



# **Adopt-A-Trail Handbook**



**City of Chico  
Park Division  
2006**



City of Chico Park Division  
**ADOPT-A-TRAIL**



**Adopt-A-Trail's Mission:**

To protect and enhance Bidwell Park through ongoing volunteer support and special events; and to educate the residents of Chico about the importance of Bidwell Park and its trails.

**What is Adopt-A-Trails?**

Adopt-A-Trail is a Park Division volunteer program that recruits and trains residents to assist in the general care and maintenance of Bidwell Park's trails.

Adopt-A-Trail also educates the public about preserving clean and safe trails for everyone.

**Who can adopt a trail?**

Anyone! Adopt-A-Trail aims to unite and support all people interested in improving Bidwell Park's trail system. Volunteer groups can include:

- Individuals
- Schools
- Scouts
- Social organizations
- Businesses
- Service groups
- College organizations
- Church groups

## How do you adopt a trail?

1. Call the Chico Park Division at 896-7831 with a request to adopt a trail in Bidwell Park or email the Volunteer Coordinator at lspeters@ci.chico.ca.org
2. Sign and return the Liability Waiver, Voluntary Service Agreement, and the Adopt-A-Trail Agreement forms (minors must have a parent's or guardian's signature on the Liability Waiver and the Voluntary Service Agreement.)
3. The Park Division will process your forms and contact you.
4. City staff will train you to perform the tasks for which you have volunteered.

## What is required of the group or individual adopting a trail?

- Volunteers will commit for a one year period to maintain an agreed upon trail site. During the one year commitment, the group or individual will also be encouraged to perform two litter removal projects.
- Volunteers will maintain work records and volunteer hours, and complete trail surveys. All documentation is returned to the Park Division within one week of the completion of a trail project.
- Volunteers must abide by all park rules.
- Volunteers are required to maintain trails according to the Park Division Trails Manual and to follow the safety guidelines contained within it.

## Park Division Support

The Chico Park Division provides you with the tools and supplies to assist you in your duties. This not only helps you do your job, but also helps us keep our trails healthy and clean.

All tools are available on a check-out basis at the time of each trail project. You will be required to sign a Tool Check-Out Form for any tools provided to you.

## Acknowledgment & Recognition

Adopters receive:

- an official Certificate of Adoption
- an adoption sign naming the adopters to be posted at the start of the adopted trail area after 60 reported hours. This will reinforce a sense of responsibility and pride in the volunteers, as well as let other trail users know who is caring for the section of trail they are using.

## Safety Guidelines

### DO:

- **Do** lift all objects with your legs, not with your back.
- **Do** wear light or bright colored clothing, hard-soled shoes, and sturdy work gloves.
- **Do** use sunblock or wear a hat.
- **Do** contact the Park Division at 896-7800 immediately if you notice a safety hazard, such as a downed tree.
- **Do** tie bags tightly before placing in trash receptacles.
- **Do** work during park hours.
- **Do** work with a partner whenever possible.
- **Do** drink enough water to avoid dehydration.
- **Do** make sure that all volunteers in your group are familiar with these safety precautions.

**-AND-**

### DON'T:

- **Don't** overexert yourself. Be sure to take breaks, drink liquids, and dress appropriately for the weather.
- **Don't** bring small children or pets along on projects unless they can be closely supervised.
- **Don't** leave children or pets locked in a car at work locations.
- **Don't** pick up materials you suspect might be hazardous, such as needles or drug paraphernalia. Call the Chico Police Department and give the precise location of the material.

### **For Teachers and Group Leaders**

- Students must be supervised at all times.
- Review safety rules carefully with students before they begin a project.
- Tie bags tightly before placing in trash receptacles; do not stomp on them.
- Report any hazard to the Park Division.
- Add any additional safety precautions you feel appropriate.

### **For Students and Youth**

- Stay within sight of your teacher or group leader.
- Work with a buddy.
- Don't pick up any sharp objects, such as broken glass.
- Report any hazards to your teacher or group leader.
- If park personnel are present doing their job, don't run in front of them or get too close when they are working with a machine.
- Wash your hands thoroughly when you complete your work.

**ADOPT-A-TRAIL**

**Volunteer Hours Form**

Volunteers are required to report hours within one week after a project. Calculate, record, and report the total number of hours worked at each adopted site by filling in the chart (for convenience) and:

- Mail in the bottom portion to:  
Chico Park Division  
P.O. Box 3420  
Chico, CA 95927  
Attn.: Volunteer Coordinator
- Fax hours to: (530) 895-4825 (Attention *Park Division*)
- OR e-mail hours to: [lspeters@ci.chico.ca.us](mailto:lspeters@ci.chico.ca.us)

**Adopt-A-Trail - Hours Tracking Chart**

**Adopted Site:** \_\_\_\_\_

Date	# of Volunteers Present	# of Hours Worked	Total Hours Worked per Week (multiply # of volunteers by # of hours)

Tasks completed this month: \_\_\_\_\_

Notes/Comments: \_\_\_\_\_

We/I \_\_\_\_\_ have worked \_\_\_\_\_ total hours for the month of \_\_\_\_\_ on our/my adopted trail.

\_\_\_\_\_  
Volunteer's Signature

\_\_\_\_\_  
Date

City of Chico  
Park Division  
**ADOPT-A-TRAIL**

**AGREEMENT**

Date: \_\_\_\_\_

Adopt-A-Trail Participant (or Group): \_\_\_\_\_

Group Contact Person (if Applicable): \_\_\_\_\_

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

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

Trail Interested in Adopting (include portion, if applicable): \_\_\_\_\_

Work Schedule: \_\_\_\_\_

Total Monthly Hours: \_\_\_\_\_

**TERMS AND CONDITIONS**

**1. Term:** Subject to City’s right to terminate, this agreement shall be in full effect for **one year** beginning: \_\_\_\_\_.

**2. Conditions:**

- (A) The participant(s) shall develop and follow a regular schedule of maintenance of the property as agreed upon by the Park Division and report park hazards to City staff.
- (B) The contact person shall report all hours volunteered to the Park Division.
- (C) Each individual participant must sign the Chico Park Division Voluntary Service Agreement, and Liability Waiver.

*The Chico Park Division reserves the right to terminate this agreement at any time.*

ADOPT-A-TRAIL PARTICIPANT

CHICO PARK DIVISION

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Volunteer Coordinator