group is removing trail litter and, if applicable, conducting other trail improvement or clean-up activities, in participation with the Adopt-A-Trail Program.

Hazardous Materials: Items that may be found in the park which may potentially cause injury. Hazardous materials include, but are not limited to, petroleum products, chemicals, paints, solvents, propane tanks, gas canisters, car batteries, vehicle parts, appliances, heavy objects, dead animals, broken glass, needles, drug paraphernalia, and unidentified containers.

Parent/Guardian Informed Consent Form: Form signed by the legal parent or guardian of a minor volunteer (less than eighteen years of age), which informs the parent/guardian and volunteer of the risks associated with participation in the program, and in which the parent/guardian grants permission for the minor to participate in the program and agrees to hold the City of SeaTac harmless for any liability or damages resulting from participation in the program.

Participant Roster: Form completed by the Volunteer Group, which reports the completion of a Clean-Up Event, names of participating volunteers, hours worked, quantities of litter collected, and other relevant information.

Program Coordinator: Public Works employee who manages the program and provides liaison and support between Public Works and the Volunteer Group's Leader and Volunteers.

Recognition Sign: Placard fabricated and installed by SeaTac Parks, which includes the Adopt-A-Trail Program logo and the name of the Volunteer Group completing the clean-up events for their adopted section.

Registration Form: Form signed by an adult volunteer (eighteen years of age or older), which informs the volunteer of the risks associated with participation in the program and their responsibility to conduct clean-up activities in a safe manner, and in which the volunteer agrees to accept the risks and hold City of Seatac harmless for any liability or damages resulting from participation in the program.

Volunteer: Person acting on their own behalf and participating in the Adopt-A-Trail Program.

Volunteer Organization/Group: Person or persons who have agreed to adopt a section of city trail under the program.

POLICIES AND PROCEDURES

- 1) Program Eligibility
 - a. Volunteer organizations/groups are eligible to participate in the Adopt-A-Trail Program if Public Works is satisfied that the group will fulfill its obligation under the program in a safe and responsible manner and provided that there is an available section of City Trail which in Public Works' judgment can be safely assigned to the group.
 - b. Volunteer groups eligible to participate in the program may be individuals, families, civic and non-profit organizations, churches, service clubs, other organizations, and volunteers from commercial and private businesses.
 - c. A volunteer group is not eligible to participate in the program if its name:
 - i. Endorses or opposes a particular candidate for public office;
 - ii. Contains profanity;
 - iii. Advocates for a position in relation to a specific political issue, initiative, referendum, or piece of legislation; or
 - iv. Includes a reference to a political party.
 - d. Volunteer groups that have been denied participation in the program due to a lack of compliance in a previous Adoption Agreement shall not be eligible to participate for a period of five years (5) following the termination of the previous agreement.

- e. Each volunteer group must have a designated Representative/Group Leader who functions as the group's primary contact with the City of SeaTac. The Group Leader must be an adult (eighteen years of age or older).

2) Minors

- a. Depending on the location of the adopted section, some minors may be eligible to participate in the program.
- b. All volunteers shall be fifteen (15) years of age or older.
- c. Volunteers under the age of eighteen shall have a Parent/Guardian Informed Consent Form completed before participating in any program activity.
- d. For every eight (8) volunteers under the age of eighteen participating in a clean-up event, there shall be one adult supervisor (eighteen years of age or older).

3) Adopt-A-Trail Agreements

- a. The program requires a two (2) year commitment by volunteer groups. Although at its discretion, the City may allow agreements that run for less than two (2) years.
- b. After the initial two (2) year commitment has been fulfilled, a volunteer group will be considered active until the group requests to end their participation in the program or ceases to fulfill their responsibilities under the program.
- c. If a volunteer group appears to have ceased to fulfill their program responsibilities, the Program Coordinator will try to contact the group leader by phone. If the group leader cannot be reached by phone, the Program Coordinator will mail a letter to the address on file to remind the group of their commitment and request that they contact the Program Coordinator. If the group does not contact the Program Coordinator within thirty (30) calendar days of the date of the letter, the Adoption Agreement will be terminated, and the group's recognition signs removed. The signs will remain the property of the City.
- d. Volunteer groups shall provide, at a minimum, litter control for adopted sections. Public Works may request additional responsibilities, such as planting and maintaining vegetation, controlling weeds, graffiti removal, and other trailside improvement or clean-up activities. This may be performed by the group: the group has the discretion of performing these additional responsibilities.
- e. Volunteer groups shall submit a written proposal to Parks Department for any trail improvement or clean-up activity proposed in addition to litter control. The proposal shall include a complete description of the activity proposed, materials and techniques to be used, and a schedule of work detailing all aspects of the proposal. The City may require the group to prepare a plan or sketches to adequately describe the scope and detail of work. The City may require the group to prepare and submit a landscape plan. All work shall be in conformance with current Parks standards. No work shall commence prior to the City's approval of the group's proposal and signed approval of the Adopt-A-Trail Agreement.

- f. Public Works may, at its discretion, temporarily suspend an Adoption Agreement because of trail maintenance or construction along an adopted section. Public Works will notify the Group Leader of the suspension. After these activities are completed, Public Works will remove the suspension and notify the Group Leader.
- 4) Adopted Sections
- a. Adopted sections shall be within City Parks
 - b. Adopted sections will be assigned on a first come, first-serve basis. If a section of City trail has already been adopted by a group, it is not eligible for adoption by another group.
 - c. Adopted sections can be any size, but the length of any adopted section will be at Public Works' discretion.
- 5) Adopting More Than One Trail
- a. Volunteer groups that are currently fulfilling the responsibilities of an existing Adoption Agreement may be allowed to adopt additional trail sections at the discretion of Public Works.
 - b. If there is high demand for adoption of trail in a particular area, preference will be given to interested volunteers that do not yet participate in the program to maximize opportunities for public participation and community service.
- 6) Frequency of Clean-up Events
- a. Volunteer groups shall clean-up their adopted section at least four (4) times per calendar year. If a group has more than one (1) adopted section, each section must be cleaned-up at least four (4) times per calendar year.
 - b. Additional clean-ups should be completed as needed to maintain a neat appearance.
- 7) Volunteer Group Leader
- a. The Group Leader shall sign the Adopt-A-Trail Agreement and act as the Volunteer Group's primary liaison with the City.
 - b. The Group Leader is responsible for:
 - i. Ensuring that the Volunteer Group complies with the provisions of the Adoption Agreement and the program's safety guidelines and other rules;
 - ii. Attending City-provided safety training;
 - iii. Ensuring that each volunteer receives the appropriate training;
 - iv. Making sure that each volunteer receives, and reviews safety training materials and aids provided by the City before participating in any program activities;
 - v. Organizing and scheduling clean-up events;
 - vi. Ensuring that clean-up events are conducted in a safe manner;

- vii. Ensuring that each adult volunteer (eighteen years of age or older) completes the Registration Form before participating in any program activity;
- viii. Making sure that each volunteer under the age of eighteen has a completed Parent/Guardian Informed Consent Form before participating in any program activity;
- ix. Filing all required reports and forms with the Program Coordinator; and
- x. Reporting to the City any injuries sustained by volunteers during clean-up events and communicating with the Program Coordinator as necessary to ensure smooth conduct of the program.

8) Program Support

- a. Public Works will provide:
 - i. A standardized Application Form, Registration Form, And Adoption Agreement;
 - ii. Safety training for Group Leaders;
 - iii. Safety training materials and aids for the Volunteer Group to use in training volunteers;
 - iv. Safety equipment and supplies for clean-up events; and
 - v. Staff support for the program.
- b. Parks Department will remove litter collected by the Volunteer Group during clean-up events and arrange for the removal of those hazardous materials noted on the Participant Roster.
- c. In recognition of the Volunteer Group's work, SeaTac Parks will fabricate and install signs recognizing the group.

9) Recognition Signs

- a. Recognition signs will be placed after group/individual has completed two (2) clean-ups and has scheduled the third.
- b. Recognition signs shall follow a standard design, including size and color, selected by Public Works. The standard design will include the name of the Volunteer Group and the Adopt-A-Trail Program logo. Adjustments to the standard design will not be accommodated.
- c. Recognition signs shall only include the name of the Volunteer Group or similar identifier. Signs shall not include addresses, profanity, phone numbers, email addresses or website addresses, pictures or other images, or logos, except for the Adopt-A-Trail Program logo.
- d. Signs will typically be placed at the beginning of the adopted section, on the right shoulder. Sign location shall be determined by Public Works and Parks Department

- e. If the Volunteer Group is responsible for both sides of an adopted section, one (1) sign shall be placed for each direction of travel. For adopted sections with only one (1) side, one (1) sign will be installed in the direction of travel. If the Volunteer Group is responsible for a neighborhood area with more than one (1) adopted section, a maximum of four (4) signs will be installed.

10) Recycling

- a. Recycling is encouraged, but not required.
- b. Proceeds from the sale of recyclable items shall belong to the Volunteer Group.

11) Hazardous Materials

- a. Volunteers shall not handle hazardous materials or materials they suspect to be hazardous (see list in Definitions section).
- b. Volunteers who encounter anything they suspect to be hazardous must not touch it or pick it up but must take appropriate precautions and report the location and description of the material to Public Works on the Participant Roster. Volunteers are asked to put a small location flag (provided) near the location of the hazardous material for easier identification by City staff.