

City of Decatur Adopt-A-Park Program Handbook



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I. RESPONSIBILITIES OF PARKS AND RECREATION

- Designate a Volunteer Coordinator to act as a liaison with the Adoption Partner. Parks and Recreation Volunteer Coordinator: Jonathan Gruber – office, (256) 341-4959, email, jgruber@decatour-al.gov
- Install one sign in a prominent location announcing the Adoption Partner. No Adoption Partner or sponsor logos are permitted on this sign.
- Review and approve proposed projects and work dates promptly after submission in writing from the Adoption Partner.
- Provide required paperwork for each individual volunteer, and maintain master file of all volunteer paperwork.
- When appropriate, coordinate and provide supervisory staff to ensure volunteer work is completed properly.
- When appropriate, provide Parks and Recreation resources to facilitate the completion of tasks.

II. WORK/RESPONSIBILITIES TO BE PERFORMED BY ADOPTION PARTNER

Adoption Partners are encouraged to address these needs on a routine basis. Parks and Recreation must be notified of proposed work date and tasks at least one week in advance. Parks and Recreation must also be provided with a volunteer list within a reasonable time frame following the service date. All volunteers must have signed the waiver of liability form before doing any volunteer service on Parks and Recreation property.

- Removal of trash and other debris.
- Removal of invasive plant species using hand tools. **Application of herbicides is not routine and must be specifically approved by Parks and Recreation.** Volunteers must have proper licenses.
- Licenses (current State of Alabama Custodial Pesticide) to be considered for approval to spray pesticides. Please contact the Volunteer Coordinator for further information.
- Maintenance of small trees, shrubs, and planting beds in areas defined by Parks and Recreation, using appropriate maintenance procedures.
- Maintenance of protective surface materials on playgrounds by raking the existing material into high-traffic areas, filling ruts and holes.
- Cutting fallen limbs using hand tools.

- **Any use of power tools will require advance approval by Parks and Recreation.**
- Mulching of trees and other designated landscape areas.
- Painting projects (restriping parking lot, picnic tables, bench frames, park signs, and any structures)
- Repairs or modifications to structures.
- Landscape improvements /plantings including but not limited to installation of trees, shrubs, and planting beds in areas defined by Parks and Recreation.
- Installation of protective surface materials on playgrounds, including wood mulch and rubberized products. All materials must be approved and most will be supplied by Parks and Recreation.
- Site enhancements, including aesthetic improvements to any structure (e.g. painting, etc).
- Construction and maintenance of unpaved hiking, mountain biking, and trail amenities under Parks and Recreation, direction and according to Parks and Recreation standards for sustainable trail.

WORK NOT ALLOWED TO BE PERFORMED BY ADOPTION PARTNER

- Basic site maintenance – including lawn mowing, tree pruning, and sign installation – is the responsibility of Parks and Recreation and the workers.
- The Adoption Partner is expressly prohibited from performing all tasks not defined above without specific written approval.

RESPONSIBILITIES OF ADOPTION PARTNER

- Designate a “Group Contact”; this person will be the main contact for the adoption partner. It is recommended that the individual listed as such also apply as a Volunteer Leader.
- Designate two to three “Volunteer Leaders,” one of whom must be in the Park during any volunteer work. Volunteer Leaders must be willing to complete a background check before they are approved as leaders.
- Ensure that all volunteers working in the Park have completed the Agreement to Volunteer and Sign Wavier of Liability Form prior to beginning work.
- Maintain a roster of approved volunteer leaders using the Group Member Addition and Removal Form.

- Submit proposed volunteer service dates and proposed scope of work at least one week in advance to Decatur Parks & Recreation. Agreed-upon routine work will be approved as soon as possible.
- Complete the Parks and Recreation Community Service Hours Form following each volunteer service date in the Park. Have members who participate indicate time in and time out on the roster of volunteers and submit roster, along with a total number of volunteer hours worked, within one week following service date.
- If materials, services, or staffing are required from Parks and Recreation, the Adoption Partner must seek approval from Parks and Recreation of the work dates as soon as possible using Work Request Form and/or the Supply Request Form.
- Volunteer groups are preferred to complete a minimum of 4 hours or 1 activity each year as part of the Adopt-A-Park Agreement.
- Adopt-A-Park Partners must complete a Renewal Form every year. At this time, the Volunteer Coordinator will review the projects completed by the Adoption Partner to ensure the group is in compliance with the agreement before approving renewal.

III.DONATION POLICES

The City of Decatur may accept donations from individuals, businesses, organizations and corporations for any municipal or public purpose. Donations may be cash, personal property or real property. All gifts or donations must require approval by the City Council and acceptance by the Mayor. All donations that qualify as a capital or custodial asset must be recorded as such. All donors are to call or email Jonathan Gruber with Parks and Recreation. He will then notify the Finance Department immediately upon receiving information of a possible donation. An email with the details of the donation will be completed at that time by Parks and Recreation and sent for approval to the Parks and Recreation Director. It will then be filed in the Finance Department pending acceptance of the donation. Before the donation can be accepted, the donor must provide Jonathan Gruber with written documentation (an email is sufficient) of their donation. This email should describe the donation, its value (assigned by the donor), the donor's intent for the donation, and the donor's name, address, telephone number and signature. This information must be submitted for all

donations to the Finance Department via Parks and Recreation. It is the responsibility of the donor, not Parks and Recreation, to place a value on non-cash gifts or donations. Donors may assign a nominal value to their donation; however, donations with no assigned value will not be accepted. This value must be noted in the written documentation. Along with the written documentation of donation from the donor, the donor must provide a written distribution plan for each donation. The plan should include the intended use of the donation and a description of how the distribution will meet that use. The Parks and Recreation Director must approve the distribution plan prior to acceptance. Once the donation has been approved, the Parks and Recreation Office will contact the donor stating that the donation has been accepted. The Finance Department will hold the approved donation acceptance information until notified by Parks and Recreation that the donation has been received and approved by City Council and Mayor, respectively. All solicitations must be discussed and approved in advance with the Parks and Recreation Director.

Additionally, if you would like to renew the adoption partnership for an extended period of time or end the adoption partnership before the agreed period of time, please send this information to Jonathan Gruber at jgruber@decatur-al.gov.

IV. AVAILABLE FORMS AND PROPER USE

Additional forms can be emailed upon request to jgruber@decatur-al.gov or picked up at the Decatur Parks & Recreation Maintenance Building, 1516 Central Parkway SW, Decatur, AL 35601. They will also be available to fill out on the City of Decatur Parks and Recreation Webpage at decaturparks.com

(A) PARTICIPANT AGREEMENT, WAIVER, AND RELEASE FORM

This form must be completed before any participation will be allowed. Where applicable, parent and guardian consent is required.

(B) ADOPT A PARK APPLICATION FORM

This form is general information including organization information, contact information, requested parks for adoption, activities to perform, and a Statement of Agreement to be signed and dated.

(C) WORK REQUEST FORM

The Work Request Form allows Adoption Partners to send routine work requests to Parks and Recreation Staff. These requests must be approved before any of the requested work efforts can take place. The form should be completed and returned as soon as possible prior to the suggested date of the project. A Parks and Recreation staff member will contact the group leader to inform of the acceptance or denial of the project.

(D) SUPPLY REQUEST FORM

The supply request form is to be filled out by the Adoption Partner when common items are needed for service work. This form should be filled out and returned as soon as possible. Pick up and drop off times and locations can be requested by the Adoption Partner but are subject to final approval by Parks and Recreation Staff. Supplies are available to be picked up at the Decatur Parks & Recreation

Maintenance Building or a site drop off can be scheduled. Supplies include trash bags, shovels, trash pickers, rubber gloves, work gloves, and rakes. Supplies are not guaranteed to be available.

(E) GROUP MEMBER ADDITION/REMOVAL FORM

The Group Member Addition/Removal Form must be submitted when any volunteers are added or removed from the Adoption Partners volunteer efforts. The Adoption Partner's designated Group Leader has assumed the responsibility of keeping the Parks and Recreation Volunteer Program informed of all volunteers associated with their service efforts. This form can be sent to Decatur Parks & Recreation, c/o Jonathan Gruber, PO Box 1315, Decatur, AL 35602 or emailed to jgruber@decatur-al.gov

It is required that all volunteers have completed the Agreement to Volunteer. Should the Adoption Partner be adding new members to their current volunteer list, the appropriate paperwork must be completed and approved before the new members can do volunteer work on Parks and Recreation property.

(F) SIGN IN SHEET FOR SERVICE HOURS LOG

The Adopt-A-Park Sign in Sheet is simply a way to record Community Service Hours. It is to be completed and submitted by the Adoption Partners Group Leader within a reasonable time frame from each volunteer service project.

