



ADOPT A PARK

NORTH CHARLESTON, SC

Program Guide & Sponsor Agreement

Keep North Charleston Beautiful

**PO Box 190016 • North Charleston, SC 29419
843-745-1073 • kncbsc@gmail.com**



What is Adopt A Park?

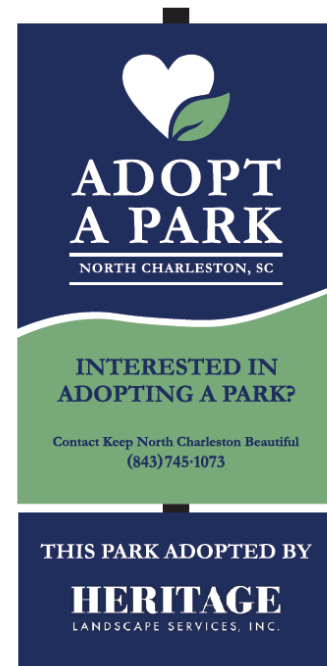
Adopt A Park is a program that allows groups of 5 or more to sponsor a park or flowerbed in North Charleston. The program is unique as it is customizable and designed to allow groups to participate at the level that they are most comfortable. Different options for adopting a park include:

- Contracting with a landscape company to have the grass mowed weekly (from April-October).
- Purchasing recycled park equipment such as benches, chairs, and picnic tables.
- Working with a landscape company to install flowers at park signs, to be switched out twice each year.
- Picking up litter in the park, raking, and cleaning picnic tables.

For smaller groups, there is an option to adopt a single flowerbed within a park. Please see more information under the “Adopt A Flowerbed” heading on page 3.

Sponsor Recognition

- Each sponsor will have a sign (24" x 48") installed in the park that they have adopted after at least three (3) months of participation (see example below). (If a group cannot sponsor an entire park, one sign may include two group names.)
- KNCB will recognize sponsoring groups on social media, including, but not limited to, Facebook and Instagram.
- Each year, sponsors will receive a recognition plaque from the City of North Charleston. This plaque can be displayed at your home or office.
- Additional recognition may be coordinated at the sponsor's request and at the discretion of KNCB and City of North Charleston staff.



Requirements

- Groups must include a minimum of five (5) members, including at least one adult aged eighteen (18) or older.
- Volunteers agree to perform tasks (or contract with a landscaping company to perform tasks) at their adopted park five (5) to ten (10) hours each month, depending on group size.
- KNCB staff will work with each volunteer group to determine the best tasks and locations for each group. Some tasks may include litter removal, planting, beautification, cleaning picnic tables and chairs, spreading mulch or pine straw, reporting any safety issues seen in parks, and other general beautification tasks. KNCB will provide materials needed to complete these requested tasks.
- Groups will make a minimum commitment of one (1) year of service to their adopted park. This may be done through either volunteer work in the park or contracted services to perform the agreed upon tasks in the park. After each year of volunteer service, the group may renew their commitment with KNCB staff approval.
- Volunteers must adhere to all safety tips and conditions of adoption. Safety guidelines must be reviewed before each volunteer event. A copy of safety guidelines is included on page 5 of this program guide.

- All volunteer activities must be performed during daylight hours while the park is open.
- Volunteer groups will designate one person to be the team leader for the group. This individual will be the point of contact for the group. Team leaders will correspond, pick up supplies, and return reports to KNCB staff.
- The team leader for each group must submit a short report form after each scheduled volunteer event.

Adopt A Flowerbed

Smaller groups have the option to participate in the Adopt A Flowerbed program. As part of this program, your group will be assigned a flowerbed within a larger park. You will work with KNCB staff to perform tasks in the adopted flowerbed. Tasks may include weeding, spreading mulch, deadheading flowers, and dividing landscape material.

Adopt a Flowerbed participants will receive the same recognition as Adopt a Park sponsors, with the exception of the recognition sign, which will be approximately 8 1/2" x 11" in order to fit in the flowerbed.

Frequently Asked Questions

How much does it cost to adopt a park?

Adopting a park is free; however, there is a time commitment required each month. If your group would like to donate items like plants, pine straw, or recycled park seating, please talk to KNCB staff.

Are supplies provided for park cleanups?

Yes! KNCB will provide a supply kit to each sponsoring group. Additional supplies can be refilled as needed. All supplies can be picked up from the KNCB office, by appointment.

What types of groups can participate in the Adopt A Park program?

A group must be made up of at least five (5) people, including at least one adult supervisor aged eighteen (18) or older.

Some types of groups that may be interested in the program include:

- academic institutions
- businesses
- churches
- contractors or landscape companies
- environmental organizations
- families or groups of friends
- schools or school clubs
- scout troops
- senior citizen groups
- sporting teams
- youth groups

What types of tasks will my group be asked to complete?

KNCB staff will work with each volunteer group to determine the best tasks and locations for each group. Some tasks may include:

- litter pickup
- leaf raking
- pulling weeds
- painting/staining
- graffiti removal
- cleaning picnic tables and chairs
- planting and maintaining flowerbeds
- spreading mulch or pine straw
- reporting safety hazards, illegal dumping, storm damage, vandalism, and necessary repairs to KNCB staff
- blowing or sweeping courts, shelters, and parking lots
- removing pine cones, plant debris, and larger limbs
- special projects assigned by KNCB staff

My group isn't able to meet the minimum volunteer numbers or time requirements. Is there another option for us?

Yes! In lieu of volunteer service, groups may contract with a landscaping company for one year. The adopting group still receives recognition and a sponsor sign for adopting a park, but instead of working in the park, they pay a landscaping company to maintain the park. The group still has the option to volunteer in their “adopted” park to provide sweat equity and team building if they would like.

Safety Tips

Please review these safety tips with all volunteers prior to each volunteer event.

- Be sure to always wear appropriate safety gear, such as gloves, protective eyewear, and safety vests, if needed. Do not work in areas that are not safe.
- Be aware of your worksite. Be alert for possible wildlife, cars, and pedestrians. Always wear a safety vest and bright colored clothing when working in areas with a lot of vehicle traffic. Make sure to avoid contact with bees, ants, and poisonous plants, such as poison ivy.
- Wear protective gloves anytime you are picking up debris. Do not pick up materials that could potentially be hazardous, such as sharp objects or contaminated material. If you are concerned about an item, please contact the non-emergency police number for North Charleston at 843-740-2800.
- Do not go onto private property without the permission of the property owner.
- Get help with lifting bulky and heavy items. Work with a partner. They can help you lift heavy items and make litter pickup more efficient. One of you can hold the bag while the other picks up the litter.

- Do not overfill bags of trash and debris. Pushing down on the tops of bags may cause injury if there are any sharp objects in the bags.
- Put tools and supplies away when not in use to avoid injury to yourself or others.
- Be sure to take rest breaks and drink plenty of water.
- Keep a first-aid kit on hand for any minor injuries.



How do we sign up?

Signing up for the Adopt A Park program is easy! Simply complete the sponsorship agreement included at the end of this program guide, and return the agreement via email to kncbsc@gmail.com.

When submitting your agreement, please also include the following items:

- A W9 form for your business
- A copy of your Certificate of Insurance (not required if you are contracting with a landscaping company)
- A high-resolution .ai or .eps copy of your group's logo. (If a high-resolution copy of your logo is not available, your group's name will be printed on the sign without a logo.)

Contact Information



Keep North Charleston Beautiful

Please contact Keep North Charleston Beautiful with any questions about the Adopt A Park program:

Keep North Charleston Beautiful

843-745-1073

kncbsc@gmail.com

Physical Address:

1633 Sumner Avenue

North Charleston, SC 29406

Mailing Address:

PO Box 190016

North Charleston, SC 29419





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SPONSOR AGREEMENT

About Adopt A Park:

The Adopt A Park program (AAP) is a volunteer activity that gives groups of five (5) or more people (or a contracted business) the opportunity to keep North Charleston's parks clean and beautiful for everyone to enjoy. The goal of AAP is to significantly improve the environment and aesthetic quality of the parks by generating a strong sense of ownership and responsibility within them. Through the AAP program, businesses, park users, and community groups can take an active role in protecting and enhancing neighborhood parks within the City of North Charleston. This will help to create safe, healthy, and beautiful parks for people and wildlife to enjoy.

Program Requirements & Expectations:

- Volunteer groups must include a minimum of five (5) members, including at least one adult supervisor aged eighteen (18) or older. (A landscaping company may be contracted to provide the labor.)
- Groups are asked to make a minimum commitment of one (1) year of service to their adopted park. After each year of volunteer service, the group may renew their commitment with KNCB staff approval.
- Volunteers agree to perform tasks at their adopted park a minimum of five (5) to ten (10) hours each month, depending on group size. If unable to meet this requirement, group will contract with a landscape company to perform park maintenance. (See page 4 of program guide for additional information.)
- KNCB staff will work with each volunteer group to determine the best tasks and location for each group. Some tasks may include: litter removal, planting, beautification, cleaning picnic tables and chairs, spreading mulch or pine straw, reporting any safety issues seen in parks, and other general beautification tasks. KNCB will provide materials needed to complete these tasks.
- Volunteers must adhere to all safety tips and conditions of adoption. Safety guidelines must be reviewed before each volunteer event.
- All volunteer activities must be performed during daylight hours while the park is open.
- Volunteer groups will designate one person to be the team leader for the group. This individual will be the point of contact for the group. The team leader will correspond, pick up supplies, and return reports to KNCB staff.
- The team leader for each group must submit a short report form after each scheduled volunteer event.

Sponsor Recognition:

- Each Adopt A Park sponsor will have a sign (24" x 48") installed in the park that they have adopted after at least three (3) months of participation. The sign will feature the group's name or logo. (If a group cannot sponsor an entire park, one sign will include two group names.) (Adopt A Flowerbed signs will be sized 8 ½" x 11".)
- Keep North Charleston Beautiful will recognize sponsoring groups on social media, including, but not limited to, Facebook and Instagram.

Group Information

Please write group information exactly as you would like for it to appear in any information released about the program (including park signs, social media posts, and media releases).

Name of Group: _____

Mailing Address: _____

(STREET ADDRESS)

(CITY)

(STATE)

(ZIP CODE)

Telephone: _____

Email: _____

Web Address: _____

Facebook Handle: facebook.com/ _____

Instagram Handle: @ _____

How did your group hear about the Adopt A Park Program?

Team Leader Information

Team Leader Name: _____

Team Leader Birthday: _____ / _____
(MONTH) (DAY)

Volunteer Preferences

What is the primary interest of your group? Beautification Litter Cleanup Both

Approximately how many hours per month would your group like to volunteer? _____

In lieu of volunteering, our group would prefer to contract with a landscaping company for park maintenance. (KNCB will help your group find a landscaping company to work with on this project.)

Do you have a preferred park or area of North Charleston where you would like to work?

Yes, our group would like to work in _____

No, please pick the park or area that is the best fit for our group or the park that needs the most attention.

Release of Liability

To the fullest extent permitted by law, the adopting group agrees to indemnify, defend, hold harmless, and release the City of North Charleston and Keep North Charleston Beautiful, their directors, officers, employers, affiliates, agents, successors, and assigns (collectively the City of North Charleston and Keep North Charleston Beautiful) from and against any and all injury, claims, losses, costs, expenses, damages, awards, or settlements (including the payment of reasonable attorneys' fees) arising out of or resulting from any and all acts or omissions of Volunteer at any sponsored City or KNCB activity.

Adopting group hereby waives any claim to the rights to the photographic recordings made of me by the City of North Charleston or Keep North Charleston Beautiful. Group hereby authorizes the editing, duplication, reproduction, copyright, exhibition, broadcast and/or non-profit use and distribution of said recording for purposes deemed suitable by the City or KNCB. Group hereby waives any right to approve the finished products.

Agreement

By signing below, I affirm that I represent _____
(NAME OF SPONSORING GROUP)

I, _____, acknowledge that I have received, understand, and agree with the
(TEAM LEADER NAME, PLEASE PRINT)

terms listed in this sponsorship agreement. If, at any time, I have a question about the terms of this sponsorship agreement, I will contact KNCB staff at the email or phone number listed on the first page of this agreement.

Signature: _____ Today's Date: _____

Submitting Your Agreement

Please submit completed Sponsorship Agreement to kncbsc@gmail.com.

Along with your agreement, businesses are **required** to provide a **Certificate of Insurance** and a **current W-9** form. Please include these items in your email with your completed Sponsorship Agreement. (Certificate of Insurance is not required if your group will be contracting with a landscaping company.)

When submitting your agreement, please also include a **high-resolution .ai or .eps copy of your group's logo**. If a high-resolution copy of your logo is not available, your group's name will be printed on the sign without a logo.

Thank you for participating in the Adopt A Park program! Your commitment to bettering the community will be appreciated by everyone who visits the parks in North Charleston.