



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 begin performing activities in the park**, please fill out an Adopt-A-Park application. You'll be expected to include the following:
 - a. Name and contact info
 - b. Checklist of activities you propose to perform in the park & workplan if more extensive.
 - c. Schedule of how often and when you expect to perform these activities.
 - d. List of potential materials or support you may need from the City (ex. trash bags).

- e. Signed agreement of the Adopt-A-Park guidelines and liability release form.
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- 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 work in the parks! 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. Don't forget to review or bring the:
 - a. Safety Guidelines Sheet. This outlines the expectations the city has to keep you safe while working in the parks!
 - b. Volunteer Hours & Work Day Report Form. You will need to complete a workday report (see above) so the City knows what you accomplished, what follow-up may need to be done, what your future plans in the parks are, and any other observations. If you are doing regular maintenance or activities in the park, you can fill this sheet out on a monthly basis. We ask you to fill out your hours volunteered because we want to be able to recognize you for the work you've done, and use volunteer hours in the parks to leverage financial support for parks improvements. Please turn this paperwork into the Department of Public Services monthly. A Parks & Recreation Commission may contact you to remind you to turn things in, ask how things went, and say thank you!
 - 5) The City of Ypsilanti and the Parks & Recreation Commission may recognize you 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 INDIVIDUAL APPLICATION

(Note: If people from more than one household are volunteering together then it is necessary to complete the Group Application. If a small group individuals—e.g. neighbors—are volunteering but not associated with a group, those individuals can each fill out this application or complete one group application. Every individual volunteering must fill out the liability release form.)

Your Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Best Way/Time to Reach: _____

Names and ages of others in your household who may volunteer with you:

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 are you hoping to accomplish by participating in Adopt-A-Park? *(Examples: Keeping rose garden vibrant; helping to improve condition of tot-lot)*

How often will you be participating in Adopt-A-Park?

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

When will you 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: _____

WORKPLAN & ACTIVITIES

Your workplan will be initially reviewed by the Ypsilanti Parks & Recreation Commission, and then sent to the Department of Public Services for approval. You cannot participate in Adopt-A-Park until you have an approved workplan/checklist and have turned in your liability release forms.

Activities Checklist:

Please tell us what activities you would like to do. Check all that apply.

- | | |
|---|--|
| <input type="checkbox"/> Gardening | <input type="checkbox"/> Trimming edges minor pruning |
| <input type="checkbox"/> Brush removal | <input type="checkbox"/> Weed removal |
| <input type="checkbox"/> Repair ruts | <input type="checkbox"/> Painting benches, tables, benches, and/or trashcans |
| <input type="checkbox"/> Graffiti removal and | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Seed grass | |

If your scope of work is not clear from the checklist, please describe in more details what you'd like to do on a one-time or ongoing basis to improve and/or help maintain our parks!

List of Materials You Need from the City of Ypsilanti

(Not all requested materials are or will be available. There is a specific paint color required by the City. Please refer to the Department of Public Works for more information.)

- Trash Bags Work Gloves
 Other *(Please specify)*



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 <i>Adopt-A-Park Participant</i>	Signature <i>Director, Depart. of Public Works</i>
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

For use by Individuals (Group Volunteering requires separate form)

Volunteers are required to report hours by the fifth (5th) 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 Volunteer: _____

Name of other Volunteers in your household who participated: _____

Volunteer Hours Tracking Chart

Location	Date	# 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):

NEXT STEPS

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

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



CITY OF YPSILANTI ADOPT-A-PARK VOLUNTEER LIABILITY WAIVER FORM

*This waiver must be signed by **each person** participating in the City of Ypsilanti Adopt-A-Park Program, whether participating one-time or on an ongoing (longer-term) project. If the participant is under age 18, this waiver must be signed by the participant's parent or guardian. This form must be completed and returned to the Public Services in person or by fax.*

Participant's name _____
Group name (if applicable)

Participant's home address (street, city, state, zip code)

Participant's home phone _____
Participant's alt. phone _____
Participant's E-mail Address

I intend to participate in the *City of Ypsilanti Adopt-A-Park Program* either individually or with an assigned group. I agree that my participation is completely voluntary and that I am not entitled to payment for any services rendered.

I understand that participation involves actual maintenance and/or improvement of the City of Ypsilanti public park(s)/areas, recreation facility, or designated street areas, and acknowledge the possible risks involved with the nature of the work. I have read and I agree to comply with the **Safety Guidelines Sheet** accompanying this waiver.

I agree that the City of Ypsilanti shall not be liable for any claims, injuries, or damages as a result of my participation in the *City of Ypsilanti Adopt-A-Park Program*. I also agree to waive and hold harmless the City of Ypsilanti, its officials, employees, and agents, from and against, any and all claims, injuries, damages, and all causes of action of any nature arising out of my participation in the *City of Ypsilanti Adopt-A-Park Program*. This includes but is not limited to any injuries or other claims that may result from the condition of the City of Ypsilanti property where services are rendered. I understand that as a volunteer, I will not be entitled to benefits such as worker's compensation, pension rights, or other rights.

Signature of Participant or Minor Participant's Parent or Guardian _____
Date

MEDIA/PHOTO RELEASE

- I agree to allow the City of Ypsilanti to use my image and/or my child's name and image in photo or video, or other media documentation of the Adopt-A-Park Program for the purpose of press, marketing, or general promotion of the program. *For minors: _____ image only _____ first name only*
- I prefer my image and/or name not be used for purposes mentioned above.

Signature of Participant or Minor Participant's Parent or Guardian _____
Date



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.