



Adopt-A-Park Program Checklist

- Form an Adopt-A-Park (AAP) volunteer group (Adopting Organization).
- Choose a Designated Representative and an Alternate contact person for the Adopting Organization.
- Choose a Park to be formally adopted by the Adopting Organization.
- Meet with the County to go over paperwork and determine specific needs.
- Create a tentative list of cleanup or improvement activities the Adopting Organization would like to perform.
- Create a tentative list of dates to perform each activity.
- Submit appropriate forms to the Hernando County Parks and Recreation Department:
 - *AAP Enrollment Form, (Document No.1).*
 - *AAP Agreement, (Document No. 2).*
 - *AAP Volunteer Acknowledgment of Risk and Release Form, (Document No. 3). Note: Each participating volunteer will need to fill out one of these forms prior to any activities.*
 - *AAP Parent/Guardian Consent Release Form (Document No.4)*
 - *AAP Dates and Activities Form, (Adopt-A-Park Program - Document No. 5).*
- Become familiar with the *AAP Safety Guidelines, (Adopt-A-Park Program - Document No. 6).*
- At least one (1) week prior to the event:
 - Inform the Hernando County Parks and Recreation Department in writing of the date of the intended activity.
- Prior to the event:
 - Conduct a safety meeting with the program participants to review the safety information supplied by the County.
- Within two (2) weeks after the event:
 - Submit *Notice of Work Completed form (Adopt-A-Park Program - Document No. 7)* to the Hernando County Parks and Recreation Department.

