



## CITY OF YPSILANTI ADOPT-A-PARK

### About Adopt-A-Park

The City of Ypsilanti, in partnership with citizen volunteers on the City's Parks & Recreation Commission, have developed the Adopt-A-Park program to encourage neighbors, community groups, local businesses, and service clubs to dig in to help keep our community's Parks & Recreation system vibrant. From larger community-wide parks that host major events, to neighborhood pocket parks and tot lots, this public green space in our community is a major asset of our City and used by a diversity of residents.

Our parks need you! Whether you're part of a business that facilitates an annual park clean-up service day, or a neighborhood organization who performs ongoing litter removal, or a youth group who wants to do a special project to improve a park, the Adopt-A-Park program is for you! If your group has already worked in the parks, or this is your first time, all participants need to follow the Adopt-A-Park process to assure you that everyone is safe and that your efforts are put to the best use. We also want to be able to recognize you or your group for the effort you put in.

### What Does It Mean to Adopt-A-Park?

Adopting a park can mean many things, and this program can be a fit for you whether you want to make a one-time or ongoing commitment to a park. Here are just a few ways it can look:

- Your neighborhood association agrees to be the litter patrol for the park, sending a team out at least once a month to keep the park clean;
- Your civic group has a spring and fall volunteer day in a park, doing maintenance of planting beds and spreading mulch;
- Your scout troop wants to help spruce up a park as a summer service project, and repaints the park benches;
- During Ypsi PRIDE Day, your church wants to install new flower beds in a park
- Your business works to raise funds to install or repair park signs, and then holds a clean-up day to celebrate this effort.
- As an individual you help care for a specific flower bed throughout the season—watering, weeding, and mulching it as appropriate.

The safety and maintenance needs for each park are identified by the Department of Public Services. Additionally, special projects, improvements, and maintenance priorities in our parks are guided by our Parks & Recreation Master Plan.

### We'd Like to Adopt-A-Park—What's Next?

The steps are easy, and are designed so that your experience can be a positive one, and your contribution valuable to our parks!

- 1) A minimum of **one month before you hope to perform activities in the park**, one person in your group will fill out an Adopt-A-Park application. You'll be expected to include the following:
  - a. Contact person and alternate contact person for your group.
  - b. Checklist of activities you propose to perform in the park.

- c. Overall work plan of what you hope to do or accomplish (this may or may not be more than the checklist of activities).
  - d. Schedule of how often and when you expect to perform these activities.
  - e. List of potential materials or support you may need from the City (ex. trash bags).
  - f. Signed agreement of the Adopt-A-Park guidelines on behalf of your group.
- 2) Your application will be reviewed by the Parks & Recreation Commission; a member may contact you with any additional questions.
  - 3) Your application will be reviewed by City staff. City staff or a Parks & Recreation Commission will contact you when your application is approved. Some projects may need supervision or additional meetings with the Department of Public Services. **You cannot perform any activities in the Parks without an approved application.**
  - 4) You gather your volunteers for your workday(s). If your work is something other than routine maintenance (e.g. litter pick-up, weed removal), please contact the Department of Public Services one week before to let them know exactly what you will be doing and when.
  - 5) You work in the parks! On hand, at each workday, the leaders should have the following:
    - a. Volunteer Liability Waiver Form. Each volunteer will sign a Volunteer Waiver. Volunteers under age 18 require a parent or legal guardian signature.
    - b. Safety Guidelines Sheet. Volunteers will be informed of safety precautions needed for their workday. Must be reviewed by each volunteer.
    - c. Volunteer Sign-In Sheet. Record the number of volunteers and total number of volunteer hours performed (forms provided for you).
    - d. Volunteer Hours & Work Day Report Form. You will need to complete a workday report (see above) so the City knows what you/your group accomplished, what follow-up may need to be done, what your future plans in the parks are, and any other observations.
  - 6) Within one week after your volunteer day, or on a monthly basis for ongoing volunteering, please turn in all of the following forms: Volunteer Liability Waiver Form, Safety Guidelines Sheet, Volunteer Sign-In Sheet, Volunteer Hours & Work Day Report Form. A Parks & Recreation Commission may contact you to remind you to turn things in, ask how things went, and say thank you!
  - 7) The City of Ypsilanti and the Parks & Recreation Commission will recognize your group with thanks at Parks & Recreation Commission meetings, during updates at City Council meeting, and/or possibly through the City website and articles in the newspaper.



### CITY OF YPSILANTI ADOPT-A-PARK GROUP APPLICATION

**Name of Group:** \_\_\_\_\_

**Brief description of group** (*purpose, demographics, size, etc*):

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

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

Website, if any: \_\_\_\_\_ Phone: \_\_\_\_\_

*(Use group address if there is one; otherwise, use home address of primary contact person)*

**Primary Contact Person:** \_\_\_\_\_

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

Best Way/Time to Reach: \_\_\_\_\_

**Secondary Contact Person:** \_\_\_\_\_

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

Best Way/Time to Reach: \_\_\_\_\_

### ABOUT THE PARK

**Park, Median, or Area to be Adopted** (*Be as specific as possible, e.g. The flower garden in front of the Senior Center*): \_\_\_\_\_

**Name of nearest streets/intersection:** \_\_\_\_\_

**What is your group hoping to accomplish by participating in Adopt-A-Park?** (*Examples: Providing service opportunity for our scout troop; helping to improve condition of tot-lot*)

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

**How often will your group be participating in Adopt-A-Park?**

One time       Monthly       Seasonally (*e.g. during spring planting season*)  
 Twice a year       Weekly       Not Sure

**When will your group participate in Adopt-A-Park?** *List dates/times as specifically as possible. If you do not know the exact day yet, be as specific as possible (e.g. a Sunday afternoon in late spring; during Ypsi PRIDE Day; monthly on Monday afternoons).*

Date(s): \_\_\_\_\_ Times of Day: \_\_\_\_\_ Estimate # of Hours per Date: \_\_\_\_\_

Age(s) of Participants: \_\_\_\_\_ Estimated # of People Participating Per Date: \_\_\_\_\_





### TERMS AND CONDITIONS

Any work/activities done under the terms and conditions of the City of Ypsilanti Adopt-a-Park Program are subject to the following terms and conditions:

1. Terms/Conditions:

- a. Term of service: Subject to the City's right to terminate, this agreement shall be in effect for one calendar year beginning the date of: \_\_\_\_\_.
- b. The participant(s) shall follow a regular schedule of maintenance.
- c. The group leader shall report all volunteer hours to Public Services on a monthly basis.
- d. Each volunteer must sign the Adopt-A-Park Liability Waiver Form.
- e. The City of Ypsilanti may photograph or video record the events or activity in which the participant is participating in for the purpose of promoting the City of Ypsilanti and it's services/programs, with the understanding that no compensation of any kind will be paid to the participant.

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

\_\_\_\_\_  
Signature *Adopt-A-Park Group Leader*

\_\_\_\_\_  
Signature *Director, Depart. of Public Works*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**PLEASE TURN YOUR APPLICATION INTO THE PUBLIC SERVICES DEPARTMENT AT LEAST ONE MONTH BEFORE YOU HOPE TO VOLUNTEER IN THE PARKS.**

City of Ypsilanti Department of Public Services  
14 West Forest Avenue Ypsilanti, Michigan 48197  
Office: (734) 483-1421 Fax: (734) 483-1018

**What happens next?**

*You will be contacted by a member of the Parks & Recreation Commission or the Public Services Department with additional questions or clarifications, and/or to let you know your application has been approved. Once you have an approved application, the week before you perform work in the parks, please contact Public Services for additional information or materials/supplies requests.*

**Office Use:**

Date Received: \_\_\_\_\_ Date Distributed to Rec. Commission: \_\_\_\_\_

Name of Commissioner(s) Reviewing Application and/or Work Plan: \_\_\_\_\_

\_\_\_\_\_ Workplan/Application Approval Date by City of Ypsilanti Recreation Commission

\_\_\_\_\_ Workplan/Application Approval Date by City of Ypsilanti Department of Public Works

Notes/Follow Up Needed:

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



## VOLUNTEER HOURS & WORKDAY REPORT FORM

Volunteers are required to report hours by the fifth (5<sup>th</sup>) day of each month. This helps us recognize your contribution as well as document (for grants and to raise funds for the parks) how much volunteers are contributing. Please calculate, record, and report the total number of hours worked at each your park by filling in the chart below. We also need to know what you have done in the park, and what you plan to do next.

**Please mail or take this for form to:** Adopt-A-Park Program, City of Ypsilanti, 1 South Huron, Ypsilanti, MI 48197 or fax to: (734) 483-7260.

Name & Phone/Email of Person Completing This Form: \_\_\_\_\_

### Volunteer Hours Tracking Chart

Location	Date	# of Volunteers Present	# of Hours Worked

Monthly Total # of Volunteers: \_\_\_\_\_ Monthly Total # of Volunteer Hours: \_\_\_\_\_

### WORKDAY SUMMARY

Tasks completed this day (for periodic or one-time projects) or month (for ongoing projects):

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### NEXT STEPS

Any additional or follow up work your group is planning (what and when you plan to do it):

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Notes/Comments (Observations of things in the park needing city attention, comments or quotes from volunteers, etc):

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## VOLUNTEER SIGN IN SHEET

**Workday Date:** \_\_\_\_\_ **Workday Time:** \_\_\_\_\_ to \_\_\_\_\_

**Workday Location:** \_\_\_\_\_

**All volunteers are required to sign in and out, to review the Safety Guidelines Sheet, and to complete the Volunteer Liability Waiver Form (once, the City will keep it on file). THANK YOU for your participation in helping our community's parks!**

Name	Completed Release Form?	Release Form already on file?	Read Safety Guidelines?	Sign In Time	Sign Out Time	Total Hours
1)						
2)						
3)						
4)						
5)						
6)						
7)						
8)						
9)						
10)						
11)						
12)						
13)						
14)						
15)						
16)						





## **CITY OF YPSILANTI ADOPT-A-PARK SAFETY GUIDELINES SHEET**

***Each participant in the City of Ypsilanti Adopt-A-Park Program must review these Safety Guidelines before performing services at the adopted site and must abide by them while performing services at or on the adopted site.***

1. Work only during daylight hours and in appropriate weather. No work should be done in inclement weather.
2. The use of any power tools or heavy equipment is prohibited.
3. Wear protective clothing including work gloves, sturdy shoes and long sleeved shirts and pants to prevent injury from sharp objects, insect stings, sunburn and poison ivy. Light colored clothing is most visible.
4. Don't overexert yourself. Take breaks and drink plenty of water on warm days. Wear sunscreen and other sun protection (hats, sunglasses) if necessary.
5. Be aware of your surroundings to ensure your safety and the safety of others. Be especially careful if you are using tools.
6. Do not wear headsets or engage in horseplay or other conduct that would divert your attention from your work or impair your ability to perceive hazards from traffic or other dangerous situations.
7. Provide adequate supervision for participants under the age of 18.
8. Avoid areas where hazardous conditions exist such as: roads, parking lots, bridges, construction sites and areas where mowing, tree trimming or pest control is in progress. Report any hazardous situations immediately to Public Services. Watch for any power lines which may be down.
9. If you are picking up litter, use caution in handling collected items. Do not crush collected items; broken or jagged objects could cause injury. Do not try to pick up heavy, large or hazardous materials.
10. While doing work in the parks do not drive motorized vehicles on the grass or any paths that prohibit motorized vehicles. Park only in designated areas.
11. Report any accidents or incidents on the Incident Report Form provided by the City of Ypsilanti. If of an emergency nature while performing volunteer activities, please call 9-1-1.