



City of New Richmond Adopt-A-Garden Program 2020



Contact Information: Lori Brinkman
lbrinkman@newrichmondwi.gov or (715) 243-0426

The City of New Richmond began an Adopt-A-Garden Program in 2018. The program provides citizens an opportunity to volunteer in our city's parks system. Volunteer time spent mulching, weeding, watering, and planting flowers helps provide a more beautiful park experience for the entire community.

Everyone is welcome and encouraged to participate: individuals, families, churches, businesses, and civic groups can all help maintain and improve our flower beds. The flower gardens vary in size, so there are locations that are great for individuals or large groups. The Adopt-A-Garden Program is a great way to give back to the community and beautify our parks and trails system.

Program Expectations

- Adopt-A-Garden volunteers are expected to commit to maintaining their designated flower garden for one garden season, from May through September. This includes a spring and fall clean-up and regular weekly maintenance. The City will provide mulch, trash bags, and tools for the spring and fall clean-up dates. Weekly maintenance includes watering, weeding, and litter removal.
- For volunteer groups, designate a group supervisor who will be the primary contact person. The group supervisor will also ensure that volunteers sign a waiver of liability form before any work is done.
- Flower gardens are adopted on a first-come, first-serve basis. A list of all the adoptable flower gardens is included in this packet. The Public Works Department will do its best to match volunteers to the flower bed that they are most interested in.
- All volunteers under age 18 must be supervised by a responsible adult.
- The City of New Richmond will install a sign with the volunteer name(s) on it to be placed in their adopted flower bed as recognition for their time, effort, and dedication to keeping New Richmond's parks looking beautiful. Signs will be placed after groups have completed the spring clean-up.

How to Sign Up

- Complete and sign the application form and return it to the Civic Center (156 East First Street) or email it to Lori Brinkman (lbrinkman@newrichmondwi.gov). City staff will review the application and match you to a flower bed available for adoption.
- Following approval, each volunteer must sign a liability form before any work is done. Volunteers under 18 must have their liability form signed by a parent or legal guardian. A copy of the liability form is available online (www.newrichmondwi.gov) for extra copies or last minute volunteers.
- Volunteers should schedule the spring and fall clean-up dates at least three days in advance with Lori Brinkman to coordinate delivery of needed materials and supplies.

Safety Guidelines

- Wear work gloves, closed-toed shoes, and light colored clothing.
- Bring sunscreen and apply it regularly to prevent sunburn. Hats and sunglasses are also recommended.
- Beware of bees, poison ivy, poison oak, and other irritants. Avoid bites by wearing insect repellent.
- Do not overexert yourself: take breaks and drink plenty of liquids. Be sure to bring water with you, as not all parks have water available.
- Work during daylight hours and within the park's posted hours.
- Do not use or bring your own power tools and motor-driven equipment unless you have been preauthorized and trained to do so by the City of New Richmond Public Works Department.
- Postpone or stop clean-up immediately if rain, lightning, or strong winds are present.
- Leave dead animals on site and report them to the City of New Richmond.
- Do not bring pets, or leave pets in the car, while you volunteer in the park.

Flower Beds Available for Adoption



L.G. Peterson Park



Ted McCabe Park



Skate Park



Mary Park (3 gardens available)



Paperjack Park



Hatfield Park

Richmond Crossing Sign - near Culvers



City of New Richmond Adopt-A-Garden Program Application Form 2020



*Please complete and return to Lori Brinkman (lbrinkman@newrichmondwi.gov)
or drop it off at the Civic Center (156 E First Street)*

Contact Information

Volunteer Name(s): _____

Group/Business Name (If Applicable): _____

Group Supervisor/Primary Contact (If Applicable): _____

Mailing Address: _____

Phone Number: _____ Email Address: _____

Preferred Flower Garden

Please write your top three choices from the list of adoptable flower gardens:

Choice 1: _____

Choice 2: _____

Choice 3: _____

Additional Information

Estimated Number of Volunteers Participating: _____

Name as it would appear on your recognition sign: _____

Statement of Agreement

I have read and agree to abide by the expectations and safety guidelines included with this form with the City of New Richmond Adopt-A-Garden Program. I understand that this is an application and the Public Works Department will contact me to finalize an agreement. In addition, I understand that the Public Works Department will make the final determination as to whether a group can participate and the final garden assignment. I understand that failure to uphold these guidelines and expectations will jeopardize my group's involvement in the Adopt-A-Garden Program in the future.

Applicant (Primary Contact) Signature

Date Signed



Volunteer/Community Service Waiver Form

Volunteering or performing community service for the City of New Richmond, Wisconsin is a rewarding job, but it is not without risks. While we strive to make a safe environment for all our guests, we ask that you observe our rules of safety at all times.

By signing, you agree that you are volunteering or providing community service on your own behalf and release the City of New Richmond, its employees, agents, and board members from any and all claims, injuries, or actions (including those of active or passive negligence) arising from any activities in which you participate for the City of New Richmond.

By signing, you understand the risks and hazards, and assume all risks of loss, damage, or injury, including death, that may be sustained while performing activities for us at one of its events or functions.

By signing, you represent that you are 18 years of age and of sound mind. If you are under 18, a parent or legal guardian must sign this form as well. Anyone under 18 must be accompanied by an adult at all times.

Signature

Printed Name

Date

Phone #

Complete Mailing Address

Driver's License #

State of Issue

IN CASE OF EMERGENCY, CONTACT:

Name

Phone #

IF VOLUNTEER/CIVIC WORKER IS UNDER 18 YEARS OF AGE:

Signature of Parent or Legal Guardian

Printed Name

Driver's License #

State of Issue