



Adopt-A-Trail Program
Information and Application

City of Springdale,
Planning Department, Trails Division
201 Spring Street, Springdale, AR 72764
(479)-750-8105 E-mail, Trails@SpringdaleAR.gov
www.SpringdaleAR.gov

ADOPT-A-TRAIL HANDBOOK

Welcome to the City of Springdale's emerging Trail's system! Thank you for your interest in volunteering and we hope you will enjoy being involved in our community.

This Handbook provides information on Springdale's trails and on-street facilities, volunteer opportunities and specific instructions on policies and procedures that pertain to adopting a segment of our trail system.

Introduction

Our Trail system is really taking off with the addition of the Razorback Greenway Trail and a bigger commitment by the entire community to provide alternative transportation and recreational opportunities in Springdale.

The Program:

Purpose

To promote and maintain the Springdale Trails System.

Benefits

Team building opportunities,
Community outreach

Recognition

Community engagement
Signage

Who can volunteer?

We accept Adopt-A-Trail applications from:

- Groups
- Corporations
- Non-Profit Organizations
- Neighborhood Associations
- Community Service Organizations

Springdale's Adopt-A-Trail program does ask that the minimum number in the applicants group be Ten (10), this will allow one group the ability to adopt a segment of a trail; and be successful in assisting the City in its maintenance.

What is Adopt-A-Trail?

Adopt-A-Trail is a Volunteer Program. Program participants are asked to work a minimum of three times per year. The first work session should occur within six months of adopting, followed by two

additional work dates before the year's end. If the adopting group does not work at least once within the first six month period, the City has the option to cancel the agreement.

Signage with your organization name will be installed at or near the trail segment that your group has adopted. The sign will be installed after requirements have been met for one full year and a commitment to continue has been made.

Volunteer Opportunities

- **Best Foot Forward, Cleanup Efforts:** Assist with trail, and creek cleanup, litter removal and cleaning of Trail amenities.
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- **Preserve and Protect, Environmental Projects:** Volunteers can assist with habitat restoration, preservation projects, or other environmental projects that are incorporated into the trail system.
- **Safety and Security First, Trail Maintenance Efforts:**
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Scheduling for the Adopt-A-Trail program

Each organization shall designate a representative who will be responsible for scheduling work dates. Work days with groups require 14 day notice. A meeting with the group representative will be scheduled prior to the scheduled work date to review the nature of the work to be performed, required training and to be sure all materials and supplies are available. Once assigned to a program area, volunteers are responsible for working during the times and dates scheduled. To schedule call (479) 750-8105 or e-mail Trails@Springdalear.gov or Shatfield@springdalear.gov, please include **Volunteer** in the subject line.

Record Keeping

So you or your organization can receive the recognition you deserve, it is essential that Springdale Trails maintain a record of the amount of time donated by volunteers. Immediately after a work session volunteers are asked to report via email or voicemail **the date and time they work, the activity, number of volunteers and the number of hours completed each time they work**. This information should be e-mailed, mailed, faxed or phoned in within 24 hours of work date.

Safety and Personal Protective Equipment

Depending on the jobs performed safety equipment such as gloves, glasses, sturdy, closed toed, shoes, earplugs, sun hats, or sunscreen may be appropriate. The Adopt-A-Trail Coordinator will discuss this with volunteers, so you can be as comfortable as possible. Gloves and tools may be provided by the City.

Absences

Volunteers who cannot report for their job assignments should notify the Adopt-A-Trail Coordinator and/or their origination's team leader as soon as possible. **If it is necessary to cancel a groups scheduled day altogether, please notify the Adopt-A-Trail representative so that all staff can be aware.**

Policies

American with Disabilities Act (ADA)

Volunteers who are disabled should bring those needs to the attention of the Adopt-A-Trail Coordinator. The City of Springdale complies with ADA guidelines and will make every effort to accommodate whenever possible.

Dress Code

We want you to be comfortable and wear appropriate clothing for the task assigned; we also ask that our volunteers project a professional image in their attire. The City will provide safety vests that can easily identify each volunteer as part of the Adopt-a-Trail program and be highly visible.

Drug Free Workplace

City of Springdale has a vital interest in maintaining a safe and efficient work environment for volunteers and employees. Use of drugs, being under the influence of alcohol, or being in an impaired condition poses safety and health risks and is prohibited. Violation of this policy will result in the termination of one's status as a volunteer.

Sexual Harassment

No volunteer should experience unwelcome sexual suggestions from any employee or volunteer, any incidents of this nature should be reported immediately to the Adopt-A-Trail Coordinator or City of Springdale Planning Director or staff member for investigation.

Weather

If there is inclement weather you may reschedule your workday with the appropriate Adopt-A-Trail Coordinator or Planning office at (479) 750-8105 to reschedule.

Emergency Procedures

Any volunteer who observes a medical or any other type of emergency should call 911 then contact a staff member.

Grievance Procedures

A volunteer who has a concern about a work-related issue should discuss the issue with the appropriate City Staff Member. Every attempt will be made to resolve a problem informally through the discussion process. However, if a matter remains unresolved, it will be referred to the City of Springdale Planning Department Director for a final resolution.

Trail Adopter Image

As a volunteer you represent Springdale Trails and have an important role to play in enhancing the visitor's perception of Springdale. Volunteers should always be friendly and helpful. If a visitor's question cannot be answered, the visitor should be directed to an appropriate staff member for an answer. If a volunteer observes inappropriate behavior from a visitor, they should report the problem immediately to the City representative.

Thank you for your interest in our community. We look forward to meeting you and appreciate the generous offer of your time and skills.

Mail or Deliver to:
Springdale, Planning Department
Trail Division
201 Spring Street
Springdale, AR 75764

ADOPT - A- TRAIL APPLICATION

Date: _____ **Please Print:**

Name and/or Organization Name (if applicable)

Primary Contact - Current Year

Street Address

City, _____ State, _____ Zip _____

Phone (_____) _____ - _____ Alt number(_____) _____ - _____

Occupation _____ E-mail _____

Secondary Contact

Street Address

City, _____ State, _____ Zip _____

Phone (_____) _____ - _____ Alt. number (_____) _____ - _____

Occupation _____ E-mail _____

Emergency Contact

In the event of an emergency

Contact: Name Relationship Address Emergency Telephone

ADOPT -A -TRAIL APPLICATION

Trail Preference

Preferred area to volunteer

For the purpose of public relations, do you wish to remain anonymous? Yes No

Please list the exact wording, (Name), that you would like on the recognition sign

Please see the enclosed map of the currently available trail segments for adoption and list the trail segment designation for your top three preferred choices.

#1 Trail Segment; _____

#2 Trail Segment; _____

#3 Trail Segment; _____

Briefly explain why your group or organization is interested in volunteering with the City of Springdale and its trail system:

I certify that the information stated on this application is true and correct to the best of my knowledge and belief and is made in good faith. Any false statements made may be used as a rejection of this application.

Signature _____ Date _____

Note: Group work days must be scheduled 14 days in advance