



ADOPT-A-PARK HANDBOOK

TABLE OF CONTENTS

Program Description	Page 1
Participant Responsibilities	Page 2
Hours form	Page 3
City Support	Page 4
Adoption forms	Page 5
Agreement.....	Page 5
Volunteer Application	Page 6
Safety Guidelines	Page 7
Recommended Procedures.....	Page 8
Litter Removal	Page 8
Weed Abatement	Page 8



City of Yuba City
Department of Parks and Recreation
1300 Franklin Road
Yuba City, CA 95993
(530) 822-4650 FAX (530) 673-4781

City of Yuba City
ADOPT-A-PARK

What is Adopt-A-Park?

Adopt-A-Park is a City-wide community service program that recruits and trains residents to assist in the general care and maintenance of neighborhood parks and other parkland on City property.

Adopt-A-Park also educates the public about creating and preserving clean and safe parks for everyone.

Who can adopt a park?

Anyone! Adopt-A-Park aims to unite and support all people interested in improving Yuba City's neighborhood open spaces. Our participants include:

- * Individuals
- * Neighborhood associations
- * Schools
- * Church groups
- * Non-profit organizations
- * Senior Citizens
- * Youth groups
- * Scouts
- * Business
- * Community groups

What can be adopted?

Particular areas within parks that may be adopted include:

- * Flower beds
- * Trees and shrubs
- * Undeveloped parkland
- * Playgrounds
- * Courts
- * Trails

How can we help?

Participants care for their adopted area in the following ways:

- * Picking up litter
- * Reporting park hazards/irrigation problems
- * Pulling weeds
- * Raking wood chips (playgrounds)
- * Sweeping courts and pathways

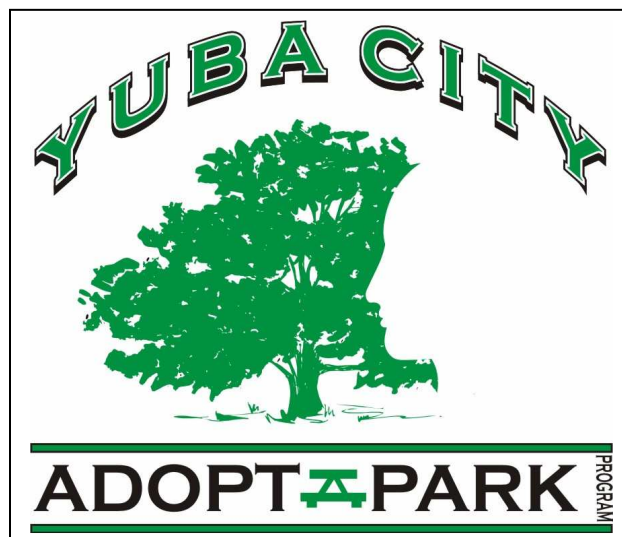
Under the direction of the Parks Division

- * Pruning
- * Planting

What are participants responsible for?

- ★ Participants are required to read, understand, and abide by the Safety Guidelines on page 7.
- ★ Participants must abide by all park rules and ordinances.
- ★ Participants must notify the City of Yuba City to change specific participant duties.
- ★ Participants must notify staff when resigning.
- ★ Participants must spend a minimum of 8 hours per month at adopted site.
- ★ Participants must keep track of the number of hours spent working on a monthly basis and report total hours to the Recreation Department. Hours are due by the 5th day of each month. Our office documents this information and tabulates total yearly hours, which helps our program in the following ways:
 - Accounts for total donated time to the program for annual reports.
 - Confirms the growth or decline in participation.
 - Helps our office provide participant awards and recognition

See the “Participant Hours Form” on page 3 for more information.



City of Yuba City
Parks and Recreation Department
1201 Civic Center Boulevard, Yuba City, CA 95993
(530) 822-4650 FAX (530) 673-4781

ADOPT-A-PARK Participant Hours Form

Participants are required to report hours by the 5th day of each month. Calculate, record and report the total number of hours worked at each adopted site by filling in the chart (for convenience) and:

- * Mail in the bottom portion to:

City of Yuba City
Parks and Recreation Department
1201 Civic Center Boulevard
Yuba City, CA 95993
- * Fax hours to: (530) 673-4781
- * Call in hours anytime to voice mail number: (530) 822-4650

Date	# of Participants Present	# of Hours Worked	Total Hours Worked
Adopted Site:			<u>Monthly Total</u>

Tasks completed this month: _____

Notes/Comments: _____

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

Participant's Signature

Phone

Date

How do you adopt a park?

1. Contact the Recreation Department with a request to adopt a neighborhood park or parkland.
2. Sign and return the agreement form on page 5.
3. The Parks and Recreation Department will process your form and contact you.
4. City Parks staff will provide the initial training and orientation for your project area.

City Support

The City may help with supplies to assist you in your duties. This not only helps you do your job, but also helps us keep our parks clean!



Agreement

Date: _____
Adopt-A-Park Participant (or Group): _____
Group Contact Person (if applicable): _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ E-Mail: _____
Emergency Contact: _____
Park Interested in Adopting: _____
Area Interested in Maintaining: _____
Duties (scope of work): _____
Work Schedule: _____ Total Monthly Hours: _____

Terms and Conditions

- 1. Term:
Subject to City’s right to terminate, this agreement shall be in full 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 Department of Parks and Recreation and report any hazards to City staff.
(B) The contact person shall report or fax all hours volunteered to the Recreation Department @ 822-4650 or FAX 673-4781.
- 3. Access:
Participants are allowed access to City property by the City, for the purpose of carrying out the terms of this agreement.
The City of Yuba City reserves the right to terminate this agreement at any time.

ADOPT-A-PARK PARTICIPANT CITY OF YUBA CITY

1201 Civic Center Boulevard, Yuba City, CA 95993 * (530) 822-4650* FAX (530) 673-4781



City of Yuba City
Volunteers Acknowledgement
And
Release of Liability

I _____ hereby agree as follows:

1. I am a volunteer, donating my time, services and energies to the City of Yuba City.
2. I understand and acknowledge I will receive no salary, remuneration or other benefits from the City of Yuba City,
3. I hereby release the City of Yuba City, its officers, agents and employees, and all other persons and entities, whether specifically named here or not, from any and all liability, claims, causes of action, or actions, arising out of or occasioned by bodily injuries or property damage I may sustain in connection with my volunteer services for the City of Yuba City, whether caused by the fault of employees of the City of Yuba City, by a condition of public property, or by any other cause whatsoever, and I agree to indemnify and hold harmless the City of Yuba City from any such liability, claim, causes of action, or actions.
4. I have carefully read this release and indemnity agreement, and I understand its contents. I acknowledge that the effect of this agreement is to waive any claims I might have, and to prevent me from recovering any damages whatsoever if I am injured while performing volunteer services for the City of Yuba City. I have signed this agreement by my own free act.

Volunteer's Signature

Date

Witnessed

Parent/Guardian's Signature (If volunteer
is under 18 years of age)

March 2009

ADOPT-A-PARK

Safety Guidelines

For Teachers and Group Leaders:

- Students must be supervised at all times.
- Review safety rules carefully with students before they begin the cleanup project.
- Tie bags tightly and place beside trash receptacles.
- Report any safety hazard to Parks Department staff.
- Add any additional safety precautions you feel appropriate.

For Students and Youth:

- Stay within sight of your teacher or group leader.
- Work with a buddy.
- Don't pick up trash near the street or curb.
- Don't pick up any sharp objects, such as broken glass or needles.
- Report any broken park equipment, such as swings, to your teacher or group leader.
- If park workers are present doing their job, please do not run in front of them or get too close when they are working with a machine.
- Wash your hands thoroughly when you complete your work.

DO:

- **Do** lift all objects with your legs, not with your back.
- **Do** wear light or bright colored clothing, hard-soled shoes, and sturdy work gloves.
- **Do** use sunblock and/or wear a hat.
- **Do** contact Parks Division staff at (530) 822-4648 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 whenever possible.
- **Do** make sure that all participants in your business or organization 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 your local Fire Station or Police Department immediately and give the precise location of the material.

ADOPT-A-PARK

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 rain or heavy winds.
- Don't overexert yourself. Be sure to take breaks and drink plenty of fluids.
- Don't lift with your back, lift with your legs.
- Don't pick up materials that you suspect might be hazardous, such as needles, bloody objects or drug paraphernalia. Call your local Fire Station or Police Department immediately.
- Don't pick up litter close to the edge of curbs unless oncoming traffic is clearly visible.
- Tie bags tightly before disposal.
- Do not stomp on trash bags (stomping may cause sharp objects to puncture the bag).

Weed Abatement

- Before removing weeds, check with the appropriate staff to get approval.
- Contact the Parks Department (822-4648) office to coordinate in advance for pick-up of clippings.
- Wear protective gear: safety glasses/goggles, safety vests, long pants and long sleeves, sturdy work boots, and work gloves.
- Do not use power equipment. It is against City policy.
- Do not work under potentially dangerous weather conditions, such as rain or heavy winds.
- Do not spray or use any chemicals. It is against City policy.
- Don't overexert yourself. Be sure to take breaks and drink plenty of fluids.
- Small children should not use weeding tools. Participants must be at least 12 years old to use weeding tools.
- Be cautious around thorny or poisonous bushes, such as poison oak or star thistle.
- When bagging clippings, keep them separate from green waste.

On a Pathway or Trail:

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