

**Park Operations  
Partners In Parks**  
Adopt-A-Park!



**Application/Agreement  
& Volunteer Roster**

**Volunteer Responsibilities:**

- Understand and follow City and Park Operations policies and procedures
- Positively represent the City of Sacramento and department goals and objectives
- Wear closed toed shoes and proper clothing for working in parks and in the community
- Understand and implement instructions from Park and Recreation staff each visit
- Be on time and ready to volunteer with a courteous and cooperative attitude
- Groups will have a designated group coordinator responsible for all interaction with the City
- Group Coordinator must have a cell phone and first aid kit on each stewardship day. An adequate supply of drinking water, sunscreen, and insect repellent is recommended
- Provide volunteers as needed for volunteer stewardship activities
- Provide the department volunteer program coordinator with volunteer activity reports within 30 days of activities
- Commit by signature to this agreement to a specific amount of time of adoption and to specific types of volunteer activities.

**Park Operations Responsibilities:**

- Understand and follow City and Park Operations policies and procedures
- Positively represent the City of Sacramento and department goals and objectives
- Provide a safe environment for volunteers, staff, and the general public
- Facilitate Orientation and Training of new volunteers
- Be on time and ready with project details, supplies, and equipment
- Provide on request: first aid kit, insect repellent, sunscreen, water cooler and cups
- Assist with project logistics and recruitment of volunteers for special projects
- Schedule activities only during daylight hours and postpone activities in times of bad weather such as heavy wind or rain, extreme heat, or extreme cold
- Offer support and recognition
- Commit by signature to this agreement and endeavor to facilitate an environment of good teamwork and mutual respect between staff and volunteers

Please return application to:  
Parks and Recreation Volunteer Program Coordinator:  
Julie Mier [jmier@cityofsacramento.org](mailto:jmier@cityofsacramento.org)  
5730 24<sup>th</sup> Street, Blg 12, Sacramento, CA 95822  
Office Phone: (916) 808-2285 Fax: (916) 808-4071

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Name of Park, Trail or Preserve (If you're not sure, volunteer coordinator will contact you):

\_\_\_\_\_

Adopted Location: \_\_\_\_\_

Meeting Place on stewardship days:

\_\_\_\_\_

Volunteer Name (or Group Leader name) \*Please make sure to fill out 'team roster' on page 4\*

\_\_\_\_\_

Address: \_\_\_\_\_

Mobile: \_\_\_\_\_ Work: \_\_\_\_\_ Home: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Website: \_\_\_\_\_

Alternate Group Contact: \_\_\_\_\_ Mobile: \_\_\_\_\_

Work: \_\_\_\_\_ Home: \_\_\_\_\_ E-mail: \_\_\_\_\_

Park Supervisor: (Volunteer Coordinator will provide City Staff members name & contact information)

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Alternate Staff Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Parks and Recreation Volunteer Program Coordinator: Julie Mier

Phone Number: (916) 808.2285 E-mail: jmier@cityofsacramento.org

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