

*Canalway Trail*  
Adopt-a-Trail General Information

Adopters are volunteer groups or individuals who would like to participate in the Adopt-a-Trail Program and adopt a segment of the Canalway Trail. The basic length of a segment is two miles, but may vary based on need and volunteer interest. Authorized Adopt-a-Trail activities permitted are regular inspections and monitoring of the trail segment and light maintenance work including, but not limited to, litter pickup, mowing, brush control (but not the use of herbicides), cutting, trimming and planting, maintaining landscape vegetation, leveling of the treadway and minor repairs or refurbishment of trail signs, kiosks and other trailway facilities as specified and permitted by the Corporation.

A minimum of eight (8) inspections and litter pickups is expected per year. Adopters must complete an Adopt-a-Trail Agreement with the appropriate Adopt-a-Trail Sponsor. All Adopt-a-Trail Adopters/Volunteers must complete the Participant Register form and read and comply with the Safety Checklist.

Adopters/Volunteers will be expected to supply their own tools and supplies (i.e. work gloves, safety glasses, hand tools, etc.). The New York State Canal Corporation will provide trash bags and arrange for the disposal of collected and bagged trash and waste material.

There is no cost to the participants to be involved. There are age restrictions. Volunteer participants in the Adopt-a-Trail Program must be at least 12 years old. For every 6 minors (age 12-17) who participate, at least one adult (age 21 or older) must be continuously present and act in a supervisory capacity for the minors. Minors under 18 years old may not operate motorized or power equipment.

Volunteers in the program are accorded Worker's Compensation Insurance protection as provided by law and liability insurance coverage, provided they are acting within the scope of the Adopt-a-Trail Program.

The New York State Canal Corporation will provide and post Adopt-a-Trail signs and may additionally acknowledge or publicize the Adopter's participation in the Adopt-a-Trail program.

## **Canalway Trail Adopt-a-Trail Agreement**

This Canalway Trail Adopt-a-Trail Agreement (hereinafter "Agreement") is made this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_, by and between \_\_\_\_\_ (hereinafter "Sponsor"), using the mailing address of \_\_\_\_\_ and (the adopting organization or volunteer(s) hereinafter "Adopter"), using the mailing address of \_\_\_\_\_

Recognizing the need for and desirability of an attractive, well maintained and litter free Canalway Trail, the Sponsor and Adopter enter into this Adopt-a-Trail Agreement to enable the Adopter to participate in the New York State Canal Corporation (hereinafter "Corporation") Canalway Trail Adopt-a-Trail Program and to contribute toward the effort of maintaining the appearance and condition of a segment of the Canalway Trail, extending approximately \_\_\_\_\_ miles, between points \_\_\_\_\_ and \_\_\_\_\_ situated in or running through the municipality or municipalities of \_\_\_\_\_ of the State of New York.

The Adopter and the Sponsor acknowledge the limits and potential hazards of the Adopt-a-Trail Program, and agree to the following terms and conditions:

The Sponsor has received a Canalway Trail Adopt-a-Trail Permit (hereinafter "Permit") from the Corporation to perform and supervise work and activities along the Canalway Trail under the terms and conditions of the Permit, this Agreement and the Corporation's Adopt-a-Trail program rules and requirements.

Adopt-a-Trail activities permitted are regular inspections and monitoring of the trail segment and light maintenance work including, but not limited to, litter pickup, mowing, brush control (but not the use of herbicides), cutting, trimming and planting, maintaining landscape vegetation, leveling of the treadway and minor repairs or refurbishment of trail signs, kiosks and other trailway facilities as specified and permitted by the Corporation.

No work of any nature will be performed by the Adopter or the Adopter's Adopt-a-Trail volunteers on the canal waterway, embankments, locks, or other infrastructure of the waterway and no such directions or tasks shall be given to that effect by the Adopter or the Sponsor.

Each Adopt-a-Trail volunteer must complete the Adopt-a-Trail Participant Register and read and sign the Safety Checklist. All volunteers must be at least 12 years old. A parent or guardian signature is required for any volunteer under the age of 18.

The Sponsor and Adopter will oversee all activities of Adopt-a-Trail volunteers working on the Trail segment. Minors (ages 12-17) shall be supervised at all times - one supervisor is required for every six minors. Minors may not operate power equipment of any kind.

It is recommended that an Adopter have a first aid kit available. The Adopter and volunteers should be familiar with nearby transportation and emergency service facilities and providers; a mobile phone is also recommended.

No Adopt-a-Trail volunteer's motor vehicle may be driven or parked on the Canalway Trail unless necessary to respond to a medical emergency.

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It is recommended that an Adopter provide sufficient potable water for volunteers or that volunteers bring their own drinking water.

Hand tools and other required materials and supplies will be provided by the Adopter, individual volunteers, or community sponsor.

The Corporation will supply trash bags and arrange for trash disposal.

The Adopter shall conduct activities at a frequency that will enhance the goal of providing a park like appearance along the adopted segment. The expected minimum frequency of inspections and trash pickup along the trail segment is once each calendar month from April through November. Additional visits may be necessary, and such may be requested by the Corporation, during periods of heavy recreational use of the trail segment. Visits are also encouraged during the winter season.

The Adopter shall regularly report to the Sponsor the accomplishments of volunteer monitoring and maintenance activities for each day on site, and the number of volunteer hours spent on those activities. Such reports should include observations regarding the Canalway Trail that are beyond the scope of this Agreement or the capability of volunteer resources. The Volunteer Report forms will be provided by the Corporation to the Sponsor.

The Corporation will furnish and erect Adopt-a-Trail signs at the beginning and the end of the adopted segment.

Registered volunteer participants in the Adopt-a-Trail Program are accorded Worker's Compensation Insurance protection as provided by law and liability insurance as carried by the Corporation; such benefits are provided only if the volunteers are registered and are acting within the scope of the volunteer program. It is understood by the Sponsor and the Adopter that no liability of any kind or in any amount shall attach to or rest upon the New York State Thruway Authority (herein after "Authority") or the Corporation beyond that covered by the Worker's Compensation and liability insurance benefits provided herein.

This Agreement will be for a two-year period commencing on \_\_\_\_\_ and terminating on \_\_\_\_\_.

This Agreement may be cancelled at any time within the two year term by the Adopter or Sponsor, with 30-days notice to the other party to this Agreement. Agreements may be renewable as long as the Sponsor and Adopter have functioned in accordance with the previous Agreement, the program rules and requirements and the Corporation continues the Adopt-a-Trail Program. The Adopt-a-Trail Program, Permits and/or Agreements may be terminated at any time, at the sole discretion of the Corporation.

Nothing contained herein shall prevent or hinder the Corporation from accessing the Canalway Trail or carrying out any Corporation activities. In addition, nothing herein shall alter or change the traditional access to and public use of the Canalway Trail, canal right-of-way and canal facilities.

The Sponsor and the Adopter agree and understand that all activities and functions under this Agreement, for both the Adopter and the Sponsor, are subordinate to, and subject to, the operational needs and governmental responsibilities of the Authority/Corporation. The Adopter and Sponsor agree that at the sole discretion of the Authority/Corporation the Adopt-a-Trail Program or any of its functions are subject to immediate cessation.



### *Canalway Trail* **Adopt-a-Trail Participant Register**

As an Adopt-a-Trail volunteer, some of the activities you perform may expose you to risks such as poison ivy, insect or other bites, injuries, or falls. It is your responsibility to know your own limitations and to only engage in activities suited to your abilities and physical conditions. Participants shall only engage in authorized Adopt-a-Trail program activities. The program is flexible. Participants may choose one or more of the following authorized activities: regular inspections and monitoring of the trail segment and light maintenance work including, but not limited to, litter and debris pickup, removing fallen branches, mowing, brush control (but not the use of herbicides), planting, cutting, trimming, and maintaining landscape vegetation, leveling of the trail treadway, repairing the trail surface and inspecting, repairing and refurbishing trail signs, kiosks and other trailway facilities.

**Safety Checklist:**

- \_\_\_\_\_ Yield right of way to trail users.
- \_\_\_\_\_ No motor vehicles shall be driven on trailway unless required for medical emergency.
- \_\_\_\_\_ Do not pick up anything that could be hazardous to your health or safety. This includes needles, jagged glass, animal carcasses or heavy objects. If in doubt, contact the Adopt-a-Trail Sponsor.
- \_\_\_\_\_ Wear appropriate gloves and long pants. Learn to recognize and avoid poison ivy or other irritants. Leather shoes or boots are recommended.
- \_\_\_\_\_ Wear safety glasses and a hard hat when operating motorized equipment. Other volunteers and trail users should be well clear of cutting, mowing and trimming operations.
- \_\_\_\_\_ Be sure that areas to be mowed are clear of debris such as rocks, glass and other objects.
- \_\_\_\_\_ Keep a safe distance between volunteers to avoid whipped branches or injury from tools.
- \_\_\_\_\_ Minors (ages 12-17) may not operate motorized or power equipment.
- \_\_\_\_\_ Do not engage in any activity that will compromise your safety, the safety of other volunteers, or trail users.
- \_\_\_\_\_ Avoid overexertion and dehydration: drink plenty of fluids.
- \_\_\_\_\_ Stay off the underside of overhead bridge structures. Do not lean over bridge railings, water embankments, or barriers and railings at the canal locks.
- \_\_\_\_\_ No horseplay.

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**As a condition of participation in the Adopt-a-Trail program, each volunteer must read the above Safety Checklist and complete and sign the following:**

By my signature below, I certify that I have read and understand the above Safety Checklist and will participate in accordance with the terms and conditions of the Adopt-a-Trail program.

Please Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Signature of Parent or Guardian, if participant is a minor (ages 12-17):**

Please Print Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Send this completed form to: \_\_\_\_\_

Sponsor/Permittee

**Canalway Trail  
Adopt-a-Trail Program**

**VOLUNTEER REPORT**

Adopted section \_\_\_\_\_

Adopter group/individual volunteer(s): \_\_\_\_\_

Date: \_\_\_\_\_

Total volunteer hours: \_\_\_\_\_  
(number of volunteers x hours per volunteer)

The above named volunteer(s) completed Adopt-a-Trail activities described/summarized as follows: (e.g. inspection of trail surface and facilities, pick-up of litter, trash or debris, remove brush or weeds, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Canalway Trail features that were reviewed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comments/Observations: (A map of the trail segment may be attached to help identify locations.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Adopt-a-Trail Volunteer Coordinator Name (please print) \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Telephone No.:

Send this completed form to \_\_\_\_\_

**Canalway Trail  
Adopt-a-Trail Program**

**SPONSOR SUMMARY REPORT**

Date: \_\_\_\_\_

To: Canal Section Superintendent

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

From: \_\_\_\_\_

Adopt-a-Trail Sponsor/Coordinator

Telephone No.: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E-mail: \_\_\_\_\_

The undersigned sponsor coordinator has received Adopt-a-Trail Volunteer Reports, which provide details of monitoring and maintenance tasks completed by local volunteers for sections of the Canalway Trail within the general area of \_\_\_\_\_. The Adopt-a-Trail activities involved approximately \_\_\_\_\_ individual volunteers and a total of \_\_\_\_\_ volunteer hours.

We are reporting the following:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Use additional pages if necessary. A map of the trail section may be included to identify locations.)

Please let us know if you have questions or need additional information. See telephone number, E-mail and postal address printed above.

Please Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

TA-W99106 (08/2003)



### New York State Canal Corporation CANALWAY TRAIL ADOPT-A-TRAIL PERMIT APPLICATION

**Please Enclose Non-Refundable Fee of \$15.00**

NAME	WORK PHONE NUMBER	HOME PHONE NUMBER
ADDRESS	FAX NUMBER	COUNTY
TOWN/VILLAGE/CITY	STATE	ZIP CODE

USE AND OCCUPANCY PERMIT NO. (if Pre-existing)

PERMISSION REQUESTED TO:

DURATION OF WORK (if applicable)  
FROM: \_\_\_\_\_ THROUGH: \_\_\_\_\_  
MM/DD/YYYY MM/DD/YYYY

DESCRIPTION OF CANAL PROPERTY (including existing structures and map or sketch showing adjacent owners, streets, etc.)

LOCATION OF CANAL PROPERTY

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SECOND APPLICANT'S SIGNATURE (If joint application) \_\_\_\_\_ DATE \_\_\_\_\_

### FOR OFFICIAL USE ONLY

PERMIT AREA DESCRIPTION

APPROVAL RECOMMENDED: \_\_\_\_\_  
Division Canal Permit Engineer Date

DIVISION APPROVAL: \_\_\_\_\_  
Division Canal Engineer Date

COMMENTS: \_\_\_\_\_