

ADOPT-A-PARK

MANISTEE PARKS DEPARTMENT

70 MAPLE STREET
MANISTEE, MI 49660
PHONE: 231.723.7132
FAX: 231.723.1803

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ADOPT-A-PARK

PHILOSOPHY

As part of the Manistee mission, promoting community leisure gives the Parks Department the ability to “enhance the quality of life through preservation of maintenance and parklands.” The Adopt-A-Park program supports this mission by giving Manistee the opportunity to become involved with the growth of city parks and neighborhoods. Creating community involvement begins with initiative and contribution from citizens who understand the importance of natural care and development.

OBJECTIVE

By encouraging and utilizing volunteers to show community pride we hope to have cleaner, safer, and greater used parks. We want neighborhood organizations, families, Boy and Girl Scouts groups, and even businesses to all participate in the city wide program.

ABOUT OUR PROGRAM

WHO CAN ADOPT A PARK?

The City of Manistee’s Adopt-A-Park program aims to unite, support, and educate all people interested in preserving and maintaining our beautiful park system. Participants include:

- | | |
|------------------|---------------------------|
| Individuals | Neighborhood Associations |
| Schools | Senior Citizens |
| Scouts | Youth Groups |
| Church Groups | Business |
| Community Groups | Non-Profit Organizations |

This volunteer program provides opportunities for volunteer groups to assist park staff and help keep Manistee’s parks and public areas safe, clean, and attractive. Under the supervision of the Parks Leadman, volunteer groups “adopt” a park, or a portion of a park, and agree to complete certain service projects during one year.

WHAT CAN BE ADOPTED?

All types of city parks and public areas may be adopted. Large parks and those with several separate units may be adopted by more than one “adoptee” or volunteer organization. The Entire Park or particular area within a park is available for adoption. These areas may include:

Flower Beds	Trails and Greenways
Trees and Shrubs	Open Spaces
Playgrounds	Courts
Medians	Sports Fields

HOW CAN WE HELP? WHAT TYPES OF PROJECTS CAN ADOPTEES TAKE ON?

ROUTINE MAINTENANCE

Litter/Glass Removal
Weed Control (check with Parks Leadman)
Graffiti Removal (check with Parks Leadman)
Watering/Irrigating Plants

SPECIAL MAINTENANCE (Under Direction of the Parks Department)

Plantings
Trimming/Pruning
Others per Approved Request
Restroom Maintenance

WHAT ARE PARTICIPANTS RESPONSIBLE FOR?

1. READ AND UNDERSTAND SAFETY GUIDELINES
2. ABIDE BY ALL PARK RULES AND ORDINANCES
3. NOTIFY THE CITY OF MANISTEE TO CHANGE SPECIFIC PARTICIPANT DUTIES
4. NOTIFY STAFF WHEN RESIGNING
5. SPEND A MINIMUM NUMBER OF HOURS PER MONTH AT ADOPTED SITE, KEEP TRACK OF THE NUMBER OF HOURS SPENT WORKING ON A MONTHLY BASIS AND REPORT TOTAL HOURS TO PARKS DEPARTMENT.
 - ✓ ACCOUNTS FOR TOTAL DONATED TIME
 - ✓ CONFIRMS GROWTH OR DECLINE IN PARTICIPATION
 - ✓ HELPS OFFICE TO PROVIDE PARTICIPANT AWARDS AND RECOGNITION

SEE THE PARTICIPANT HOURS LOG ON PAGE 5 FOR MORE INFORMATION.

Manistee Parks
 70 Maple Street
 Manistee, MI 49660
 231.723.7132

**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 Manistee
 Department of Public Works
 70 Maple Street
 Manistee, MI 49660

Email to: mmccann@manisteemi.gov

Fax hours to: 231.723.1803

Call in hours anytime to voice mail number 231.723.7132

DATE	# OF PARTICIPANTS PRESENT	# OF HOURS WORKED	TOTAL HOURS WORKED
ADOPTED SITE: _____		MONTHLY TOTAL _____	

Tasks completed this month: _____

Notes/Comments:

WE/I, _____, have worked _____ total hours for the month of _____ at our adopted park (site).

Participants Signature

Phone

Date

CITY SUPPORT

THE CITY MAY HELP WITH SUPPLIES TO ASSIST YOU IN YOUR DUTIES. THIS NOT ONLY HELPS YOU DO YOUR JOB BUT IT KEEPS OUR PARKS CLEAN!

“PARKS LEADMAN”

The Parks Leadman oversees all organized park adoption projects. Position responsibilities include establishing a main source of communicable outreach for Manistee’s Adopt-A-Park program, official reporting of park (or site) status, and time log record collection. It shall be the park leadman’s responsibility to encourage consistent, valuable volunteer support by monitoring the program, assisting when necessary and maintaining a good line of communication with park volunteers. By allowing an individual coordinator to operate the fundamental requirements, more opportunity will be created for a diverse sustainable program.

HOW DO YOU ADOPT A PARK?

1. CONTACT THE CITY OF MANISTEE PARKS DEPARTMENT WITH A REQUEST TO ADOPT A NEIGHBORHOOD PARK OR PARKLAND.
2. SIGN AND RETURN THE AGREEMENT FORM ON PAGES 11, 12, 13.
3. THE DEPARTMENT OF PUBLIC WORKS WILL PROCESS YOUR FORM AND CONTACT YOU.
4. CITY PARKS STAFF WILL PROVIDE THE INITIAL TRAINING AND ORIENTATION FOR YOUR AREA.

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ADOPT-A-PARK PROGRAM POLICIES

The individual(s) must commit for a least one year and promises to perform agreed tasks(s) as necessary.

All the proper documentation (application, volunteer forms) must be signed, and received by the City.

Any Park can be requested and the City will do its best to accommodate each group/individual. We ask that the participants complete their chosen task and also report any problems at the park (i.e. a broken fence, damaged playground equipment).

- If the group wants to do any plantings in their adopted park we ask that they first contact the City for approval of species and placement.

SAFETY GUIDELINES

For Teachers and Group Leaders

Student supervision at all times
Review safety rules with students before beginning clean-up projects
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
Do not pick up trash near the street or curb
Do not 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 machines.
Wash your hands thoroughly when you complete your work

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ADOPT-A-PARK

SAFETY GUIDELINES CONTINUED...

DO:

- Do** lift all objects with your legs, not 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 Department staff at 231.723.7132 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 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 911 immediately and give the precise location of the material

ADDITIONAL SAFETY INFORMATION

POISON IVY: plant grows along trails, in forest, or in wooded area, if skin contact is made, may cause irritation

Symptoms: no immediate cure (itching, rash, blisters) let process run its course

Treatment: wash clothing, calamine lotion, Epsom salts in water/applied with a paper towel

WEST NILE VIRUS: affects humans and animals, transmitted via mosquito's bite

Symptoms: most often mild including: fever, headache, body soreness, rash (symptoms can also become more severe)

Protective measures against the virus are as follows: stay inside at dawn and dusk, wear long sleeve shirts and pants when outdoors, and spray repellants.

RECOMMENDED PROCEDURES

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 conditions, such as rain or heavy winds
- Do not pick up materials that you suspect may be hazardous such as needles, bloody objects or drug paraphernalia. Call 911 immediately
- Do not pick up litter too 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 hard objects to puncture bag)

WEED ABATEMENT

- Before removing weeds, check with the appropriate staff to get approval
- Contact the Parks Department 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
- 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 ivy 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

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ADOPT-A-PARK

IMPORTANT PHONE NUMBERS

PARKS DEPARTMENT	231.723.7132
CITY HALL	231.723.2558
(911 NON EMERGENCY)	231.723.6241
FIRE DEPARTMENT	231.723.1549
EMERGENCY	911

ADOPT-A-PARK APPLICATION

CITY OF MANISTEE, MICHIGAN

INSTRUCTIONS: Complete all information requested. Send this application directly to the City of Manistee, Parks Department, 70 Maple Street, Manistee, MI 49660. The applicant will be contacted by the Parks Leadman upon receiving the application. The Volunteer Organization Representative is the person who should be present at all Adopt-A-Park activities. The Authorized Agent is the official administrator or business owner, such as school principal, faculty advisor, or organization president.

Name of Organization/Company/Applicant _____

Mailing Address _____

Volunteer Organization _____ Phone _____

Alternate Representative _____ Phone _____

Park Name _____

Intentions of the Group

_____ Litter/Glass Removal

_____ Playground Maintenance (rake woodchips, report problems, routine inspections)

_____ Restroom Maintenance

_____ Plantings (w/Park Staff approval)

_____ Weed Control (plant beds)

_____ Mowing (Entire Park, portion of park) _____

_____ Graffiti Removal

_____ Water/Irrigate Plants

_____ Trimming/Pruning

_____ Mutt Mitts

Other _____

I hereby acknowledge and support the participation of _____

(Name of Organization, Individual)

Signature of Authorized Agent/Title

**CITY OF MANISTEE
ADOPT-A-PARK PROGRAM
VOLUNTEER WORK FORM**

NAME _____

STREET ADDRESS _____

CITY _____ ZIP _____

PHONE (H) _____ (W) _____
(C) _____

VOLUNTEER WORK LOCATION _____

TYPE OF WORK TO BE PERFORMED _____

ESTIMATED TIME TO BE VOLUNTEERED _____

IN CASE OF EMERGENCY, PLEASE NOTIFY

Name

Address

Phone Home

Work

Cell

1. The above named volunteer agrees to perform, on an occasional basis, services that are not intended to replace employees in occupations for which workers are ordinarily paid. The above named volunteer understands that he or she is not an employee of the City of Manistee and that participation in the City's Adopt-A-Park program (the "program") does not constitute a contract for employment or hire. The services performed by the above named volunteer will not jeopardize or take the place of regular full-time employees' work.
2. In exchange for recognition pursuant to the program, in the City's discretion, and for participation in the program, the above named volunteer agrees to perform services pursuant to the program without other compensation.

3. The above named volunteer agrees to hold harmless and release from liability the City of Manistee and each of its officers, employees, agents, and volunteers for any injuries or damages sustained by him or her arising out of his or her participation in the program.

4. The above named volunteer acknowledges that he or she:

_____ is at least 18 years of age

_____ has a work permit

_____ is otherwise authorized to perform services pursuant to the program.

Please explain and provide any necessary documentation:

Volunteer's Name – Print Volunteer's Signature

Date

I am the parent or legal guardian of the above named volunteer, and I have read and understand this agreement and agree to its provisions of behalf of myself and the above named volunteer.

Parent's Name – Print Parent's Signature

Date

Parent's Address _____

Parent's Phone Number _____

Approved by: _____

Supervisor Signature

Date