

Approved by: Timothy C. Wiberg, Village Manager



	<b>Administrative Protocol</b>  <b>Adopt-a-Path Program</b>	<b>Effective Date: 3/27/2017</b>  <b>Revision Date:</b>
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**Introduction**

The Adopt-a-Path program is intended encourage community engagement with the Village’s recreation paths. Interested parties will be assigned sections of the Valley Line Trail, Union Pacific Path, or Centennial Park. Adoption sections along the Valley Line Trail and Union Pacific Path will be bounded by roadway intersections, Centennial Park will be divided at Pratt Avenue. The adopted sections will be publicly recognized with a sign parallel to the path displaying the name of the adopting organization. The sign will read, “Village of Lincolnwood, Path Adopted by: Organization Name.”

**Program Guidelines**

Once an application has been received, the Parks and Recreation Department will coordinate with the applying organization to assign a section of the pathway that has not yet been adopted. It is the organization’s responsibility to contact the Public Works Department to confirm the organization’s dates for maintaining their section of the path, in order for the Village to supply participants with personal protective equipment and trash bags.

The program will be available to any interested organization with a presence in Lincolnwood, such as businesses, neighborhoods, or civic groups. The organization will be expected to make a two year commitment to perform four clean-up efforts each year. Clean-up dates shall be determined by the participants and should occur at least a month apart from each other. Failure to perform the four clean-up efforts each year may be grounds for the Village to solicit other organizations to oversee that section of the path.

Participants will contact the Public Works Department at least one week in advance of their planned volunteer date to coordinate picking up supplies. Participants are required to pick up personal protective equipment and garbage bags from the Public Works Department by the end of business hours (4:30 p.m.) on the business day prior to the volunteer date. All personal protective equipment are to be returned to Public Works by the end of the following business day (4:30 p.m.). The Public Works Department will generate an annual report identifying whether groups are meeting the expectations of the program.

The application for program participation is attached and includes: the preferred path, organization name (to appear on sign), address, applicant name and signature, date of application, contact email address, organization mailing address, and contact telephone number. The Village encourages all organizations involved in the community to participate.

Every participant must sign a waiver (attached) agreeing to the terms of the Village’s Volunteer Accident & Disability Coverage Program offered through Intergovernmental Risk Management Agency (IRMA). The waiver clearly states that there are certain risks of personal physical injury associated with the Adopt-a-Path program and any actions not associated with the program duties will not be covered by the liability insurance.