

City of Mukilteo
ADOPT-A-PARK PROGRAM POLICIES AND PROCEDURES

The Adopt-A-Park Program is a public participation program of Mukilteo Parks, which encourages volunteer involvement and community service in the control and reduction of litter, general operational support of, and the enhancement of Mukilteo Parks. This document describes the policies and procedures for the program.

DEFINITIONS

Adopted Section: The Park in which the Volunteer Group has agreed to control litter and, if applicable, conduct other improvements or cleanup activities approved by Parks.

Adopt-A-Park Agreement (adoption agreement): Contractual agreement entered into and signed by a Parks representative and the Volunteer Group's Representative (Group Leader) authorizing the group to participate in the Adopt-A-Park Program, setting the terms and conditions for that participation, and assigning a Park to the group.

Clean-Up Event: Period when a volunteer group is removing litter and, if applicable, conducting other improvement or clean-up activities, in participation with the Adopt-A-Park Program.

Hazardous Materials: Items that may be found in the Park which may potentially cause injury. Hazardous materials include but are not limited to, petroleum products, chemicals, paints, solvents, propane tanks, gas canisters, car batteries, vehicle parts, appliances, heavy objects, dead animals, broken glass, needles, drug paraphernalia, and unidentified containers.

Parent/Guardian Informed Consent Form: Form signed by the legal parent or guardian of a minor volunteer (less than eighteen years of age), which informs the parent/guardian and volunteer of the risks associated with participation in the program, and in which the parent/guardian grants permission for the minor to participate in the program and agrees to hold the City of Mukilteo harmless for any liability or damages resulting from participation in the program.

Participant Roster: Registration via CERVIS completed by the Volunteer Group, which reports the completion of a Clean-Up Event, names of participating volunteers, hours worked, quantities of litter collected, and other relevant information.

Recognition Sign: Placard fabricated and installed by Parks, which includes the Adopt-A-Park Program logo and the name of the Volunteer Group completing the clean-up events for their adopted section.

Registration Form: Via CERVIS by the adult volunteer (eighteen years of age or older), which informs the volunteer of the risks associated with participation in the program and their responsibility to conduct clean-up activities in a safe manner, and in

which the volunteer agrees to accept the risks and hold the City of Mukilteo harmless for any liability or damages resulting from participation in the program.

Volunteer: A person acting on their own behalf and participating in the Adopt-A-Park Program. **Volunteer Organization/Group:** Person or persons who have agreed to adopt a Park under the program.

POLICIES AND PROCEDURES

1) Program Eligibility

- a) Volunteer organizations/groups are eligible to participate in the Adopt-A-Park Program if Parks is satisfied that the group will fulfill its obligation under the program in a safe and responsible manner and provided that there is an available Park that can be safely assigned to the group.
- b) Volunteer groups eligible to participate in the program may be individuals, families, civic and non-profit organizations, churches, service clubs, other organizations, and volunteers from commercial and private enterprises.
- c) A volunteer group is not eligible to participate in the program if its name:
 - i) Endorses or opposes a particular candidate for public office;
 - ii) Advocates a position on a specific political issue, initiative, referendum, or piece of legislation; or
 - iii) Includes a reference to a political party.
- d) Volunteer groups that have been denied participation in the program due to a lack of compliance with a previous adoption agreement shall not be eligible to participate for a period of five years following the termination of the previous agreement.
- e) Each volunteer group must have a designated Representative/Group Leader who functions as the group's primary liaison with the City. The group leader must be an adult (eighteen years of age or older).

2) Minors

- a) All volunteers shall be thirteen years of age or older.
- b) Volunteers under the age of eighteen shall have a Parent/Guardian Informed Consent Form completed before participating in any program activity.
- c) For every eight volunteers under the age of eighteen participating in a clean-up event, there shall be one adult supervisor (eighteen years of age or older).

3) Adopt-A-Park Agreements

- a) The program requires a two-year commitment by volunteer groups. Adoption agreements will normally run for a minimum of two years. Parks may, at its discretion, allow agreements that run for less than two years.
- b) After the initial two-year commitment has been fulfilled, a volunteer group will be considered active until the group requests to end their participation in the program or ceases to fulfill their responsibilities under the program.
- c) If a volunteer group appears to have ceased to fulfill their program responsibilities, the program coordinator will try to contact the group leader by phone. If the group leader cannot be reached by phone, the coordinator will mail a letter to the address on file to remind the group of their commitment and request that they contact the coordinator. If the group does not contact the coordinator within thirty calendar days of the date of the letter, the adoption agreement will be terminated and the group's recognition signs removed. The signs will remain the property of the City.
- d) Volunteer groups shall provide, at a minimum, litter control for adopted sections. Parks may authorize, at its discretion, additional responsibilities such as planting and maintaining vegetation, controlling weeds, graffiti removal, and other improvement or clean-up activities.
- e) Volunteer groups shall submit a written proposal to Parks for any improvement or clean-up activity proposed in addition to litter control. The proposal shall include a complete description of the activity proposed, materials and techniques to be used, and a schedule of work detailing all aspects of the proposal. The City may require the group to prepare a plan or sketches to adequately describe the scope and detail of the work. The City may require the group to prepare and submit a landscape plan. All work shall be in conformance with Parks Engineering Design and Development Standards, current edition, and Landscape Standards, current edition.
- f) Parks may, at its discretion, temporarily suspend an adoption agreement because of maintenance or construction in an adopted section. Parks will notify the group leader of the suspension. After these activities are completed, Parks will restore the agreement and notify the group leader.

4) Adopted Parks

- a) Adopted Parks shall be city parks.
- b) Adopted Parks will be assigned on a first-come, first-serve basis. If a Park has already been adopted by a group, it is not eligible for adoption by another group.
- c) Adopted Parks will generally be the entire park

5) Adopting More Than One Park

- a) Volunteer groups that are currently fulfilling the responsibilities of an existing adoption agreement may be allowed to adopt additional Parks at the discretion of the Parks Dept.
- b) If there is high demand for the adoption of Parks in a particular area, preference will be given to interested volunteers who do not yet participate in the program to maximize opportunities for public participation and community service.

6) Frequency of Clean-up Events

- a) Volunteer groups shall clean up their adopted park at least three times per calendar year. If a group has more than one adopted Park, each Park must be cleaned up at least three times per calendar year.
- b) Additional clean-ups should be completed as needed to maintain a neat appearance.

7) Volunteer Group Leader

- a) The Group Leader shall sign the Adopt-A-Park Agreement and act as the Volunteer Group's primary liaison with the City.
- b) The Group Leader is responsible for:
 - i) Ensuring that the Volunteer Group complies with the provisions of the adoption agreement and the program's safety guidelines and other rules;
 - ii) Attending city-provided safety training;
 - iii) Ensuring that each volunteer receives the appropriate training;
 - iv) Making sure that each volunteer receives, and reviews safety training materials and aids provided by the City before participating in any program activities;
 - v) Organizing and scheduling clean-up events;
 - vi) Ensuring that clean-up events are conducted in a safe manner;
 - vii) Ensuring that each adult volunteer (eighteen years of age or older) completes the CERIVS Registration Form before participating in any program activity;
 - viii) Making sure that each volunteer under the age of eighteen has a completed Parent/Guardian Informed Consent Form before participating in any program activity;
 - ix) Filing all required reports and forms with the Program Coordinator; and

x) Reporting any injuries incurred by volunteers during clean-up events to the City, and communicating with the Program Coordinator as necessary to ensure smooth conduct of the program.

8) Recycling

a) Recycling is encouraged, but not required.

9) Illegal Signs in Right-of-Way

a) Volunteers shall not remove any signs found in the right-of-way.

b) Volunteers should report the location and description of any signs they suspect to be illegally placed in the Park.

10) Program Support

a) Parks Works will provide:

i) A standardized application form, registration form, and adoption agreement;

ii) Safety training for group leaders;

iii) Safety training materials and aids for the Volunteer Group to use in training volunteers;

iv) Safety equipment and supplies for clean-up events; and

v) Staff support for the program.

b) Parks will remove litter collected by the Volunteer Group during clean-up events and arrange for the removal of those hazardous materials noted on the Participant Roster.

c) In recognition of the Volunteer Group's work, Parks will install signs recognizing the group.

11) Recognition Signs

a) Recognition signs shall follow a standard design, including size and color, selected by Parks. The standard design will include the name of the Volunteer Group and the Adopt-A-Park Program logo. Adjustments to the standard design will not be accommodated.

b) Recognition signs shall only include the name of the Volunteer Group or a similar identifier. Signs shall not include addresses, phone numbers, e-mail or website addresses, pictures or other images, or logos, except for the Adopt-A-Park Program logo.

c) Signs will typically be placed in a prominent location within the park. Sign location shall be determined by Parks.

12) Hazardous Materials

- a) Volunteers shall not handle hazardous materials or materials they suspect to be hazardous (see list in definitions section).
- b) Volunteers who encounter anything they suspect to be hazardous must not touch it or pick it up but must take appropriate precautions and report the location and description of the material to Parks.

13) Park Alterations

- a) Volunteer Groups must submit a City Parks Alteration Application for approval in order to make any permanent changes or improvements to the Park. E.g. construction or adding amenities (picnic benches).