



Adopt-A-Park Volunteer Program

"Our Parks are Worth Our Time"





Island County Public Works

Fred Snoderly, Director

1 NE 7th Street, Coupeville, WA 98239

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MEMORANDUM

TO: Interested Parties

FROM: Island County Public Works

RE: Adopt-A-Park Program

Thank you for your interest volunteering in our County Parks.

Enclosed, please find information regarding the Island County Adopt-A-Park Program. This includes the following: Island County Code (ICC) Chapter 9.40.460, Procedure, Agreement, necessary forms, and Safety Tip Brochure.

Island County Code (ICC) Chapter 9.40.460 is the adopted Island County Code that outlines the policies, responsibilities, and rules related to the Adopt-A-Park program. The Procedure explains the step-by-step process in implementing this program. The Agreement is a form that outlines the terms and conditions that will be followed by both the County and the Volunteer organization. The necessary forms are documents that must be completed as outlined in the procedure. Lastly, the Safety Tip Brochure lists practical guidelines when working in our parks and adjacent to a roadway.

If you are interested in joining this program, please complete the agreement forms and return them to the following address:

Island County Public Works – Parks Division
Attn: Samantha Nell, Administrative Assistant II
1 NE 7th Street
Coupeville, WA 98239

Should you have questions regarding the Adopt-A-Park Program please feel free to contact Samantha at (360) 679-7331 from North Whidbey, (360) 321-5111 ext. 7331 from South Whidbey, and (360) 629-4522 ext. 7331 from Camano.

9.40.460 - Introduction—Adopt-a-park program.

A. **Purpose.** To provide guidance for administration of the adopt-a-park program in Island County parks.

B. **Definitions.**

1. **Adopt-a-park program.** A county wide clean-up and grounds maintenance program whereby individuals or groups may contribute to cleaner and more attractive county parks, by adopting individual parks and performing clean-up and grounds maintenance activities.
2. **Adopt-a-park sign.** A sign in a county park referring to the division's adopt-a-park program and identifying the volunteer organization responsible for clean-up and/or grounds maintenance.
3. **Adopt-a-park agreements.** A contract agreement between Island County and a volunteer organization participating in the adopt-a-park program that delineates the responsibility of both parties.
4. **Volunteer or volunteer organization.** Any individual or group who enters into a contractual agreement in which volunteers clean up and perform grounds maintenance in a county park.

(Ord. C-116-09 [R-49-09], October 19, 2009, vol. 2009, p. 483; superseded by Ord. C-19-10, April 12, 2010, vol. 2010, p. 71)

9.40.470 - Policy—Adopt-a-park program.

Island County shall work in partnership with volunteer organizations to enhance clean-up and improve grounds maintenance in the county park system in Island County. This does not cover state parks, private parks, or parks not designated under the program.

(Ord. C-116-09 [R-49-09], October 19, 2009, vol. 2009, p. 483; superseded by Ord. C-19-10, April 12, 2010, vol. 2010, p. 71)

9.40.480 - Responsibilities—Adopt-a-park program.

A. **County.** The county is responsible to:

1. Provide safety training and control and disposal training for crew leaders prior to their park cleanup or grounds maintenance activities;
2. Provide personnel policy and procedures training for all volunteers;
3. Provide portable warning signs to be placed on the roadsides by the volunteer organization during the period of clean-up or grounds maintenance activities;
4. Provide hard hats and vests to be worn by volunteers;
- 5.

Provide Worker's Compensation Act coverage for volunteers for medical treatment only (not for loss of time due to injury or illness, or for lasting disability or death);

6. Provide public appreciation by way of an adopt-a-park sign acknowledging the contribution of each volunteer organization; and
7. Evaluate performance of volunteer organizations throughout the year. Groups who have not been able to satisfactorily maintain park may be replaced.

B. Volunteer organization. The volunteer organization is responsible to:

1. Assign a leader to each cleanup and/or maintenance crew, and that crew leader shall have a copy of the adopt-a-park program agreement with him/her during the cleanup/maintenance activity;
2. Sign the adopt-a-park program agreement, have each volunteer complete and sign the registration, release and indemnity form, and furnish the original to the parks division before beginning any cleanup or maintenance activity;
3. Comply with all rules contained in section 9.40.490; and
4. Provide the Parks Division with a medical aid coverage record roster of individual participants in the cleanup within seven (7) calendar days following the cleanup activity.

(Ord. C-116-09 [R-49-09], October 19, 2009, vol. 2009, p. 483; superseded by Ord. C-19-10, April 12, 2010, vol. 2010, p. 71)

9.40.490 - Rules—Adopt-a-park program.

Any individual or organization which volunteers to participate in the adopt-a-park program by performing clean-up or grounds maintenance activities within an assigned park in accordance with the terms prescribed on the adopt-a-park agreement shall do so subject to the following rules:

- A. Volunteer organizations shall be assigned a park on a "first come first served" basis.
- B. Adopt-a-park agreements will terminate two (2) years from the date of execution unless canceled by either party. The adopt-a-park agreements may be terminated by either party upon thirty (30) days written notice. The volunteer organization shall have the first right of renewal of its assigned section.
- C. Volunteer organization shall have all participants wear hard hats and vests furnished by the county during cleanup or while performing grounds maintenance activities in the right-of-way.
- D. Volunteer organization shall obtain and return supplies and materials from the county during regular business hours, or at times and places determined by prior arrangement.
- E. Volunteer organization shall dispose of all bags of litter or weeds and other picked up litter at the appropriate site(s) (i.e., solid waste complex at Coupeville and Camano Transfer Station) and keep separate materials which can be recycled. Only litter or noxious weeds in bags

provided by the county will be accepted at these sites at no charge to the volunteer organization.

- F. Volunteer organization shall ensure no member of the cleanup or grounds maintenance crew is under sixteen (16) years of age. All participants shall sign the "registration, release and indemnity" form.
- G. Volunteer organization shall furnish supervision by one (1) or more adults for every eight (8) minors (under eighteen (18) years of age) participating in the cleanup or grounds maintenance activity.

(Ord. C-116-09 [R-49-09], October 19, 2009, vol. 2009, p. 483; superseded by Ord. C-19-10, April 12, 2010, vol. 2010, p. 71)

ISLAND COUNTY PUBLIC WORKS – PARKS DIVISION

ADOPT-A-PARK PROGRAM PROCEDURE

SIGNING UP WITH THE PROGRAM:

If an organization or citizen wishes to participate in the Island County Adopt-A-Park Program the following procedure applies:

1. Inquiries regarding the Adopt-A-Park program should be referred to the Parks Director. Call (360) 679-7331 from North Whidbey, (360) 321-5111 ext. 7331 from South Whidbey, and (360) 629-4522 ext. 7331 from Camano Island. These are toll free numbers.
2. Application forms will be sent to the interested parties. The Agreement form should be filled out by the group leader, signed and returned to Island County Parks Division.
3. Returned agreements will be evaluated to ensure the requested park is not already assigned to a different group.
4. After the agreements are evaluated, they will be sent to the Island County Public Works Director for approval.
5. Once approved, the group leaders will be contacted and the volunteers will be scheduled for the Safety Training and Volunteer Orientation.

SAFETY TRAINING:

Safety Training will be provided to the group leaders and members who will participate with the clean-up and grounds maintenance activities. All volunteers must receive safety training.

VOLUNTEER ORIENTATION TRAINING: Personnel policy and procedures training will be provided for all volunteers. This training will include, but is not limited to, relevant sections of the Island County Personnel Policy and Procedures Manual, and other policies that are beneficial to both the volunteer and the County. Completion of this training will be required as a condition of this program.

After receiving Safety Training and Volunteer Orientation Training, the group leaders and group members shall complete the appropriate Registration, Release, and Indemnity forms for each volunteer, have them signed, and return them to the Parks Director.

BEFORE PARK CLEAN-UP:

1. The group leader must schedule the work at least 1 week in advance by calling the Parks Director and completing the Sign Up Sheet at 679-7331, 321-5111 ext. 7331 (South Whidbey Island) and 629-4522 ext. 7331 (Camano Island). This will insure that equipment is available for use and no construction is scheduled during the clean-up or ground maintenance activities. List of available equipment is attached.
2. The County will direct the group leader to the Park and/or Road shop to pick up the equipment. The group leader must complete and sign the Schedule of Park Work form and bring it to the Park and/or Road shop before equipment can be handed out.
3. The group leader must indicate the day and approximate time the group leader will pick up equipment.
4. The Parks Director will notify the Park and/or Road shop of the scheduled clean-up and the day and approximate time the group leader will pick up equipment.
5. An employee from the Park and/or Road shop must complete the form indicating the number of each type of equipment checked out, and sign the form as well.
6. The group leader must notify the County of the day and approximate time of litter disposal or pickup.
7. The Parks Director will then notify Solid Waste at Coupeville and the Camano Transfer Station of the scheduled litter disposal date and time or coordinate with Parks Technicians to pickup.

AFTER PARK CLEANUP:

1. The group leader must complete the Medical Aid Coverage Record form and send it to the address shown on the form within 7 days of clean-up. All participants must be listed on the form providing all information requested.
2. The group leader must return all equipment, all unused litterbags, and survey ribbon. An employee from the Park and/or Road shop will check the returned equipment and indicate the number of each type of equipment returned on the Schedule of Park Work form and sign the form as well.
3. The Park Shop must return this form to the Parks Director.

EQUIPMENT:

The County will lend the following equipment to volunteer organizations:

Litter Bags	----	maximum of 40 per group
Hard hats	----	maximum of 20 per group
Safety Vests	----	maximum of 20 per group
Volunteer Litter Crew Ahead sign	----	2 per group
Portable Sign Stands	----	2 per group
Survey Ribbon	----	1 role per group

ISLAND COUNTY PUBLIC WORKS - PARKS DIVISION

ADOPT-A-PARK AGREEMENT

(Park Name)

This agreement is made and entered into between Island County Public Works - Parks Division, hereinafter called the "Division" and _____, hereinafter called the "Grantee."

Whereas, the Division is granted the authority to establish an "Adopt-A-Park Program," and whereas, the Grantee wishes to participate in this effort.

The Grantee does hereby agree:

1. To conduct park cleanup and maintenance activities in a safe manner only through volunteers who have each signed the Adopt-A-Park Program Registration, Release and Indemnity Form. Safety of the participants is the number one priority of the program. All participants shall wear appropriate protective clothing during cleanup and maintenance activities and wear hard hats and vests furnished by the County during activities performed in the right-of-way. Pesticide and chemical applications will be performed by Parks Division employees only.
2. To assign a group leader or contact person for their organization. The contact person shall keep a copy of this agreement.
3. Unsupervised participants shall be 18 years of age or older. The Grantee shall furnish supervision by one or more adults for every 8 minors, and all Washington State Child Labor Laws will be followed.
4. To pick up litter no less than 12 times per year. Additional clean ups should be done as necessary to maintain a neat appearance. Recommended interval for cleanup is two weeks. A spring clean up day is recommended.
5. Cleanups should include litter collection; including dog feces pickup, raking, cleaning planter areas, sweeping pathways, and other designated tasks as agreed upon between the two parties.
6. By prior arrangement, participants may obtain supplies and materials from the Park and/or Road shops during normal working hours, generally 7:30 a.m. to 3:30 p.m.
7. Participants shall not pick up syringes, hypodermic needles or exceptionally large, heavy items. These items should be reported to the Division as soon as possible for proper disposal.

8. The crew leader or contact person will supply the Parks Division with a Medical Aid Coverage Record within seven days of clean-up or maintenance activity, recording volunteers' names and hours worked.
9. The Grantee and crew shall make an effort to recycle all recyclable materials. All bags of litter or weeds shall be disposed of at the appropriate site(s) (i.e., Solid Waste complex at Coupeville and Camano Transfer Station). Only litter or noxious weeds in bags provided by the County will be accepted at these sites at no charge to the Grantee. Volunteers can delivery the bags to the appropriate site or arrange for pick-up by the Parks Division.
10. To report any vandalism and potential safety issues to the Parks Division as soon as possible.

The Division does hereby agree:

1. To perform all normal maintenance and operations of the Park and improvements.
2. To furnish and install an Adopt-A-Park sign with the Grantee's name or acronym displayed at the assigned area.
3. To furnish the Grantee trash bags or cans, litter pickers and other hand tools as needed.
4. To notify the Grantee of where it can dispose of litter and yard debris or arrange for pick up.

It is recommended that the Grantee have a first aid kit available at the park site when the work party is present.

The terms of this agreement shall commence on the last date of execution indicated below and will terminate two (2) years from the date of execution unless earlier terminated. The Division or Grantee may terminate this agreement for any reason if it so desires after giving thirty (30) days written notice. The Grantee will have the first right of renewal of its assigned park.

Upon termination of this agreement the Adopt-A-Park sign will be removed and remain the property of the Parks Division.

ISLAND COUNTY PUBLIC WORKS - PARKS DIVISION

ADOPT-A-PARK AGREEMENT

Name of Organization
(Print or Type)

Date of Execution by Island County

Group Representative's Name
(Print or Type)

Date of Termination

Home Address

Approved by:

City, State, Zip

Fred Snoderly

Date

Director

Island County Public Works

Day Phone

Evening Phone

Signature of Group Representative

ISLAND COUNTY PUBLIC WORKS - PARKS DIVISION

**ADOPT-A-PARK PROGRAM
MEDICAL AID COVERAGE RECORD**

Park Name

Name of Volunteer Organization

As the team leader of this event, I do hereby sign that I did witness the individuals listed below to have arrived and participated for the amount of time noted next to their names. I also agree to submit this document to the Island County Public Works - Parks Division within 72 hours of the completion of this Adopt-A-Park Activity.

Name of Adult Supervisor/Team Leader

Date	Name	Hours Worked		
		From	To	Total

Please return completed list after each clean up or maintenance activity:
Island County Public Works – Parks Division
1 NE 7th Street
Coupeville, WA 98239

ISLAND COUNTY PUBLIC WORKS - PARKS DIVISION

**ADOPT-A-PARK PROGRAM
REGISTRATION, RELEASE AND INDEMNITY FORM**

Name of Participant	Age
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Address	City	Zip	Telephone Number
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Person to Notify in Case of Emergency	Relationship
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Address	City	Zip	Telephone Number
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Participants in the Island County Adopt-A-Park Program are advised that working in County Parks or adjacent to a roadway can be dangerous and participants must exercise special care in performing litter pick up or maintenance activities. Participants must receive safety training utilizing training aids furnished by Island County prior to participating in any cleanup or maintenance activities. Participants shall wear the appropriate protective clothing during cleanup or maintenance activities and will wear a hard hat and vest furnished by Island County when working in the right-of-way.

Participants are entitled to receive full coverage for medical treatment necessitated by an injury incurred during participation in the Adopt-A-Park Program under the Medical Aid Provisions of the Worker's Compensation Act, which is administered by the Department of Labor and Industries, but not for loss of time due to injury or illness, or for lasting disability or death.

BY MY SIGNATURE BELOW, I VERIFY THAT I AM 18 YEARS OF AGE OR OLDER, HAVE RECEIVED AND HAVE READ THE VOLUNTEER ORIENTATION INFORMATION, AND HAVE RECEIVED AND HAVE READ THE ADOPT-A-PARK SAFETY TIPS BROCHURE. I ALSO UNDERSTAND THE RIGHTS, RESPONSIBILITIES, AND PRIVILEGES OF PARTICIPATION IN THE ADOPT-A-PARK CLEANUP AND MAINTENANCE PROGRAM AND AGREE TO HOLD HARMLESS, RELEASE AND INDEMNIFY ISLAND COUNTY, WASHINGTON, ITS OFFICIALS, AND EMPLOYEES FROM LIABILITY FOR PROPERTY DAMAGE AND/OR PERSONAL INJURY RESULTING FROM MY PARTICIPATION IN THIS PROGRAM.

Signature of Participant

Date

BY MY SIGNATURE BELOW, I VERIFY THAT I AM A PARENT OR GUARDIAN OF THE PARTICIPANT WHO IS UNDER 18 YEARS OF AGE, AND I HEREBY CONSENT TO HIS/HER PARTICIPATION IN THE ADOPT-A-PARK CLEAN-UP AND MAINTENANCE PROGRAM. I ALSO AGREE, ON BEHALF OF MYSELF AND MY MARITAL COMMUNITY (IF MARRIED), TO INDEMNIFY, HOLD HARMLESS AND RELEASE ISLAND COUNTY, ITS OFFICIALS, AND EMPLOYEES FROM ANY LIABILITY FOR PROPERTY DAMAGE AND/OR PERSONAL INJURY TO ME OR MY CHILD/WARD RESULTING FROM HIS/HER PARTICIPATION IN THIS PROGRAM.

Signature of Parent or Guardian

Date

Name of Participant Under 18 Years of Age

ISLAND COUNTY PUBLIC WORKS – PARKS DIVISION

ADOPT-A-PARK PROGRAM SAFETY TIPS BROCHURE

- ✓ As a volunteer for Island County, you are responsible for your own health and safety. This includes appropriate attire and safety gear for the task(s) you will perform. You must notify your group leader of any physical condition such as drowsiness due to medication, illness or emotional strain, which may affect your performance and safety.
- ✓ Please, work only during Park Hours.
- ✓ No volunteer is to use power tools without proper training and prior permission from the Parks Director.
- ✓ Do not pick up syringes or hypodermic needles or extremely heavy, immovable objects. Notify the Parks Division of the location of these items, and they will dispose of them.
- ✓ Report any injury (no matter how small) or near-miss incidents immediately to your group leader.
- ✓ Be cautious when picking up any broken glass or sharp items and lumber which may have nails.
- ✓ Be alert and aware of insects which can bite or sting, i.e. bees, yellow jackets, wasps, and ants.
- ✓ Participants who are allergic to growing plants should be especially careful to avoid nettles or plants with barbs or stickers.
- ✓ Work should be stopped or postponed when inclement weather makes working conditions unsafe.
- ✓ Participants should not work adjacent to a County Road if the weather is rainy, foggy, icy, or when vision of motorists are minimized.
- ✓ While working in the right-of-way, always wear hard hats and vests issued by the County.
- ✓ Be SUPER-AWARE of traffic and maintain your safe distance from the roadway.
- ✓ Work on one side of the road only; NEVER cross the road to pick up litter. Wait until signs are properly placed to clean or work on the other side.
- ✓ *Always follow the instructions of the team leader, so the group works as a cohesive unit.*