Adopt-A-Park Program

Adopted by Florence City Council
May 20, 2013

About the Adopt-A-Park Program

The primary purpose of the Adopt-A-Park program is to promote partnerships between community groups, philanthropic organizations, and businesses to assist Public Works staff with routine maintenance, clean up, and beautification of parks, open spaces, and trails.

Through the use of volunteers, designated areas will be spruced up by removing litter and debris, controlling weeds, caring for plants, mulching around trees and planting areas, raking leaves, sweeping ball courts, identifying hazards, reporting vandalism, and planting trees, shrubs, and other approved vegetation.

Why Adopt a Park?

Given the amount of park land and trails and our small Parks Department, it is often challenging to keep up with the tremendous use of our open spaces. Your volunteer efforts can make the difference in achieving the high standards we have for these important areas in our community. With your help, we can keep the parks and trails safe, functional and beautiful.

Who Can Adopt-A-Park?

Adopt-A-Park aims to unite and support all people interested in improving City of Florence Parks and open spaces. Our participants include:

- Civic Organizations
- Senior Citizen groups
- Neighborhood Associations
- Youth groups
- Schools
- Church groups
- Scouts
- Businesses
- Non-profit organizations
- Community groups

Opportunities are for groups to help improve and maintain our City's parks, trails, and open spaces. As a volunteer, you will have a unique opportunity to donate services to the community and enjoy the results of your hard work.

What You Can Do

Groups care for their adopted area in the following ways:

- Picking up litter
- Raking wood chips (playgrounds)
- Reporting park hazards/irrigation problems
- Sweeping courts and pathways
- Pulling weeds
- Spreading bark dust and/or mulch

Under the direction of the Parks Supervisor:

- Pruning
- Planting
- Amenity Repair
- Special Project

Requirements and Expectations

We ask for a minimum commitment of one year of service to your adopted park or trail. At the end of your initial commitment, you can renew with approval from the City. We also ask that groups perform tasks at their location a minimum of once per quarter for a minimum of four hours per quarter.

Each group must select a spokesperson. This person will be the point of contact for the group. The spokesperson will also be responsible to assure that each participant complies with the Adopt-A-Park program requirements and safety procedures and has signed a liability release with the City of Florence. The spokesperson will pick up and return the supplies provided by the City of Florence and notify the City of any hazardous items (if any).

The adopting group must enter into a signed agreement with the Public Works Director. Park sites, trails and open spaces will be assigned on a first-come, first served basis.

What are Participants Responsible for?

- Participants are required to read, understand, and abide by the Safety Guidelines.
- Participants must abide by all park rules and related municipal codes.
- Groups must notify the Adopt-a-Park Program Coordinator to change group duties.
- Groups should strive to spend a minimum of four hours per quarter at the adopted site.
- Participants must keep track of the number of hours spent working on a quarterly basis and report total hours to the Program Coordinator. Hours are due by the 5th day of every month for the previous month's accumulated hours. Our office documents this information and tabulates total yearly hours, which helps our program in the following ways:

    1. Accounts for total donated time to the program for annual reports.
    2. Confirms the growth or decline in participation.
    3. Helps our office provide participant awards and recognition.
    4. Provides for Workers Compensation coverage for volunteers.

Each area is unique and each group has unique skills and abilities. For this reason City staff in conjunction with the volunteer organization will develop mutually agreeable expectations on a case-by-case basis.

Planting flowers, trees, or shrubs, painting facilities and projects such as installing or repairing benches or picnic tables must be coordinated with Parks Supervisor.

All work must be performed during daylight hours.

All volunteers under the age of 18 must have adult supervision.

Adopt-A-Park Training

- Once your application is approved, Parks Supervisor will train (if needed) the group spokesperson or entire group to do the tasks for which you have volunteered.
- Volunteers are required to read, understand, and abide by the Safety Guidelines and must abide by all park and trail rules and municipal codes.
- Once you are trained, you or your group will be considered active volunteers.

Recognition

- An official Certificate of Adoption.
- An adoption sign with the adopter's name (text only) which will be posted at the adopter's site after 20 hours of volunteer reported hours. The sign will remain posted as long as the group/individual remains an active volunteer.
- Department may promote adopter on Department Program Guides or materials.

Donations

The City welcomes donations as part of the Adopt-A-Park program. *Please see **City of Florence Resolution No.28, Series 2012,** for City Donation Policy Program.*

One Day Clean-ups

If you or your group or business cannot commit the time to adopt a park, trail, or open space, but would like to help, you are welcome to organize a one-day clean-up of an area. Please contact the Parks Supervisor for more information.

Areas for Adoption and Clean Up

Parks

- 18th St. Pocket Park (mini)
- Gallagher's
- George Miller
- Hurd O.E
- Munsel Road Park (mini)
- Old Town Park
- Pepperoaks (mini)
- Rolling Dunes
- Singing Pines
- Siuslaw Interpretive Center
- Veteran's Memorial
- Hwy 101 & 126 (Wilbur's Crest)
- Siuslaw River Park (Official Name - TBD)

Trails

- 12th St. Trail
- 29th St. Trail
- Ivy St. Trail
- Munsel Creek Bike Path
- Munsel Creek Greenway

How to Apply

1. Print and fill out the Adopt-A-Park Group Program Application.
2. Print and fill out the Volunteer Service Agreement and Release for the Group Spokesperson and any other initial group members. Volunteers under 18 years of age must include a parent/guardian signature.
3. Fax, mail, or hand-deliver the forms to:

City of Florence Adopt-a-Park
Attn: Sandi Anderson, Administrative Assistant
250 Hwy 101
Florence, OR 97439
Email: sandi.anderson@ci.florence.or.us
Telephone (541) 997-4106
Fax: (541) 590-4017

4. Staff will review your adoption proposal. You will be contacted upon approval to set up an appointment for a training session.
5. No later than 30 days before your adoption term expires, groups must submit a Renewal or Cancellation form to the City to renew or discontinue their adoption activities.

Adopt-A-Park Program Application

Date: _____ Adopt-A-Park Group: _____

Adopt-A-Park Contact Person: _____

Mailing Address: _____City: _____State: ____ Zip: _____

Phone: _____Email: _____

Alternate Contact Person: _____ Phone: _____ Email: _____

Park/section you wish to adopt: _____ Alternate Park/section(s): _____

Proposed Work Schedule: _____

_____

Estimated Number of Participants: _____

Terms and Conditions

1. Subject to City's right to terminate, this agreement shall be in effect for one year beginning _____.

2. Conditions:
   a. The participant(s) shall develop and follow a regular schedule of maintenance of the property as agreed upon by the Public Works Department and report any park hazards to City staff.
   b. The spokesperson (contact person) shall report all hours volunteered.
   c. Each individual participant must sign the City of Florence standard Volunteer Service Agreement and attend an annual parks training session with the Parks Supervisor.
   d. The City of Florence may photograph or videotape the events or activity in which the participant is participating for the purpose of promoting the City of Florence and its services/programs, with the following understanding that no compensation of any kind will be paid to the participant.
   e. The participant or group, and all volunteers and agents, will comply with all terms and conditions set forth in the Adopt-A-Park Training and this Agreement, as they may be amended from time to time, as well as any additional rules or directives of the City of Florence or the Public Works Department.
   f. All volunteers shall sign the Adopt-A-Park Volunteer Service Agreement and Release before providing any volunteer services.

3. Access: Volunteers are allowed access to City property for the purpose of carrying out the terms of this agreement.

The City of Florence reserves the right to terminate this agreement at any time.

ADOPT-A-PARK PARTICIPANT	CITY OF FLORENCE
_____	_____
Signature (Authorized Representative if Group)	Signature of Public Works Director

For Office Use Only
Approved / Denied Date: _____Training Date: _____Date Started: _____
If denied, write reason for denial on back of form

Volunteer Services Agreement and Release

This Form Must Be Signed By All Adopt-A-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 being Adopted: _____

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 the Adopt-A-Park Program.

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 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

Volunteer Hours Reporting Form

Volunteers are required to report hours by the 5th day of every month. Calculate, record, and report the total number of hours worked at each adopted site by filing in the chart below and submitting it to:

City of Florence Adopt-a-Park
Attn: Sandi Anderson, Administrative Assistant
250 Hwy 101
Florence, OR 97439
Email: sandi.anderson@ci.florence.or.us
Telephone (541) 997-4106
Fax: (541) 590-4017

Please note a form must be filled out for EACH volunteer. If not submitted by due date, it will be assumed no hours were worked for the previous month.

Date	Time started/ended	Project	Total Hours Worked

Park/Trail where work was completed: _____

Tasks Completed this month:

_____

Areas needing attention by City staff:

_____

Comments:

_____

I, _____, have worked ____ total hours for the month of _____, 20 , at our adopted park.

_____ _____

Volunteer's Signature Date Parent's Signature (if under 18) Date

Phone: _____ Phone: _____

Adopt-A-Park
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.

Group Renewal or Cancellation

For Park/Trail Section: _____

Thank you for participating in the City of Florence's Adopt-A-Park Program. Your efforts to keep our parks clean and attractive are appreciated by the City of Florence residents and visitors.

Your term of commitment for your adopted park or trail list above will expire on _____. The City would like to know if you are if you are interested in renewing your application. If you choose to renew your term, your new expiration date will be _____. Please complete the information below.

APPLICANT:

Adopt-A-Park Participant (or Group):_____

Group Contact Person: _____

Mailing Address: _____ City: _____ State: ____ Zip: _____

Phone: _____ Email: _____

Please indicate your choice below:

- ○ Yes, I/we would like to renew my/our participation in the Adopt-A-Park program.
- ○ Yes, I/we would like to renew my/our participation, but would like to adopt a different park/trail section. I/we would prefer to adopt _____.
- ○ No, I/we would like to discontinue my/our participation in the Adopt-A-Park program.

Please return this completed form to:

City of Florence Adopt-a-Park
Attn: Sandi Anderson
250 Hwy 101
Florence, OR 97439
Email: sandi.anderson@ci.florence.or.us
Telephone (541) 997-4106
Fax: (541) 590-4017

For Office Use Only
Approved / Denied Date: Update Provided: Yes / No

If denied, write reason for denial on back of form

Adopt-a-Park Contacts

Public Works Director:
Mike Miller
2675 Kingwood Street
E-mail: mike.miller@ci.florence.or.us
Phone: (541) 997-4106

Field Supervisor:
Mark Durbin
2675 Kingwood Street
E-mail: mark.durbin@ci.florence.or.us
Phone: (541) 997-4106

Park Maintenance
Josh Severy
2675 Kingwood Street
E-mail: joshua.severy@ci.florence.or.us
Phone: (541-997-4106

Public Works Administrative Assistant:
Sandi Anderson
2675 Kingwood Street
Email: sandi.anderson@ci.florence.or.us
Phone: (541) 997-4106
Fax: (541) 590-4017