



Geocaching/Letterboxing Policy Guidelines

Our mission as a Parks and Recreation Department is to be dedicated to enhancing the quality of life for our community members and visitors by providing well-maintained parks and facilities, innovative recreational programs and leisure activities, as well as a staff motivated in the best interest of the community. Geocaching and/or Letterboxing are activities which keep with this mission.

“Geo” means Earth or geography. “Cache” means hiding place or temporarily storing something. For the purpose of this policy and the Placement Permit Application, we will use the following definitions:

Cache: A hidden container filled with a logbook, pen/pencil, trinkets or toys.

Datum: A point or line used as a basis for calculating and measuring.

Geocaching: A high-tech hide-and-seek game using a GPS receiver. Cache locations are found on the internet and GPS users then use the coordinates to find the cache and then report back to www.geocaching.com.

Letterboxing: A non-GPS form of caching using geography, history, and nature as clues as well as map and compass for directions. The website for this activity is www.letterboxing.org.

Multi-Cache: Multiple cache containers or location points which have information to the next cache or point.

Micro-Cache: Pill bottle sized cache that usually only contains a roll of paper for log and pencil.

Offset Cache: Coordinates will lead geocacher to a location to find a number stamped or written on an item at the location. The geocacher will then use the information with instructions from the website to continue.

Virtual Cache: The location on a virtual cache is the cache itself. There is no container or trading.

Geocaching/Letterboxing Placement Guidelines/Procedures

1. Any individual, group, or organization wishing to place a cache (actual or virtual) is required to complete a Placement Permit Application and be approved for placement.
2. Authority to approve the permits has been delegated to Oak Grove Parks and Recreation staff members.
3. Permit applications may be obtained through email (send to ogpr@cityofoakgrove.com), online at www.cityofoakgrove.com, or in person at the Parks and Recreation office.
4. Completed applications may be dropped off at the Parks and Recreation office (1300 SE 30th Street) or emailed to ogpr@cityofoakgrove.com.
5. Placing caches may take place only during regular park hours (March 1 – October 31 from 6:00am – 11:00pm) and only in pre-approved locations.
6. All caches must be registered on the internet with www.geocaching.com and comply with guidelines of that site.
7. All cache containers must be clearly labeled with: “Official Geocache: Placed with permission of Oak Grove Parks & Recreation”.
8. All caches must contain the “Geocache Site” notice for accidental discovery explanation. (See attached)
9. Cache containers and contents must be family friendly. Caches must not contain any adult items, alcohol, food, dangerous items, fireworks, drugs, illegal items, or living species. All sites must be monitored by the owner at least monthly to ensure compliance.
10. No digging or disruption of grounds or ecosystems is permitted when placing cache.
11. Caches and geocachers must not interfere with any ongoing activity, program, or facility rental within the approved area.
12. The following activities are not allowed for the placement of any cache: modification or geographical features, altering park signs or fences, cutting vegetation, digging or located within a body of water, on or in any building.
13. The Oak Grove Parks and Recreation department reserves the right to request the removal and/or to remove caches that are placed in a non-approved location and/or without permit or any time the terms of the permit are violated.

**This container has been placed with the permission of the
Oak Grove Parks and Recreation Department.**

**OFFICIAL GEOCACHE SITE:
PLEASE READ**

Congratulations! You've found it whether intentional or not!

What is this container and why was it hidden here? What are all these things inside the container?

It is part of a high-tech hide-and-seek game dedicated to GPS users called “Geocaching.” The game involves a GPS user hiding “treasure” (this container and its contents) and posting the coordinates on the internet site www.geocaching.com so that other GPS users can go on a treasure hunt and find it. The only rules are:

- *If you find it, put it back.
- *If you take something from the cache, put something else in.
- *You must write about your visit in the logbook.

If you found this container by accident:

Great! You are welcome to join in on the fun! We only ask that you:

- *Please do not move or vandalize the container. The real treasure is finding the container and sharing your adventure with others.
- *If you wish, go ahead and take something. But please leave something of your own for others to find and write in the logbook.
- *If possible, let us know you found it by visiting www.geocaching.com.

Geocaching is open to everyone with a GPS and a sense of adventure! There are geocache sites in all 50 states and most countries around the world. Please visit www.geocaching.com to learn more or scan the QR code:

