



Adopt-A-Park Handbook

Welcome!

Thank you for your interest in becoming a park adopter through the Tinley Park-Park District!

What is the Adopt-A-Park Program?

The Adopt-A-Park Program brings neighborhood groups, park users, residents, and community partners together with the District to improve and care for neighborhood parks. Park adopters serve as community representatives by building volunteer support and fostering an inclusive, welcoming environment for all park stakeholders. Partners contribute volunteers, in-kind donations, and private resources while helping build community ownership, enthusiasm, creativity, and innovation—making our parks stronger and more vibrant.

What are the Roles in the program?

Tinley Park-Park District

- Provide oversight
- Review and collaborate on volunteer and park improvement projects
- Provide planting materials and supplies
- Provide technical assistance and education

Adopt-A-Park Partner

- Organize a family/commercial/community-based group to assist in park needs
- Serve as a community stakeholder for the park
- Report unsafe conditions, vandalism, suspicious activity at the park, etc.
- Work to improve and maintain the park with organized clean-up and maintenance work

What are the Benefits?

Tinley Park-Park District

- Can allocate additional resources to other projects and agency needs while keeping our aesthetic standards
- Create community stakeholders taking pride in their local parks

Adopt-A-Park Partner

- Provide community service in the areas they live and work
- Receive a sign placed in the adopted flower box (or similar area based on park location) naming the Adopt-A-Park Partner
- Adopt-A-Park Partners-receive one reduced park pavilion or room rental per park adopted

What is expected?

Adopter's Responsibilities

- Adopt-A-Park for 1 year
- Attend park needs (weeding, mulching, litter removal, etc.) a minimum of two times per month between April-October (groups arrange their work days and do not need to contact the Park District)
- Plant and maintain **park flower box** (flowers/plants provided), weeding and watering
- Additional items can be discussed
- Additional assistance opportunities may arise such as removal of invasive species, habitat restoration, playground surface maintenance, etc.

Tinley Park-Park District Responsibilities

- Assign park to each group; specific location requests will be considered
- Provide educational directives prior to season beginning
- Book pavilion or room space according to group and agency needs based on guidelines of room rentals and must be arranged with the Superintendent of Recreation, 708-342-4200.

When does the program start?

Complete the application now, parks are limited in availability and are assigned on a first-come, first-served basis. A planting weekend (s) will be established for flower/plant delivery to your adopted park from our Parks Department for the flower box.

What is Provided-Cleaning Supplies/Tools

Trash Bags, garbage pickers, water container and other small supplies may be made available to the organizing groups for use during their agreement period. The organizing groups shall provide additional items such as gloves/rakes etc. Upon completion of the terms of agreement, the organizing group shall return any supplies provided by the Park District.

Volunteer and Safety Rules & Procedures

1. One adult must accompany every eight workers under age 18
2. For the protection of all workers, appropriate clothing and footwear must be worn
3. Sandals/open toed shoes are prohibited while working at the park
4. Drinking water and a first aid kit should be provided by volunteer organizations during all Adopt-A-Park Partner volunteer work periods
5. Adopt-A-Park Partner volunteer are prohibited from bringing pets to work at the park
6. Work must be done during daylight hours
7. All participants are to follow park rules and regulations
8. Inappropriate behaviors during the clean-up procedures will not be tolerated. The possession or consumption of alcoholic beverages while working are prohibited
9. Work will be done on Tinley Park-Park District property only
10. Please return any valuables found to the Park District Main Office
11. Tinley Park-Park District has the right to terminate agreement if Adopting group fails to follow terms and agreement of the program

Volunteers work under the oversight of Tinley Park-Park District staff. Tasks typically fall into the category of basic maintenance, and most projects are very low risk. Risk is carefully managed and minimized. The Tinley Park-Park District **does not** allow volunteers to use power tools or chemicals, nor allow volunteers to do tree pruning or other tree work. Mulching and root collar clearing may be done by volunteers with coordination and oversight from the Parks Staff of the Tinley Park-Park District.

How do you become an adopter?

- Complete application online at www.tinleyparkdistrict.org Call 708-342-4200 with questions

Program Coordinators

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Superintendent of Parks

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Superintendent of Recreation

Thank you! We appreciate your time and dedication to the park and green spaces of the Tinley Park-Park District! The work you do makes Tinley Park a beautiful place to live, work, and play!