

**One-Time Parks Volunteer Request Form**

Please complete and return this form if you or your group would like to perform an advanced task at your park. (This form should be returned at least 4 WEEKS PRIOR to proposed task date). Advanced Tasks are tasks that will require approval and/or supervision from the Parks Supervisor, as well as special training, equipment not regularly stocked, and debris removal. Tasks can include planting projects or plant removal, major weed removal, pruning, painting over graffiti, repainting park fixtures or buildings, or any other tasks.

Group Name: \_\_\_\_\_

Group Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Park or Trail: \_\_\_\_\_

Proposed Task Date: \_\_\_\_\_ Alternate Task Date: \_\_\_\_\_

Please describe your proposed project (use additional sheets if needed):

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

Will you need:

- Maintenance staff instruction and supervision? Yes/ No/ Not Sure
- Special Tools (submit a Tool or Supply Request Form) Yes/ No/ Not Sure
- Debris pick-up? Yes/ No/ Not Sure
- Additional volunteers? Yes/ No/ Not Sure
- Can you meet with City staff to discuss details prior to activity? Yes/ No/ Not Sure

I understand I may not perform this task until this form is approved by City staff and that City staff may deny this task at any time.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

**For office Use Only**

- Will group leader need to meet with City staff prior to approval? Yes \_\_\_ No \_\_\_
- Will task require supervision & training? Yes \_\_\_ No \_\_\_

Approved / Denied by: \_\_\_\_\_ Date: \_\_\_\_\_ City staff assigned to train / supervise task:

**Volunteer Services Agreement and Release**

***This Form Must Be Signed By All Park Volunteers, And The Parent Or Guardian Of Any Volunteer Under The Age Of 18 Years.***

Personal Contact Information:

Organization or group with whom you are volunteering: \_\_\_\_\_

Name of Park you are volunteering at: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Assumption of Risk**

I am aware that engaging in an Adopt-A-Park activity may involve certain risks, dangers, and hazards. I agree to wear protective equipment including but not limited to gloves and eye protection and to follow all safety guidelines while participating to minimize any such risks. If I am unclear about how to perform a particular activity or how to perform a particular activity safely, I agree to seek guidance from City staff or volunteer coordinators to learn how to safely conduct the activity. I freely accept and fully understand and assume all risks and dangers.

**Release of Liability**

I agree to waive any and all claims against the City of Florence and to release the City of Florence of any and all liability for any loss, damage, injury, or expense, of whatever form or nature, for bodily injury, death, or property damage, that I may suffer as a result of participating in parks volunteering.

I have read and understand this release. I am aware that by signing this release, I am waiving certain rights that my heirs, next of kin, executors, administrators, and assigns may otherwise have against the City of Florence.

I understand the City of Florence may photograph or videotape the volunteer events or activity in which I am (or my child is) participating. I give my permission for the City to use photographs or videotape of me (or my child) for the purpose of promoting the City of Florence and its services/programs. I give my permission with the following understanding: No compensation of any kind will be paid to me (or my child) at this time or in the future for the use of my (or my child's) likeness.

I also acknowledge and agree that my (or my child's) services are provided for the convenience of the City and may be terminated for any reason or for no reason and at any time by the City without prior notice or hearing.

I, the undersigned, certify that the information stated on this agreement and release is true, complete and correct to the best of my knowledge and belief and is made in good faith. Any false statements made by me may be used as a basis of rejection for this application or termination of volunteer services.

This agreement shall remain in effect until terminated in writing by either party.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Parent/Guardian if under 18 years old

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**City of Florence Public Works Department  
Mark Durbin, Parks Supervisor (541) 997-4106**

**City Of Florence Volunteer Code of Ethics Agreement**

Volunteers are an important asset to the City and make it possible for the City to deliver services to Florence residents. As a volunteer, your conducts reflects upon City of Florence. As such, it is important that you adhere to the City’s Volunteer Code of Ethics.

I, \_\_\_\_\_, as a volunteer with the City of Florence, agree to:

- Conduct myself in a professional manner; maintaining high standards of integrity and honesty.
- Treat all members of the public, employees, and other volunteers with dignity, impartiality and respect.
- Be accountable and responsible for my acts and omissions.
- Avoid any activity that could be seen as a conflict of interest, such as accepting gifts or favors from individuals or businesses that could be seen to be an attempt to influence a City decision.
- Respect confidential information that is available to me as a result of my volunteer work with the City, and refrain from using it for personal gain or for personal, non-City business related reasons. I will bring any violation of this confidentiality to the attention of my supervisor.
- Follow the City’s Zero Tolerance Policy for wrongdoing, including, but not limited to, sexual harassment, other forms of harassment, discrimination, drug or alcohol use, theft, violence, unsafe acts, and falsification of any forms.
- Promptly raise questions and concerns regarding possible violations of City policy or local, state, or federal law with my immediate supervisor or the Department Head.
- I understand that I may be released from my volunteer service may be terminated by not adhering to the above Code of Ethics.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Parent/Guardian if under 18 years old

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## ***Parks Volunteering Safety Guidelines***

- 1) Youth under the age of 18 years must be supervised at all times.
- 2) Review safety rules carefully before you begin the cleanup project.
- 3) Add additional safety precautions you feel appropriate.

### **DO:**

- ✓ Do wear light or bright colored clothing, hard-soled shoes, and sturdy work gloves.
- ✓ Do use sun block and/or wear a hat.
- ✓ Do contact Public Works at (541) 997-4106 immediately if you notice a safety hazard, such as a broken swing or other piece of play equipment.
- ✓ Do tie bags tightly before placing next to trash receptacles.
- ✓ Do work during park hours.
- ✓ Do work with a partner.
- ✓ Do make sure that all participants in your business or group are familiar with these safety precautions.

### **DON'T:**

- ✓ Don't overexert yourself. Be sure to take frequent breaks, drink liquids, and dress appropriately for the weather.
- ✓ Don't bring small children or pets along on projects.
- ✓ Don't ever leave children or pets locked in the car at work locations.
- ✓ Don't pick up materials you suspect might be hazardous, such as needles or drug paraphernalia. Call the Police Department (541) 997-3515 immediately and give the precise location of the material.

### **Litter Removal:**

- Leave full trash bags beside trash receptacles in park or call to arrange for pickup. Always wear work gloves.
- Work only during daylight hours.
- Work with a partner whenever possible.
- Do not work under potentially dangerous weather conditions such as heavy rain or winds.
- Do not over-exert yourself. Be sure to take breaks and drink plenty of fluids.
- Do not pick up litter close to the edge of curbs unless oncoming traffic is clearly visible.
- Do not stomp on trash bags (stomping may cause sharp objects to puncture the bag.)

### **Weed Removal:**

- Before removing weeds, check with the Parks Supervisor to get approval.
- Contact the Public Works Department (541) 997-4106 to coordinate in advance for pick-up of clippings.
- Any use of power equipment needs to be coordinated beforehand with the Parks Supervisor.
- Do not spray or use any chemicals – it is against City policy.
- Do not work under potentially dangerous weather conditions such as heavy rain or winds.
- Do not over-exert yourself. Be sure to take breaks and drink plenty of liquids.
- Small children should not use weeding tools. Participants must be at least 12 years old to use weeding tools.
- Wear protective gear – safety glasses/goggles, safety vests, long pants and long sleeves, sturdy work boots and gloves.
- Be cautious around thorny or poisonous bushes such as poison oak or star thistle.

### **On a Pathway or Trail:**

- Do not block pathways or trails.
- Be cautious and respectful of pedestrians, cyclists, animals, and other trail users.