



Adopt-A-Spot Handbook

CONGRATULATIONS! You have successfully adopted a spot!

Introduction

You will be working on city-owned land that is managed by Salt Lake City Parks and Public Lands. The program strives to protect native vegetation, water quality, and aquatic and terrestrial wildlife habitat while providing access and educational opportunities for the public. As an adopter, your support and help can make our land more resilient, healthy, and inspiring.

The Open Space Lands Program, a division of Parks and Public Lands, will support you in all activities as outlined in this document. Feel free to contact us, and coordinate work plans. Staff will also follow-up with the work you will be performing and provide feedback as deemed necessary.

Your main points of contact are:

Sherilyn Hirschi (Open Space Stewardship Coordinator): sherilyn.hirschi@slcgov.com

Lewis Kogan (Open Space Program Manager): lewis.kogan@slcgov.com

Safety

A safety workshop and orientation will be given during the first volunteer project an Adopt-a-Spot partner ever hosts. As new members join your group, it is the responsibility of the volunteer group's leader to relay the information given at the workshop and orientation. If there is a large change in members, the group leader can schedule a new training with Open Space staff. By signing the Adopt-a-Spot Code of Conduct form, the group leader acknowledges the required training for all volunteers before any stewardship action occurs.

Your safety is always our number one priority. Participants will be responsible for personal safety and appropriate behavior while working at any of the given locations. Leaders will be held responsible to make sure that all participants have read and signed the liability waiver at the beginning of every event. Leaders will also be required to carry a First Aid Kit to address any minor injury; if there is a severe injury, call 911 immediately. Participants should be drinking water frequently throughout the event. Always be mindful of your surroundings, and where you step and put your hands. Participants should be wearing gardening gloves at all times to protect your hands from sharp or otherwise dangerous objects. If any member of your party comes across any campsites or drug paraphernalia (including syringes), do not encounter or contact. Make that indication/note on your post-project form.

Do not approach, or come in contact with any camps, paraphernalia, contraband, or biohazard materials. Do not approach wildlife unless there is a legitimate reason such as wildlife tracking.

Please follow these guidelines set up for your safety:

- No horseplay of any kind will be tolerated
- No intoxicating substances, or illegal drugs are allowed
- Wear appropriate clothing: gloves, closed toe shoes, long pants, long sleeve shirt (recommended). No clothing should be worn that hinders the visibility of the participant i.e. Camouflage
- Significant water supply should be available at all times of the event
- Work should be done with significant visibility but not in the hottest times of the day
- Sunglasses, hats, and sunscreen should be used at any event
- When working near rivers or lakes stay at least a foot away from the water at all times
- Avoid suspected toxic/hazardous substances, poison ivy, poison oak, noxious weeds or areas where herbicides were applied recently.
- Avoid confronting any off-leash dog, feral cats, or any place where snakes, wasps, fire ants could be present
- Do not pick up any needles or other objects that may have traces of blood, report these to the SLCO Health Department
- Handle broken glass, cut aluminum cans, and barbed wire with extreme caution.
- Do not attempt to lift heavy objects. Make a note of description and location on your post project form.
- In the case of an emergency know the route to the nearest hospital. Have transportation readily available
- Do not interfere with any illicit or suspicious activity, call the SLC Police Department and let them handle it

Tools

For any situation requiring tools, you are welcome to borrow tools from our Open Space department or to provide your own tools. There is no charge to borrow these tools, but we ask that they be returned by the following business day of your project. To request a tool checkout, one can be found online at http://www.slcdocs.com/openspace/Tools_Check_Out.pdf. There is a limited number of tools, on a first come first serve basis. The volunteer group leader must complete and sign the Tools Check Out form and email this to Sherilyn Hirschi at sherilyn.hirschi@slcgov.com or call 801-972-7809 and set up a time to pick the items up from the Parks and Public Lands building located on 1965 W 500 S.

Partnership Focuses

There are three different areas of project focus that your team can choose. You may decide to focus on projects in one of these areas, or you may decide to do a mix and match kind of partnership. Your partnership focus will be recorded on both your volunteer application and yearly goals and objectives.

1. Conservation, Preservation and Maintenance
2. Community Outreach and Education
3. Citizen Science

Conservation, Preservation and Maintenance

Projects in this area will focus on maintaining areas through trash sweeps, invasive plant pulls, and graffiti or transient camp reporting. Projects in this area can also include conservation work such as wildflower seeding, tree planting, or habitat patch creation. While projects like trash sweeps, invasive plant pulls and reporting are readily available to groups, we ask that teams who wish to seed, plant or create habitat patches request project approval through Open Space first. This is done to ensure adherence to Open Space's long term goals and plans for trail way work, nature preserve preservation, and open space development.

To learn more about invasive plants and removal instructions visit this site:

www.slcgov.com/open-space/adopt-spot-program

Community Outreach

Community Outreach is a focus within the Adopt-a-Spot program to both encourage open space recreators to utilize open space areas properly while also engaging nearby communities to utilize open space areas more frequently. Community Outreach projects can include user surveys or open space etiquette outreach. Groups interested in user surveys would approach trail way or open space recreators to ask questions such as how often they utilize the area, why or why they don't utilize it often, and create an opportunity for them to give the City feedback about what they like and dislike about the space and what other resources may be necessary. Groups interested in trail way or open space etiquette would hand out supplies such as doggy bags or other useful items with small info cards on them reviewing proper trail way or area use (throwing away trash, keeping dogs on leash, etc.). While these items are helpful, we encourage groups to have personal conversations with open space recreators. We're open to other outreach and education pieces that Adopt-a-Spot groups would be interested in including in their partnership.

Citizen Science

Groups interested in citizen science projects would meet with Open Space to determine an area of focus most needed by Salt Lake City Parks and Public Lands. Science projects could include monitoring a particular plant's growth over several seasons, monitoring water pollution, tracking wildlife, or doing a photo documentation project – tracking changes at a trail way spot over time. We're open to citizen science project suggestions and feel that these data pieces help strengthen our response to climate and ecosystem changes.

Program Communication

- Interested stewardship partner emails us. SLC Open Space is initial contact – briefly describes program and sends potential partner an application and other relevant documents
- Partnership must be approved by the Open Space Program. Once approved, Open Space will contact the Adopt-a-Spot partner to set up an orientation and training with the volunteer group leader and other members of the volunteer group who can attend.
- During this training, or annually when the group renews their partnership, Open Space and the stewardship partner will discuss goals and objectives for the upcoming year related to their area of focus (conservation and maintenance, community outreach and education, or citizen science).
- At the orientation and training, program framework and any kind of specific training needed will be reviewed.
- The stewardship partner emails Open Space Program when they plan to set up their first volunteer event.
- Open Space staff attend first stewardship event and help answer any further questions on volunteer duties.
- After first event, partner will set up events and recruit and manage their group on their own. Partner will email the Open Space Program the Post Project Information Form after each event within three days to sherilyn.hirschi@slcgov.com
- At the end of the year the partner will be contacted about setting up a meeting to do an evaluation, give feedback, set up an appreciation event and discuss other group recognition.

Recognition

The City will recognize your group and its stewardship in various ways:

1. We will provide you the opportunity to have the name of your group acknowledged in our online list of open space lands and a sign at the adopted space once requirements are met.
2. Each adopter's stewardship successes will be shared in a city newsletter.
3. Any noteworthy activity your group performs on site can be on our social page and we love any pictures, pre and post project or of participants. Send those to sherilyn.hirschi@slcgov.com
4. We can host an end of the year party to celebrate a service filled year.

We value your committed effort and work!