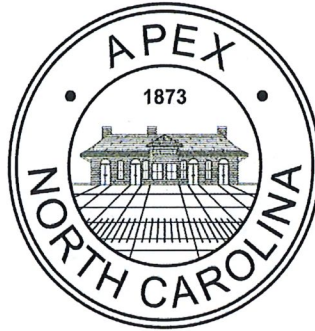


# **Town of Apex Parks, Recreation and Cultural Resources**



## **Adopt-A-Park/Trail (APAT) Program**

## **What is the Adopt-A-Park/Trail (APAT) Program?**

The Town of Apex Adopt-A-Park/Trail Program (APAT) is designed to encourage the community to work hands-on to help keep Apex's parks and trails clean and attractive. This program creates a framework under which citizens and citizen groups/agencies or organizations can contribute to the Town by "adopting" a section of a Town trail or park, and agreeing to improve it through litter pick-up, maintaining flower beds, painting, spreading playground mulch and other safety surfacing and other manual labor. The program also offers the opportunity for people to get more involved in their community in a way that promotes civic pride, appreciation and awareness.

Currently the Town of Apex Parks, Recreation and Cultural Resources manages and maintains approximately 618 acres of developed /undeveloped park land and open space as well 12 Town-owned parks and 16 miles of greenways/trails. It also has maintenance and upkeep responsibilities on 4 school campuses. Groups and individuals who agree to adopt parks and trails provide an invaluable resource by supplementing park operation staff, ensuring that our parks and greenways are well-maintained, safe, and inviting to users.

## **Who can participate?**

The APAT program welcomes any individual(s), youth groups, neighborhood associations, civic groups, faith based organizations, athletics organizations, service organizations, schools (groups and teams) business and other community organizations that are interested in bettering our parks and greenways. Priority will always be given to those who are residents of Apex, those who own/operate a business in Apex, and those groups who are based in Apex.

## **If selected to participate in APAT, what is the time commitment?**

The adoption commitment follows the Town's fiscal year, beginning July 1st and ending June 30<sup>th</sup> of each year. Adopting individual/organizations are asked to make a one-year commitment to their park or trail and complete a minimum of two (2) projects per year. However, applications may be taken during the year and the number of expected cleanup projects may be pro-rated according to the adoption approval date. Once approved, it is the participant's responsibility to organize 2 yearly clean-ups, track the total volunteer hours, and coordinate projects with Park Operations Staff. The Town of Apex will provide supplies necessary for the clean-up / project. In addition, it is the responsibility of the adopting individual / organization to:

- 1) Schedule the cleanup dates with the APAT Coordinator no less than two (2) weeks in advance so that arrangements can be made for trash removal and to avoid program conflicts
- 2) Pick up litter/debris and place the filled trash bags in the designated areas
- 3) Adhere to the Safety Guidelines as provided by the APAT Coordinator
- 4) Report any vandalism or potential safety hazards found in your adopted space
- 5) Complete and return APAT Progress Report, Volunteer Applications, and Volunteer Service Record within 14 days of project completion. These can be returned in person, by mail or electronically.



### **What about Special Projects and Improvements to Parks?**

Any adopting individual or group who wants to materially change their adopted space, such as by landscaping or other area improvements, should contact their APAT Coordinator to discuss their proposed project. The appropriate Town departments will then review the request to ensure that the project complies with applicable safety, environmental, and legal restrictions, that it is consistent with the overall design, use, and maintenance of the park or trail. The APAT Coordinator will then follow up the request with the requesting group.

### **What materials / equipment will be provided for the clean-up?**

The Town of Apex will provide trash and recycling bags, recycling information, safety guidelines, and trash removal at the end of the project. The Town will also provide "trash grabbers", safety vests and work gloves for the project.

### **How will my adoption be recognized?**

After completing a 12 month cycle including a minimum of 2 scheduled clean-ups, signage will be displayed in a prominent location within the adopted boundaries of the adopted park or trail acknowledging the organization /individual service and commitment to maintaining the park or trail. Adopters will also have their name highlighted on the Town of Apex Parks, Recreation and Cultural Resources web site.

### **How do I get started?**

The first step is for the interested group or individual to fill out an application to become part of the Town's APAT program and appoint a contact person to ensure clear communication. Once you are notified that request has been approved, contact the Adopt-A-Park and Adopt-A-Trail program coordinator to discuss the parks and trails currently available for adoption. At this meeting, the APAT coordinator will also answer questions and fully explain the specifics of the program. Potential dates for the first clean-up will also be discussed and agreed upon.



## **ADOPT A PARK / ADOPT A TRAIL PROGRAM PARK AND TRAIL OPPORTUNITIES**

### **Park Opportunities**

#### **1. Apex Community Park**

**Front** (3 baseball fields, 2 batting cages, soccer field, camp building/restroom, playground)

**Back** (6 tennis courts, 3 sand volleyball courts, playground, 4 basketball courts, restroom, 2 picnic areas shelters, nature trails, elevate course)

**Lake Pine Entrance** (Restroom, Dam, Bridge)

**2. Hunter Street Park** (Softball field, picnic shelter/restroom, playground, greenway, soccer field)

**3. Jaycee Park** (Softball field, playground, picnic shelter/restroom, soccer field)

**4. Kelly Road Park** (Playground, tennis courts, picnic shelter/restroom, softball field)

#### **5. Nature Park**

**Phase 1** (Picnic shelter/restroom, greenway)

**Phase 2/Seymour Athletic Fields** (Picnic shelter/restroom, tennis courts, soccer fields, greenway, sand volleyball courts)

**Disc Golf Course**

**6. Salem Pond Park** (Greenway, Soccer field)

**7. Clairmont Neighborhood Park** (Picnic shelter, playground, basketball court)

**8. Kelly Glen Neighborhood Park** (Picnic shelter, playground)

**9. Seagroves Farm Neighborhood Park** (Shelter/restroom, playground, greenway, fishing dock)

**10. Sue Helton Neighborhood Park** (Gazebo, playground)

**11. West Street Neighborhood Park** (Picnic shelter, playground, basketball court)

## **Greenway / Trail Opportunities**

### **1. Apex Community Park Greenway / 2.17 miles**

### **2. Beaver Creek Greenway**

(Jaycee Park – Townside Drive) / **.9 Miles**

(Townside Drive – Pendula Path) / **.55 Miles**

(Pendula Path – Kelly Rd) / **.9 Miles**

### **2. Clark Branch**

(Crestmont Subdivision) / **.57 miles**

(Enclave to Regency) / **.33 miles**

### **3. Haddon Hall Greenway (Haywards Heath Lane – Blackburn Rd.) / .52 miles**

### **4. Little Beaver Creek (Jordan Manors) / .72 miles**

### **5. Milano Connector (Stillwater) / .32 miles**

### **6. North Beaver Creek Greenway**

(Becketts Crossing – Beaver Creek Commons Drive) / **.6 Miles**

(Charleston Village – Sutton Place) / **.58 miles**

### **7. White Oak Creek**

(Clark Branch to Weddington) / **.8 miles**

(Green Level Estates to Clark Branch) / **.4 miles**

(Green Level Church Rd. to Green Level Estates) / **.77 miles**

(Weddington to American Tobacco Trail) / **.2 miles**





## Adopt-A-Park/Adopt-A-Trail Application

The Town of Apex believes that well-maintained parks and trails areas are essential to the beauty and appeal of our community. The Town of Apex Adopt-A-Park and Adopt-A-Trail (APAT) programs were established to improve the appearance of the Town of Apex, and to encourage community involvement.

By this agreement, \_\_\_\_\_ (applicant) agrees to abide by the Adopt-A-Park/Adopt-A-Trail Program Requirements and Adopt-A-Park/Adopt-A-Trail Safety Guidelines set forth by the Town of Apex, and to enforce compliance with the program requirements and safety guidelines by volunteers working on APAT projects sponsored by its organization.

The Town of Apex recognizes the applicant as the adopting organization of the following park/trail:

Park Name: \_\_\_\_\_

Trail Name: \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

The terms of this agreement are to be followed from the date the adoption is approved until June 30<sup>th</sup> of the same year. The number of clean-ups required during the first year will be no less than \_\_\_\_\_ after the adoption approval date.

Adoptions will be automatically renewed each year, unless another group/individual wants to adopt that specific park or trail, applicants fail to complete and report the required number of cleanups, or they request to be removed from the program. There is a maximum of a two year adoption period if a waiting list exists for that facility. Failure to complete obligations will prevent future adoptions by your organization. The Town of Apex reserves the right to cancel this privilege at any time.

\_\_\_\_\_  
Signature of Adoption Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town of Apex Parks, Recreation and Cultural Resources Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Organization as you would like it to appear on the sign

\_\_\_\_\_  
Abbreviated Organization Name

\_\_\_\_\_  
Name of Adoption Coordinator

\_\_\_\_\_  
E-Mail

\_\_\_\_\_  
Address

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Work Phone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Cell Phone

**TOWN OF APEX**

*The Peak of Good Living*

PO Box 250 Apex, NC 27502 | (919) 249-3402 | [www.apexnc.org](http://www.apexnc.org)



### **Volunteer Job Description: Adopt -A-Park /Adopt-A-Trail**

**Position:** Adopt-A-Park/Trail Volunteer

**Department:** Parks, Recreation and Cultural Resources

**Job Category:** Volunteer

Incumbents serve as ambassadors to the Adopt-A-Park/Trail (APAT) program with responsibilities for conducting minor trail maintenance and reporting on trail conditions. Volunteers report directly to APAT program coordinator.

#### **Nature of Work:**

Work involves responsibility for planning, organizing, supervising and participating in volunteer projects, such as clean-ups, in a specified park or trail.

#### **Duties:**

1. Responsible for visiting park or trail at least 2 times per year to perform clean-up and report on conditions of park/trail
2. Responsible for committing to the program for at least one year.
3. Responsible for ensuring that each volunteer submits Town of Apex Volunteer Application prior to work day
4. Responsible for completing APAT Service Record on work performed at the park or trail and submitting to APAT program coordinator.
5. Responsible for completing an adoption agreement with the Town of Apex for the specific park or trail.
6. Responsible for contacting APAT program coordinator when a scheduled clean-up is planned.

#### **Knowledge, Skills, and Abilities:**

- Ability to deal courteously with the public.
- Ability to take directions from program coordinator
- Ability to prepare clear written reports.
- Dependable, flexible and willing to work evenings, weekends and holidays as needed
- Follows safe working procedures.
- Knowledge of skills required for agreed upon service project.
- Willingness to commit to the program for at least one year
- Willingness to commit to volunteer experience which includes at least 2 projects per year



## Adopt-A-Park/Adopt-A-Trail Progress Report

## Basic Information

\_\_\_\_\_  
Location (Name of park or trail)\_\_\_\_\_  
Adopting Agency\_\_\_\_\_  
Adoption Coordinator\_\_\_\_\_  
Adoption Coordinator's Daytime Phone Number\_\_\_\_\_  
Project Coordinator (If different from adoption coordinator)\_\_\_\_\_  
Project Coordinator's Daytime Phone Number\_\_\_\_\_  
Date Work Performed\_\_\_\_\_  
Time Work Performed

## Project Description:

\_\_\_\_ Volunteers involved for a total of \_\_\_\_\_ volunteer hours.

## Results

\_\_\_\_ bags of trash collected and left at \_\_\_\_\_

\_\_\_\_ bags of recycling collected and left at \_\_\_\_\_

Other Accomplishments: \_\_\_\_\_

Work still to be completed: \_\_\_\_\_

## Adoption/Project Coordinator Comments:

## TOA Staff Comments:

## Maintenance or Security Issues

Examples: graffiti, broken equipment, vandalism, dead/damaged trees or shrubbery, missing/damaged bollards, fencing or locks, drug paraphernalia.

## For Office Use Only:

Security Follow-up: \_\_\_\_\_ Work Order#: \_\_\_\_\_

APAT Coordinator: (Initials/Date) \_\_\_\_\_

Comments: \_\_\_\_\_

TOWN OF APEX

The Peak of Good Living

PO Box 250 Apex, NC 27502 | (919) 249-3402 | [www.apexnc.org](http://www.apexnc.org)





## Service Project Volunteer Record

Basic Information			
<hr/> <div>Location (Name of park, trail or center) Adopting/Volunteer Agency</div>		<hr/> <div>Date Work Performed</div> <hr/> <div>Time Work Performed</div>	
Waiver			
<p>I hereby state that I am acting in a volunteer capacity for the Town of Apex Parks, Recreation and Cultural Resources Department. While serving in this role, I agree to follow the policies and procedures for the program as outlined by the Parks Operations Manager. I waive and release any potential claims against the Town of Apex for damages or injuries received while acting as a volunteer, including and not limited to volunteer efforts during park/trail maintenance or improvement activities. In the event that I become incapacitated during the course of my volunteer activities, I give my permission to the project coordinator, volunteer supervisor and/or the Town of Apex to provide first aid, to request emergency medical care on my behalf, and to release information on this form or learned through personal conversations with me or my family members or friends to appropriate medical or rescue personnel.</p>			
<hr/> <div>Participant Name (please print)</div>		<hr/> <div>Address</div>	<div><hr/><div>Phone</div><hr/><div>e-mail</div></div>
<hr/> <div>Parent/Guardian/Emergency Contact Name (please print )</div>		<hr/> <div>Phone</div>	
<hr/> <div>Participant Signature</div>		<div><hr/><div>Parent/Guardian Signature</div><hr/><div>Hours</div></div>	
<hr/> <div>Participant Name (please print)</div>		<hr/> <div>Address</div>	<div><hr/><div>Phone</div><hr/><div>e-mail</div></div>
<hr/> <div>Parent/Guardian/Emergency Contact Name (please print )</div>		<hr/> <div>Phone</div>	
<hr/> <div>Participant Signature</div>		<div><hr/><div>Parent/Guardian Signature</div><hr/><div>Hours</div></div>	
<hr/> <div>Participant Name (please print)</div>		<hr/> <div>Address</div>	<div><hr/><div>Phone</div><hr/><div>e-mail</div></div>
<hr/> <div>Parent/Guardian/Emergency Contact Name (please print )</div>		<hr/> <div>Phone</div>	
<hr/> <div>Participant Signature</div>		<div><hr/><div>Parent/Guardian Signature</div><hr/><div>Hours</div></div>	

**TOWN OF APEX***The Peak of Good Living*PO Box 250 Apex, NC 27502 | (919) 249-3400 | [www.apexnc.org](http://www.apexnc.org)



## Adopt-A-Park & Adopt-A-Trail Program

### Safety Guidelines / Suggestions

1. Stay clear of all construction areas.
2. Be aware of loose pets; do not bring unattended pets with you to your work site.
3. Work is to be completed during park/trail hours only (dawn to dusk).
4. Always provide adult supervision for your organization/group.
5. Place all bagged litter/trash at the designated locations to assure pick-up.
6. Use the litter pick-up devices (Easy Reacher's) and plastic trash bags properly.
7. Be aware of snakes, bees, wasps, and spiders (bug spray is recommended).
8. Have a first-aid kit available on site in case of an emergency.
9. **DO NOT** attempt to work in inclement weather.
10. **DO NOT** remove hazardous substances. (e.g., car batteries, needles or pesticide containers) Notify the Volunteer Coordinator if these substances are found.
11. Avoid contact with noxious weeds (poison ivy, sumac) and areas where herbicides have been applied.
12. If you are near a roadside, work facing on-coming traffic. Wear safety vests if possible if working within 10 feet of any roadway. **DO NOT** pick up litter on bridges, overpasses or in tunnels.
13. **DO NOT** over-exert yourself, especially on hot days. Drink plenty of water and stay hydrated.
14. Cross streets only at cross walks.
15. Wear light colored clothing, appropriate for the task at hand.
16. Work gloves should be worn at all times. Work gloves will be provided upon request.
17. Always wear a hat.
18. Wear sturdy closed toe shoes or boots with puncture resistant soles.
19. Use a buddy system when possible.
20. Always have a cell phone available.
21. Be aware of unusual objects (anything that may expose blood borne pathogens), and dispose of them with caution (contraceptive, diapers, and feminine hygiene products). If you're not comfortable handling / disposing of a particular item, notify the Volunteer Coordinator as soon as possible.
22. If "syringes" are found please contact TOA immediately with the whereabouts of the items and **DO NOT** attempt to remove.

**REMEMBER:** Call us at 919-249-9385 immediately following a cleanup project.

Ask for the Volunteer Coordinator and leave me a message with the precise location of where the trash bags are located so we can arrange for timely pick-up and disposal. Thank you for keeping the parks and trails in the Town of Apex clean and beautiful.

**Questions or Problems:** Call the Town of Apex @ 919-249-3402 or in case of an immediate threat or emergency call 911.



# Apex Community Park: Front



Copyright nearmap 2015

0 62.5 125 250 375 500 Feet



# Apex Community Park: Back



Copyright nearmap 2015

0 50 100 200 300 400  
Feet



# Apex Community Park: Lake Pine



Copyright nearmap 2015

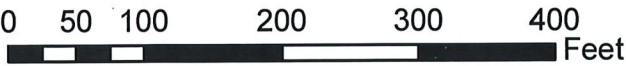




# Hunter Street Park & Dog Park



Copyright nearmap 2015





# Jaycee Park



Copyright © 2016

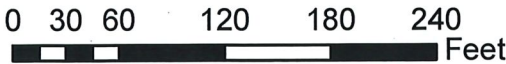




# Kelly Road Park



Copyright nearmap 2015





# Nature Park: Phase 1



Copyright nearmap 2015

0 50 100 200 300 400 Feet



# Nature Park: Phase 2



Copyright nearmap 2015

0 50 100 200 300 400 Feet



# Nature Park: Disc Golf Course



Copyright Inearmap 2015





# Salem Pond Park

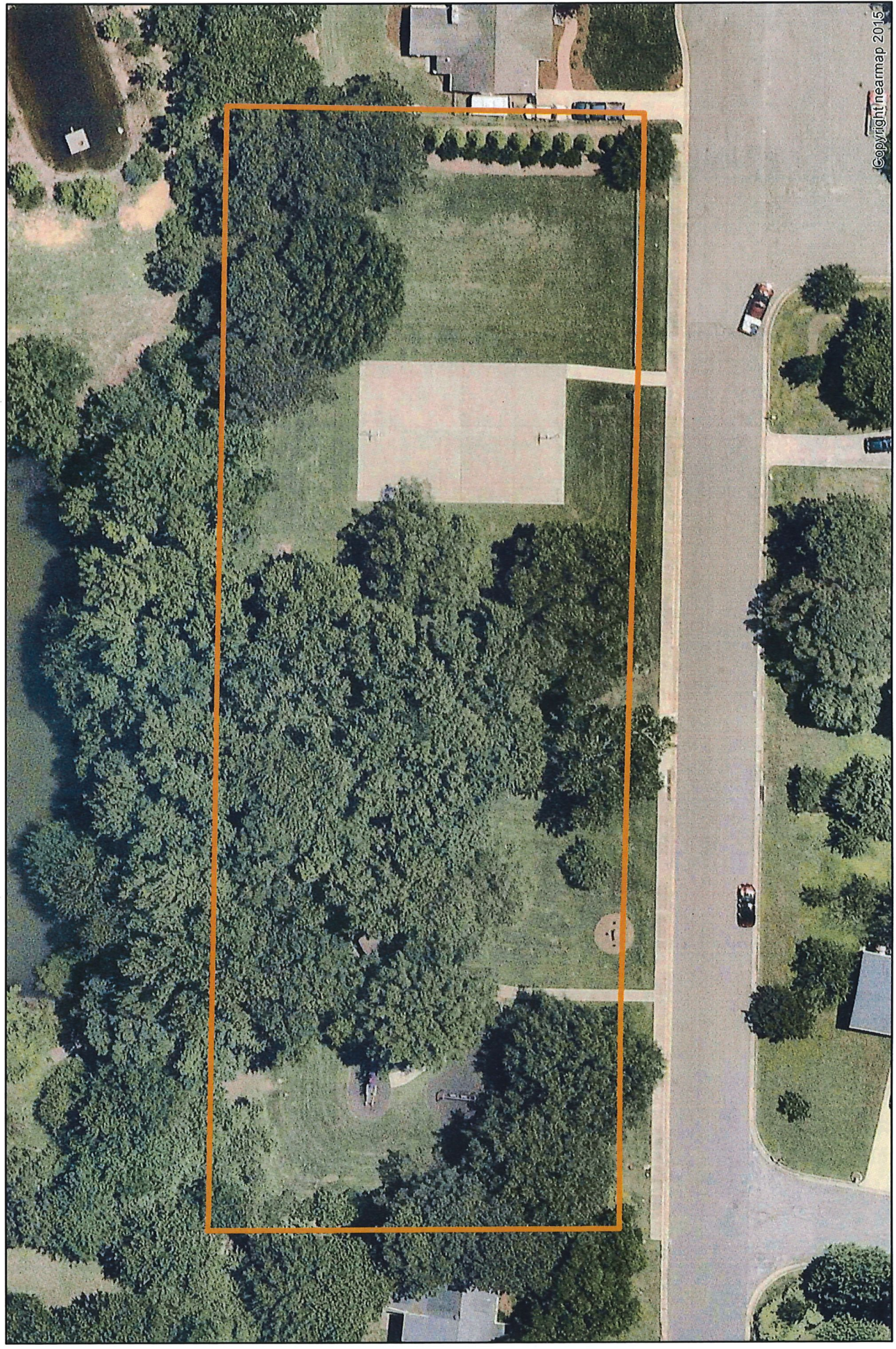


Copyright hearmap 2015

0 50 100 200 300 400  
Feet



# Clairmont Park



Copyright nearmap 2015





# Kelly Glen Park

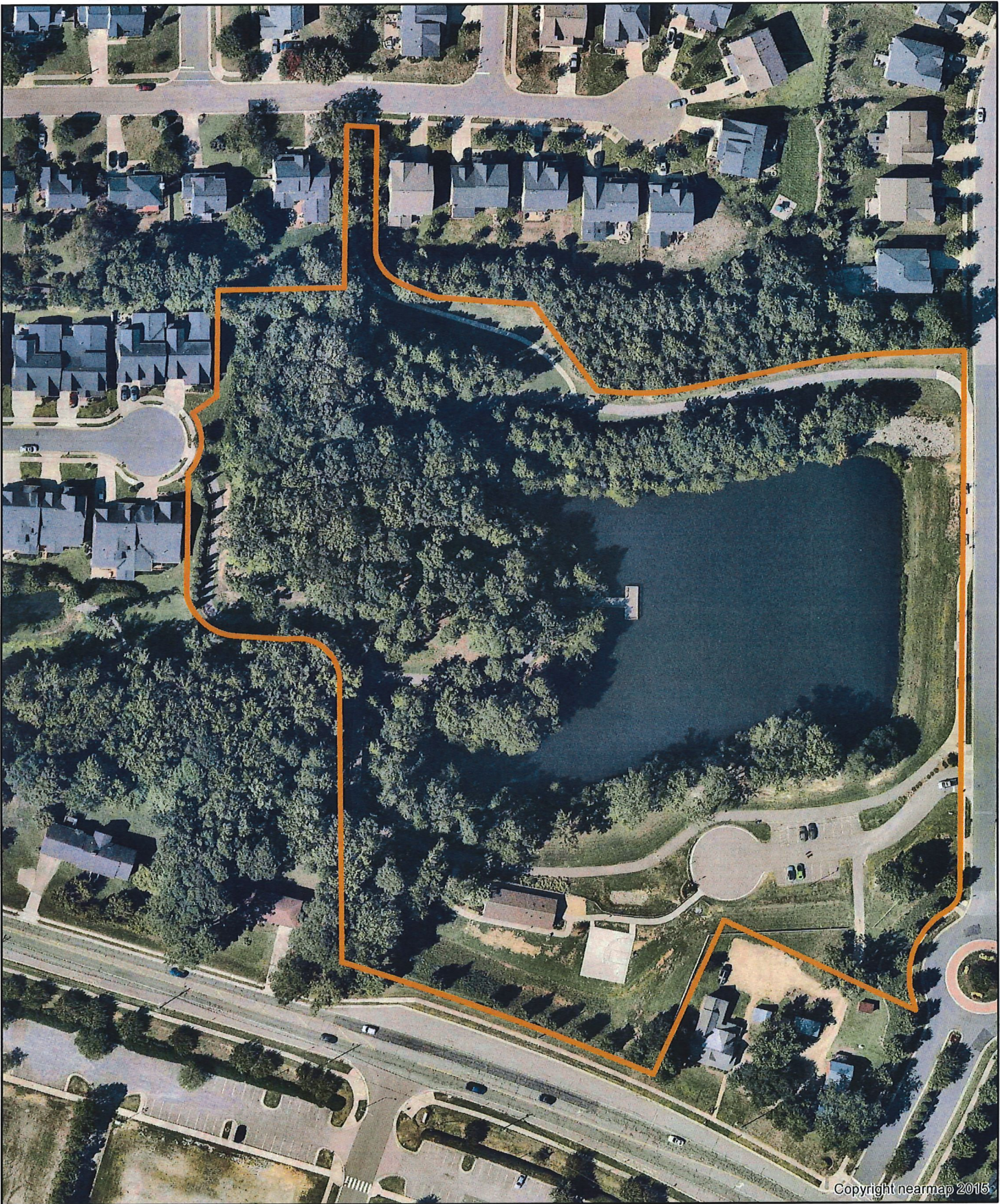


Copyright nearmap 2015

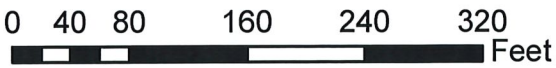
0 5 10 20 30 40  
Feet



# Seagroves Park



Copyright nearmap 2015





# Sue Helton Memorial Park



Copyright nearmap 2015

0 5 10 20 30 40  
Feet



# West Street Park



Copyright nearmap 2015





# Apex Community Park Greenway

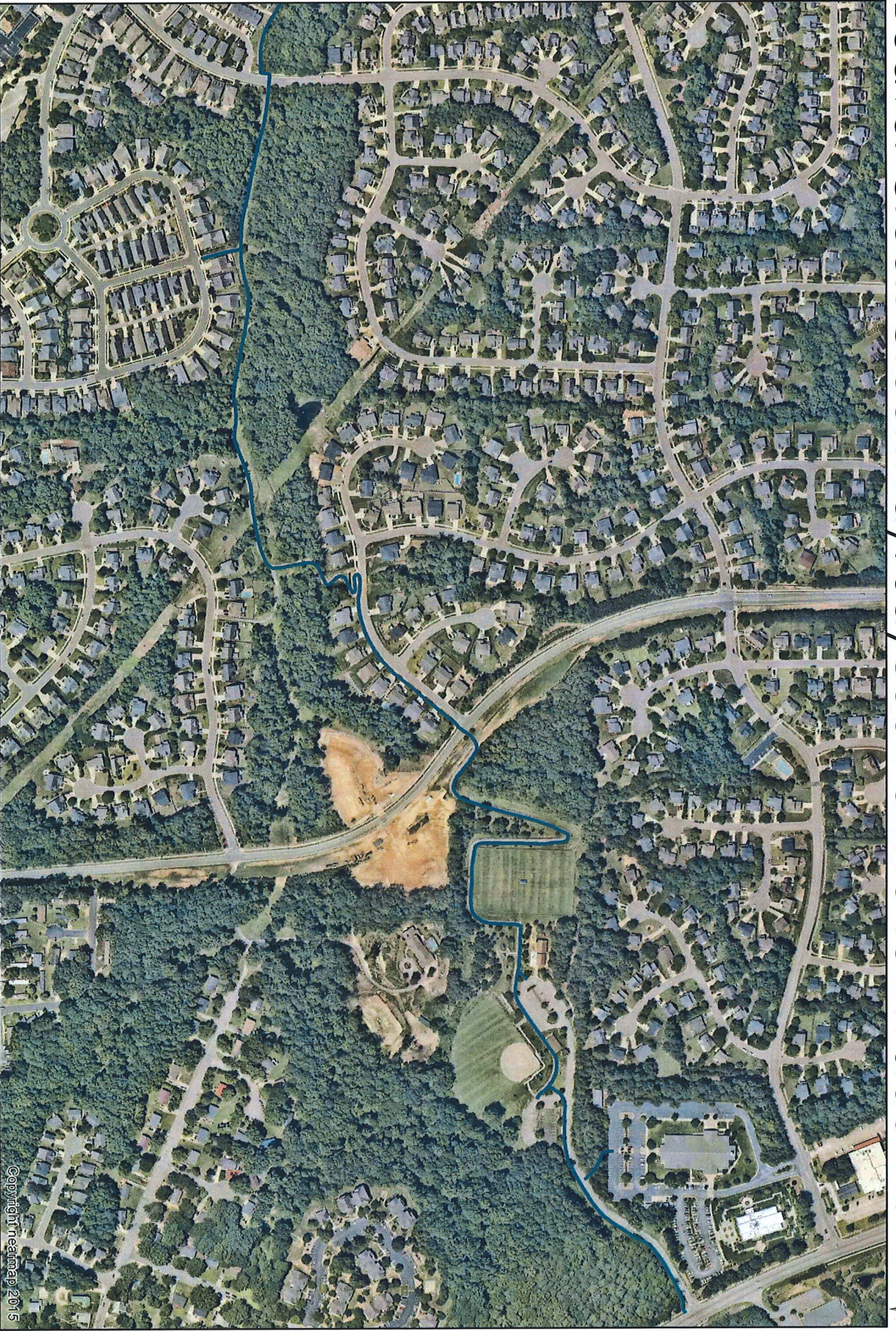


Copyright nearmap 2015

0 125 250 500 750 1,000 Feet



# Beaver Creek Greenway: Jaycee Park to Town Side Dr.



0 150 300 600 900 1,200 Feet



# Beaver Creek Greenway: Town Side Dr. To Pendula Path



0 125 250 500 750 1,000 Feet

Copyright nearmap 2015



# Beaver Creek Greenway: Pendula Path to Kelly Rd.



0 125 250 500 750 1,000  
Feet



Clark Branch Greenway:  
Crestmont



Copyright nearmap 2015

0 60 120 240 360 480 Feet



Clark Branch Greenway:  
Enclave / Regency at White Oak Creek



0 70 140 280 420 560 Feet



# Haddon Hall Greenway



Copyright nsairmap 2015

0 50 100 200 300 400  
Feet



Little Beaver Creek Greenway:  
Jordan Manors



0 125 250 500 750 1,000 Feet



Milano Connector (Stillwater):  
Ragan Road to Richardson Road

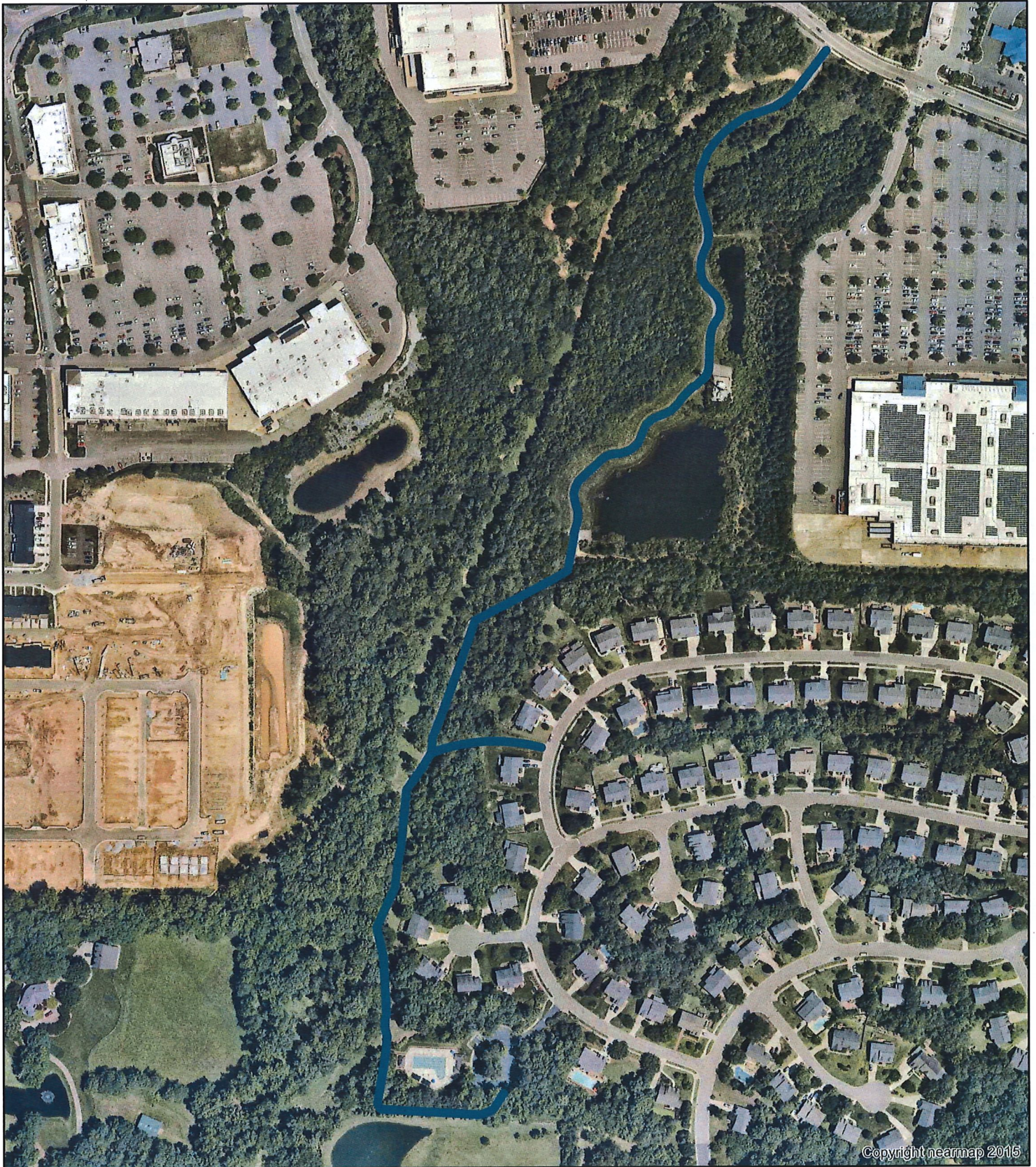


Copyright nearmap 2015

0 80 160 320 480 640 Feet



# North Beaver Creek Greenway: Beckett Crossing-Beaver Creek Commons Dr.



Copyright nearmap 2015

0 135 270 540 810 1,080 Feet



# North Beaver Creek Greenway: Charleston Village to Sutton Place



Copyright nearmap 2015

0 125 250 500 750 1,000 Feet



# White Oak Creek Greenway Clark Branch to Weddington



Copyright hearmap 2015

0 95 190 380 570 760 Feet



# White Oak Creek Greenway Green Level Estates to Clark Branch



0 70 140 280 420 560 Feet

Copyright nearmap 2015



White Oak Creek Greenway  
Green Level Church Road to Green Level Estates



0 140 280 560 840 1,120  
Feet



# White Oak Creek Greenway Weddington to American Tobacco Trail



0 25 50 100 150 200 Feet