



Duties

1. Maintain assigned trail at least 3 times during adoption year from April-October
 - a. 1 cleanup day must be set in April, July, and October
2. Notify the Minot Park District at least two (2) weeks prior to dates
3. Pick up and bag litter
4. Clear trail of small debris and encroaching vegetation
5. Inspect the condition of trail and trail signs
6. Remove fallen branches of 6-inch diameter or less (hand tools only)
7. Place all trash bags and collected materials in a predetermined collection site near the beginning of the trail
8. Submit a completed Volunteer Agreement Form prior to each activity day
9. Submit a completed Trail Report after each activity day noting any hazardous, large, or graffitied materials

Equipment

Minot Park District will supply the following equipment available for pickup. Communicate with Adopt-A-Trail Coordinator to schedule pick-up.

1. Trash bags
2. Nitrile Gloves
3. Litter Pickers

Additional hand tools such as shovels, rakes, and weeders may be available upon request.

Safety Briefing

Prior to activity dates Sponsor representatives should brief volunteers of the following:

1. Volunteers should wear long pants, closed toes shoes or boots, and gloves
2. Knives, machetes, axes, saws, etc. should not be carried
3. Consider using sunscreen and bug repellent
4. Trash should not be compacted. Fill the bag loosely and then secure another bag
5. Closed containers or items suspected to be hazardous will not be touched. Report the detailed location and nature of these items in the Trail Report. Include supporting photos.
6. Any items too large or heavy for handling should be left in place and reported in the Trail Report. Include supporting photos.
7. Be aware of vehicle and pedestrian traffic.
8. Discontinue work in inclement weather especially in times of reduced visibility, wet or icy roads, during electrical storms, or other dangerous conditions.
9. Be careful when walking close to river on steep or muddy bank. Do not enter water.
10. Take note when picking up sharp objects as to avoid injury from those objects
11. Avoid poison ivy and other harmful vegetation
12. Avoid over exertion, come properly nourished, and bring plenty of water to drink



13. Every crew should have an adequate first aid kit, immediate available transportation, and a cell phone. Emergency numbers are:
 - a. Emergency 911
 - b. Police Dispatch 701-852-0111
 - c. Minot Park District Office 701-857-4136

Qualifications and Requirements

1. Sponsors are required to commit to program for 1 year
2. One individual 18 or older must be designated as the group leader and liaison to the Minot Park District.
3. All volunteers must sign and submit a Volunteer Agreement Form before beginning their duties as trail adopters.
4. Sponsors must complete and submit a Trail Report after each trail workday.
5. A \$200 fee to cover costs of producing, posting, and maintaining Adopt-A-Trail signs should be remitted via check upon approval. Checks should be made payable to "Minot Park District" with "Adopt-A-Trail" written in the memo line.
6. A \$100 renewal fee is required for sponsors who choose to continue their Adopt-A-Trail sponsorship the following year.
7. Adoption date begins April 1 of the adoption year.

Restrictions

1. Limit work to the designated trail
2. Power tools and machinery are not permitted
3. Do not pick up hazardous material or unreasonably heavy or large branches. Report these items to the Minot Park District via the Trail Report
4. Do not reroute or modify trails
5. Do not enter river water
6. Volunteers are responsible for providing their own water and transportation to and from the trail
7. Failure to perform Duties, submit required forms, or adhere to Terms and Conditions will result in the trail being made available for adoption to other interested parties.



Email: nicole.binion@minotparks.com

Phone: 701-857-4136

Notice: Information requested on this form is required for any individual or organization who wishes to volunteer services as an Adopt-A-Trail Sponsor. The Minot Park District will not consider your application unless you provide complete information requested. Information collected will be used for park trail administration and enforcement purposes.

Instructions: Send completed form to nicole.binion@minotparks.com or the Minot Parks Main Office at 420 3rd Ave SW Minot, ND 58701.

Sponsor Information

Sponsor Name _____ Organization Type _____

Street Address _____ City _____ State _____ Zip Code _____

Sponsor Name as it should appear on the sign _____

Contact Person Name _____

Street Address _____ City _____ State _____ Zip Code _____

Primary Telephone Number _____ Email _____

Trail Information

Approximate Number of People Participating in Each Activity Day _____

Number of Activity Days Sponsor Plans to Schedule this Year (Minimum 3) _____

Name of Trail you are Interested in Adopting:

First Choice _____

Second Choice _____

Third Choice _____

By signing below the sponsor acknowledges the nature of the work and agrees to all terms and conditions stated attached to this application

Signature of Authorized Representative _____



Title _____ Date Signed _____

Leave Blank - For use by Parks Administration Office Only

Permit Approval

Minot Park District approves this sponsor to participate in the Adopt-A-Trail program for the trail identified below. This permit is valid on this trail for the time period listed below. This permit is renewable annually with written notice to the Minot Parks Office prior to January 1st of the adoption year. The Minot Park District reserves the right to modify or cancel this permit at any time.

Trail Approved _____

Effective Date _____ End Date _____

Approved by _____ Date Signed _____

Term and Conditions

1. Sponsors are to be considered volunteers and not officers, employees, or agents of the Minot Park District. Any injuries, claims, liabilities, suits, or costs relating to this permit shall be the sole responsibility of the Sponsor. The Sponsor is not to be considered an employee for any purpose such as workers compensation, medical insurance, or job benefits.
2. The Sponsor agrees to indemnify and hold harmless the Minot Park District from any injury, cost, suit, liability, or award arising from the issuance or exercise of this permit, or because of any adverse effect upon any person or property attributed to the works of the Sponsor.
3. Participants in the group agree to obey and abide by all laws and regulations relating to safety and such terms and conditions as may be required by the Minot Park District for special conditions that may exist on a particular adopted trail segment.
4. Trails are assigned on an application and review basis. Sponsorship approvals are at the discretion of the Minot Park District.
5. Trail segment sponsorships will not overlap. Each segment will be adopted by one sponsor at any given time. Sponsors will not work beyond their assigned trail segment limits.
6. Sponsors will participate in a minimum of three (3) activity days per year. Activity dates are to be mutually agreeable to the Sponsors and the Minot Park District. Sponsors agree to work during daylight hours only. The Sponsor shall notify the Minot Park District at least two (2) weeks prior to the date of each intended activity date.
7. Sponsors will provide appropriate training prior to any activity day to ensure the safety of all participants. Safety rules will be reviewed each activity day before proceeding to the trail segment.
8. Sponsors will ensure there is one adult supervisor present for every 3 juveniles under age 12, 6 juveniles 13-16, 10 juveniles 17-18. The Sponsor is solely responsible for determining the qualifications of its members and volunteers who will participate in activity dates.
9. The Minot Park District will supply trash bags for litter pickup and instructions for disposal of litter filled bags. Recyclable items can be separated from non-recyclables. The Sponsor may keep any recyclable materials.



10. Requests for additional supplies and materials should be directed to the Minot Park District. Unused supplies and materials furnished by the Minot Park District must be returned to the Minot Park District within one (1) week of the end of each clean up activity.
11. Any "lost and found" items must be returned to the Minot Park District.
12. Closed containers or items suspected to be hazardous will not be touched. Any items/situations found by the Sponsors which need further attention from the park staff should be brought to the attention of the Minot Park District via the Trail Report.
13. No motor vehicles will be allowed on any trail unless specifically authorized by the Minot Park District
14. Adopt-A-Trail sponsors will be recognized by District approved signs at trailheads or on property bulletin boards. The location of these signs is at the discretion of the Minot Park District. The Minot Park District reserves the right to refuse or revise acronyms of group names when preparing signs.
15. A \$200 fee to cover costs of producing, posting, and maintaining Adopt-A-Trail signs should be remitted via check upon approval. Checks should be made payable to "Minot Park District" with "Adopt-A-Trail" written in the memo line. If the application is not accepted, checks will be returned.
16. This agreement shall be for the period of 1 year beginning on April 1st of the adoption year. If Sponsors wish to renew their sponsorship, they must do so in writing before January 1st of the adoption year. Sponsorships will not be renewed automatically. The Minot Park District will erect a sign containing the Sponsors name. This sign shall remain displayed during the term of this agreement.
17. Additional Terms or Conditions: