

## Station Adoption

### Step-by-step process of forming a station adoption group (last reviewed May 2025)

Welcome to the Station Adoption process with Chiltern Railways! We're excited to have you consider becoming part of our station adoption program. This guide outlines the necessary steps and requirements for officially adopting a station, from initial interest to ongoing support. By following this process, you'll help enhance and maintain our stations while fostering a sense of community. We look forward to working with you!

1. **Express interest:** Email your expression of interest to [community@chilternrailways.co.uk](mailto:community@chilternrailways.co.uk) to initiate the process of becoming a station adopter.
2. **Initial call with Stakeholder Executive and Area Manager:** Schedule and have an introductory call with our Stakeholder Executive and Area Manager. This call will help us understand your concept and vision for station adoption.
3. **Complete required paperwork:** Once your initial concept is approved, you will need to complete the following paperwork
  - a. **Form a constituted entity:** This is an optional step, but ensures your group is recognised, typically as a charity, community group, or volunteer-led organisation, but you can be an unincorporated association, too – as long as you have a dedicated bank account for your activities. This could be an existing entity you straddle on the back of.
  - b. **Complete and sign the Community Rail Access Agreement:** This agreement outlines the terms and conditions between your group and Chiltern Railways for station adoption
  - c. **Create an Initial Outline Plan:** Provide an overview of the activities your group plans to undertake in the first 12 months of adoption. This should include projects, timelines, and goals.
  - d. **Provide personal information of your volunteer group:** This includes the names and roles of the volunteers who will be involved in the station adoption.
  - e. **Provide bank details on headed paper:** Submit your group's bank account details on your organisation's headed paper so that you can be onboarded as a Chiltern Railways vendor.
  - f. **Volunteer safety:** Ensure that all volunteers review and agree to the Station Adoption Safety Briefing. Additionally, they must confirm understanding of relevant insurances, planting guidelines, and other Chiltern requirements.
4. **In-person session with Stakeholder Executive and Area Manager:** Once paperwork is complete, arrange an in-person meeting with the Stakeholder Executive and Area Manager. This meeting will involve a meet-and-greet with your volunteers, a Q&A session, and further discussion on the specifics of your station adoption plan.
5. **Approval of adoption group:** After the meeting, your station adoption group will be reviewed by the Head of Corporate Affairs. Once approved, your adoption group will officially be recognised, and your adoption process will begin.
6. **Quarterly check-ins and ongoing support:** Once your group is approved, you will begin standard quarterly check-ins with Chiltern Railways. You will also be invited to events, receive funding, and continue working closely with the Chiltern team on maintaining and improving the station.