

WHAT ARE THE POST PARTNERS VOLUNTEER PROGRAM POLICIES?

When reviewing this document, the term "Volunteer Coordinator" refers to the Town of Castle Rocks Parks and Recreation Department's point of contact. "Group Leader" refers to the **POST Partners** adopting group's contact.

1. When a group adopts a park, they must commit to the terms outlined in their Partner level as listed below. Each volunteer group will receive:
 - ✓ **POST Partners** T-shirts
 - ✓ Water bottles
 - ✓ Partner Tracks newsletter
 - ✓ Recognition at the annual volunteer recognition event
 - ✓ Recognition in the Parks & Recreation Dept. annual report
2. The adopting group must enter into a signed agreement with the Town of Castle Rock Parks and Recreation Department.
3. Parks, open space and trails are adopted first-come, first-served.
4. Each area is unique, and each group has diverse skills and needs. For this reason, the Parks and Recreation Department will develop mutually agreeable expectations on a case-by-case basis.
5. Planting flowers, trees and shrubs and carpentry projects, such as installing and repairing benches, must be conducted under the guidelines of the **POST Partners** agreement and coordinated with the Parks and Recreation Department staff and Director.
6. All work must be performed during daylight hours.
7. All volunteers must follow safety guidelines.
8. Monitoring of the adopted area must be done regularly – usually at least once a month during April through October and as weather permits in the cold season. Some sites may require additional time commitments.
9. **POST Partners** must perform organized litter control and/or park beautification workdays as agreed to remain in good standing in the program. Groups should provide the Volunteer Coordinator with **at least one week's notice (preferably two)** of their intent to perform these workdays to assist staff with coordinating park resources.

