

# Adopt-a-Garden Instruction Sheet



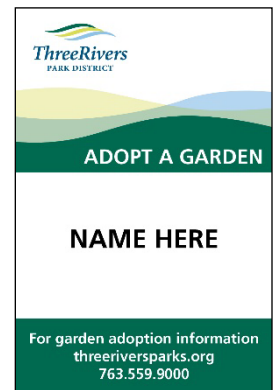
Thank you for your interest in adopting a garden or landscape planting of Three Rivers Park District.

## **Application Process:**

Please take time to carefully read the following information. Share it with group members as appropriate, then sign and return the Adopt-a-Garden Application Form. Contact the Horticulture Supervisor or Forestry Manager with any questions you may have. You will be contacted with confirmation of your sponsorship.

## **Three Rivers Park District agrees to:**

- **Provide sponsor sign recognition** for 2-year commitment in the adopted garden.
- **Provide trash bags** for litter pickup and weed disposal as requested.
- **Remove filled trash bags** from the adopted planting after clean-up is complete.
- **Provide information necessary to perform the work** including training.



## **The Sponsor Agrees to:**

- **Provide ongoing maintenance of adopted garden or landscape planting.** Weeding and clean-up is needed on most of our maintained gardens and landscaped areas. No trimming, planting, seeding, earth moving, etc. may be performed without specific authorization from the Forestry Manager or Horticulture Supervisor.
- **Adopt one garden or formal landscape.** See attached list for gardens that are available for adoption. Areas are assigned on a first come, first served basis. Sponsorship approvals are at the discretion of the Horticulture Supervisor or Forestry Manager.
- **Commit to at least two years of sponsorship.** Agreements are renewable; you will be contacted by Park District staff prior to the expiration of your commitment. (Short-term projects may be possible as well.)
- **Schedule at least 2 maintenance days/month** (with potentially additional days required during the summer months). Maintenance is possible from April 15 to October 15. A maintenance schedule must be prepared for each month and submitted to the Horticulture Supervisor or Forestry Manager a week in advance.
- **Provide adequate supervision for groups.** Groups work independently, under the supervision of group leaders. Sponsors must ensure that there is one adult supervisor present for every 10 juveniles (under 16). Parent Permission for Minors: Groups are responsible for obtaining parent permission of minors under age 18. Individual volunteers must have a Permission Form on file.
- **Review Safety Considerations** and share information with group members.

## **Procedures:**

- Notify Horticulture Supervisor or Forestry Manager of clean-up day.
- Contact the Horticulture Supervisor or Forestry Manager after finishing your work for garbage bag pick-up.
- Record your group's contribution. Please record the date, number of people, and hours contributed by your group. Please send this information to the Volunteer Office using the form provided.

## **Safety Considerations:**



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- Sponsors/sponsor groups are responsible for reviewing and being familiar with the safety information provided in the online training presentation.
  - Sponsors/sponsor group members are encouraged to use caution when picking up debris since items may be sharp or heavy and could cause an injury if not handled properly.
  - In the event any suspicious looking material or unmarked containers are found, please avoid contact, note the location and call the Horticulture Supervisor or Forestry Manager.
  - At no time should sponsors or volunteers use gas or electric powered equipment or herbicide of any type.
  - Sponsors may not drive any motorized vehicles on trails or in any area other than designated park roads and parking lots.
  - Be aware that poison ivy, ticks, mosquitoes, hornets, etc. may be found in some areas. Information on this topics can be found at (<http://www.dnr.state.mn.us/snapshots/plants/poisonivy.html>) and (<http://www.dnr.state.mn.us/insects/deerticks/index.html>)
  - Carry a cell phone for emergencies, if possible.

### **List of Suggested Equipment/Clothing:**

- Dress for the weather. Recommended items to bring/wear:
  - Work or garden gloves
  - Collecting containers (5-gallon buckets work well) for gathering weeds and/ or trash to be put into larger bags.
  - Garden Tools – trowels, small digging shovels, dandelion diggers, pruners
  - Insect Repellant, sunscreen
  - Drinking water, snacks

### **Links:**

- Forms and information: [www.threeriversparks.org/volunteer/group-opportunities.aspx](http://www.threeriversparks.org/volunteer/group-opportunities.aspx)

### **Contacts:**

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#### **Three Rivers Park District Volunteer Office**

3000 Xenium Lane, Plymouth, MN 55441

763-559-6706

<http://www.threeriversparks.org/volunteer.aspx>

E-mail: [Volunteer@ThreeRiversParks.org](mailto:Volunteer@ThreeRiversParks.org)

Katie Brom, Volunteer Coordinator: 763-559-6704

Rebecca Conser, Volunteer Coordinator: 763-694-2070

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