



 **OKC Beautiful**

# ADOPT-A-PARK

## HANDBOOK

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**JUNE 2024**



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# ABOUT ADOPT-A- PARK

Adopt-A-Park is a city-wide program that empowers volunteer groups to adopt and maintain a local park, median, or greenbelt. The program is free and open to anyone who is willing to dedicate a couple of hours monthly to their adopted space.

Oklahoma City's Adopt-A-Park program began as a city-run effort to bring civic engagement to Oklahoma City's green spaces. Later, Adopt-A-Park was transferred to OKC Beautiful, who continues to manage the program today.

**A map of available and adopted spaces can be found on the OKC Beautiful website at [www.okcbeautiful.com/adopt-a-park](http://www.okcbeautiful.com/adopt-a-park).**



# WHO WE ARE:



OKC Beautiful is a nonprofit organization that promotes environmental beautification, education, and stewardship throughout the Oklahoma City metro area.



OKC Beautiful operates more than a dozen programs centered on environmental education and beautification. We engage community members of all different backgrounds in volunteer events, classes, and more.



To learn more about OKC Beautiful's mission and programs, visit the website at [www.okcbeautiful.com](http://www.okcbeautiful.com).





# ADOPT-A-PARK ELIGIBILITY & GUIDELINES

## ELIGIBILITY

Our Adopt-A-Park program is open to any group who is dedicated to improving our local public spaces. Some examples of adopting groups include:

- Neighborhood Associations
- Civic Groups
- School Clubs
- Co-workers
- Families
- **And more!**

Any adopting group containing people under the age of 18 must be accompanied by at least one adult guardian or supervisor.

## GUIDELINES

Program rules must be followed by all adopting group members. Recurring breaches in program requirements by an individual or a group could result in removal from the Adopt-A-Park program.



## CONTACT INFORMATION

Adopting groups must include one primary contact who facilitates all communication with OKC Beautiful and the City of Oklahoma City. This member will also be responsible for:

- Distributing volunteer waivers to all new group members
- Submitting an [Event Report](#) after each group volunteer event
- Submitting an annual Adopt-A-Park renewal form
- Alerting OKC Beautiful of Non-Routine Work Requests, program resignation, or changes in primary contact.

## VOLUNTEER WAIVERS

All group members must submit a volunteer waiver to OKC Beautiful before any volunteer activity occurs in the adopted park or space, to be renewed annually. If a group member is under 18 years of age, a waiver must be submitted on their behalf by a guardian. Completed waivers can be mailed to the OKC Beautiful office (3535 N. Classen Blvd., Oklahoma City, OK, 73118), submitted through our [online waiver](#), or emailed to [lauren@okcbeautiful.com](mailto:lauren@okcbeautiful.com).

## ROUTINE VS. NON-ROUTINE WORK

Park tasks facilitated by group members are divided into two different categories of work: **routine work** and **non-routine work**.



## ROUTINE WORK

Routine work may be performed at any time without approval from OKC Beautiful or the City of Oklahoma City. Routine work tasks include:

- Litter control
- Weeding pre-established flowerbeds approved by the City of Oklahoma City
- Reporting graffiti, unclean bathrooms or other facilities, or damage to the adopted space to the City of Oklahoma City

## NON-ROUTINE WORK

Non-routine work consists of tasks that require special written permission from the City of Oklahoma City. These tasks must follow the guidelines and regulations of the Oklahoma City Parks Department. These include:

- Landscaping projects
- Mulching flowerbeds and playgrounds
- Supplemental mowing
- Contracting work in the adopted space to a third party
- Any installation of signage, outdoor furniture, or equipment
- Repainting or refinishing park equipment, walls, signs, court lines, etc.

**Any tasks not referred to as routine or non-routine work must be approved by the City of Oklahoma City and are subject to denial.**

# ADOPT-A-PARK FAQs

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## Q: WILL MY GROUP RECEIVE AN ADOPT-A-PARK SIGN?

Each adopting group has the option for **one** complementary sign to be presented in their adopted space containing the name of the adopting group. Sign orders occur on a quarterly basis throughout the year, and installation is conducted by the City of Oklahoma City. Requests for new signage or signage repairs may be delayed.

## Q: CAN ONE SPACE BE ADOPTED BY MULTIPLE GROUPS?

Although it is encouraged for new groups to find a park that is in need of an adoption, parks may have more than one group depending on park size and availability. For an updated map of currently adopted and available parks, please visit <https://www.okcbeautiful.com/adopt-a-park>.

## Q: HOW DO I SUBMIT A REQUEST FOR NON-ROUTINE WORK?

Requests for non-routine work can be submitted via email to the Adopt-A-Park program coordinator. Please contact Lauren Nixon ([lauren@okcbeautiful.com](mailto:lauren@okcbeautiful.com)) with the subject line **“Non-Routine Work Request”** followed by your adopting group name.

## Q: HOW DO I REPORT ISSUES (INOPERABLE RESTROOMS, GRAFITTI, ETC.) ABOUT MY ADOPTED SITE?

To report an emergency, please call 911 immediately.

Any non-emergency code violations (graffiti, junk & debris, abandoned vehicles, maintenance, etc.) can be reported to the City of Oklahoma City through the [Action Center](#). The Action Center can be reached by:

- **Phone:** (405) 297-2535
- **Text:** (405) 252-1053
- **Email:** [action.center@okc.gov](mailto:action.center@okc.gov)
- **Twitter:** @okcaction
- **Online Web Portal:** [www.okc.gov/residents/action-center/report](http://www.okc.gov/residents/action-center/report)
- **Mobile App:** "OKC Connect" on [Android](#) or [Apple Store](#)

## Q: HOW ARE MY ADOPTING GROUP'S VOLUNTEER HOURS TRACKED?

Volunteer hours and events are tracked through the [Event Report Form](#). Submit this form after each volunteer event in your adopted site to be eligible for special recognition and group shout-outs!



# PROGRAM RESOURCES

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OKC Beautiful and our program partners provide ongoing support to Adopt-A-Park groups. Some of the resources provided through the program include:

- Free litter cleanup kits, including bags, grabbers, safety vests, gloves, and hand sanitizer
- Complimentary sign recognizing the adopting group placed at the park.
- Safety tips and instructions for volunteer coordinators
- Free tool loan from OKC Beautiful for landscaping projects at the park, including shovels, wheelbarrows, buckets, etc.
- Plant material and mulch through occasional in-kind grant programming

**For more information about program support, or to request supplies for litter clean-ups or projects, please contact Lauren Nixon ([lauren@okcbeautiful.com](mailto:lauren@okcbeautiful.com)).**



## CONTACTS

**Lauren Nixon** | OKC Beautiful – Program Coordinator  
[lauren@okcbeautiful.com](mailto:lauren@okcbeautiful.com) | (405) 525-8822

**Michael J. Smith** | City of Oklahoma City – Business Manager  
[michaelj.smith@okc.gov](mailto:michaelj.smith@okc.gov)

## FORMS & WAIVERS

- [Adopt-A-Park Agreement](#)
- [Liability Waiver \(PDF\)](#)
- [Liability Waiver \(Online\)](#)
- [Volunteer Event Report](#)

**Program information, contact information, forms, waivers, and more can be found on the OKC Beautiful website at**  
[www.okcbeautiful.com/adopt-a-park](http://www.okcbeautiful.com/adopt-a-park).

