

**City of Rancho Cucamonga  
Adopt RC Program Policy and Procedures**

**PURPOSE**

The purpose of the Adopt RC Program is to provide residents, businesses and service groups with an opportunity to contribute towards the general care and maintenance of neighborhood parks, trails, facilities and streets in the City of Rancho Cucamonga. Individuals, groups and businesses can contribute through volunteer service or monetary donations that go towards the beautification of the community.

**POLICY AND PROCEDURES**

**1. General Guidelines**

- a. The City of Rancho Cucamonga has the sole authority in determining whether an application to participate in the Adopt RC Program is accepted or rejected and whether a site is available for adoption.
- b. Adoptable sites are available on a first-come, first-serve basis. The City reserves the right to determine the number of individuals or groups that are permitted to adopt a site at any given time.
- c. The City reserves the right to terminate an Adopt RC Agreement if an individual or group is found to not be in compliance with the terms and conditions outlined in the agreement.
- d. Individuals or groups that have not complied with the terms and conditions of a previous Adopt RC Agreement shall not be eligible to participate in the Adopt RC Program for a period of three years following the termination of a previous agreement.
- e. The City Manager or his/her designee shall have the authority to make changes to the Adopt RC Program policy without prior notice.

**2. Adopt RC Donations**

- a. Adopt RC monetary donations shall be accepted for City parks, trails, facilities and streets identified in Exhibit "A".
- b. Donations will support ongoing maintenance activities and projects at the adopted site. Requests to donate for specific projects or site amenities will be considered on a case-by-case basis.
- c. Donors shall enter into an agreement with the City to confirm funding allocation, roles and responsibilities of the parties, duration of the agreement, and donor recognition.
- d. Adopt RC donation agreements are generally for a one year term and may be renewed annually at the request of the donor. All requests to renew a donation agreement are subject to approval by the City.

- e. Donors will be appropriately recognized for their contributions based on the terms outlined in the donor agreement.

### 3. Adopt RC Volunteer Services

- a. Adopt RC volunteer services will be permitted at City parks, trails and facilities identified in Exhibit "A". Adopt RC volunteer services are not available on City streets.
- b. Adopt RC volunteers must make a minimum time commitment of one year of volunteer service to their adopted site. Volunteers must perform basic tasks, as defined in the Adopt RC Volunteer Handbook, at their adopted site at least once per month during their one year commitment.
- c. Each volunteer group must have a designated representative or group leader who functions as the group's primary liaison with the City. The group leader must be an adult 18 years of age or older.
- d. The group leader shall sign the Adopt RC Agreement and ensure that the volunteer group complies with the provisions of the agreement and the program's safety guidelines.
- e. All Adopt RC volunteers must submit the City of Rancho Cucamonga online volunteer application. For minors under the age of 18, a hard copy Waiver of Liability form signed by a parent or guardian must be received prior to beginning volunteer duties.
- f. An adult 18 years of age or older must supervise any volunteer under the age of 18 at all times. The ratio must be one adult to every five (5) minors.
- g. All Adopt RC volunteers must participate in an orientation and training session to review basic tasks and safety procedures prior to beginning work at their adopted site. It is the responsibility of the group leader to arrange this orientation with the Public Works Services Department.
- h. Adopt RC volunteers are permitted to perform basic tasks at their adopted site including litter removal, graffiti removal, weed removal and basic cleaning activities. Any activity beyond the scope of work reviewed during the program orientation is considered an advanced task and requires pre-approval and special training from the Public Works Services Department.
- i. Requests to perform advanced tasks must be submitted to the Public Works Services Department in writing at least four (4) weeks prior to the proposed project date. The request shall include a description of the proposed project and any experience the volunteer has in performing this type of project. No work shall commence on an advanced task until the request is approved by the Public Works Services Department.
- j. The City will provide Adopt RC volunteers with tools and supplies to help them complete their tasks. All tools and supplies will be available on a check-out basis and must be returned to the City within three (3) business days following the project date.

- k. Volunteer services must be performed between the hours of operation for the adopted site.
- l. Adopt RC volunteers must keep track of the hours they spend volunteering at their adopted site and report their total hours to the City on a monthly basis.
- m. If a volunteer group appears to have ceased to abide by their commitment outlined in the Adopt RC Agreement, the City may terminate the agreement and assign their adopted site to a new group or individual.
- n. A volunteer group or individual may request to extend their adoption agreement beyond the initial one year term by submitting a written request to the City at least 30 days prior to the end of their current adoption agreement. The City has the sole authority in determining whether a request to renew an adoption agreement is accepted or rejected.

4. Adopt RC Recognition

- a. Recognition materials and signs shall follow a standard design, including size and color selected by the City of Rancho Cucamonga.
- b. Generally, the name entered on the Adopt RC program application will be used to recognize site adoptions. However, rules for individuals, groups and businesses allow the following exceptions:
  - i. Individual adopters may be recognized by their first and/or last name. A middle name or initial may be used along with the first and/or last name. Salutations or titles, including abbreviations of academic degrees, are not permitted. Graphics are not permitted.
  - ii. Organizations or groups may be recognized by their official name, their logo along with their name, or only their logo.
  - iii. Businesses may be recognized by their legal name, their logo along with their legal name, or only their logo.
  - iv. The words "In Memory of" plus the deceased person's name(s) can be used to recognize a site adoption. The Adopt RC Program application must exactly reflect the words used to recognize the adoption.
- c. Adopter recognition materials shall not display wording or logos that are obscene or sexually explicit.
- d. Individuals, groups or business names displayed on recognition materials cannot:
  - i. Endorse or oppose a particular candidate for public office.
  - ii. Advocate a position on any specific political issue, initiative, referendum or other piece of legislation.
  - iii. Include a reference to a political party.