



Adopt-A-Park/Spot

Program Packet



I. MISSION STATEMENT

A. The mission of the Adopt-A-Park/Spot Program is to create a public service experience that encourages residents and businesses to work with Pleasant Hill Parks and Recreation (PHPR) to beautify city parks/spots. The program provides participants with a sense of park/spot ownership and an outlet to give back to the community and protect our park/spot areas.

II. SUITABLE ADOPTERS

A. Suitable adopters include, but not limited to: athletic organizations, civic or other community groups, businesses, faith-based organizations, individual citizens, schools (teams, groups, students), scout and 4-H groups, etc.

III. ADOPTION LEVELS

A. PHPR has multiple levels of adoption as well as the option to contribute in-kind and/or monetarily to the park/spot. Section B of Article I shows the adoption levels and contribution options.

B.

<u>Adoption Levels</u>	<u>In-Kind Contribution</u>	<u>Monetary Contribution</u>
Friend of a Park/Spot	(Monetary Contribution Only)	\$100
Bronze	Litter, Debris, & Graffiti Removal	(See chart in D-3)
Silver	Bronze Level & Landscape Care	(See chart in D-3)
Gold	Silver Level & Lawn Care	(See chart in D-3)
Platinum	Gold Level & Amenity Maintenance	(See chart in D-3)

C. In-Kind Contributions (*limited to 1 per site*)

1. Friend of a Park/Spot - Includes \$100 monetary contributions only of the park/spot. If an Adoption Partner wishes to increase the level beyond their adoption level, the Adoption Partner must seek approval in writing from PHPR of the type of contribution.
2. Bronze Adoption Level - Routine work performed of the park/spot under this level includes:
 - a. Removal of trash, debris, and graffiti.
 - b. Removal of invasive plant species using hand tools. **The application of herbicides is not routine and must be specifically approved by PHPR.** Volunteers must have proper application licenses to be considered for approval. Please contact the Volunteer Coordinator for further information.
 - c. **Any use of power tools will require advance approval by PHPR.**
 - d. If an Adoption Partner wishes to increase the level beyond their adoption level, the Adoption Partner must seek approval in writing from PHPR of the type of contribution.
3. Silver Adoption Level - Routine work under this level includes Bronze adoption duties and the following landscape care of the park/spot:

- a. Maintenance of small trees, shrubs, and planting beds in areas defined by PHPR, using appropriate maintenance procedures.
 - b. Maintenance of protective surface materials on playgrounds by raking the existing material into high-traffic areas, filling ruts, and holes.
 - c. Cutting fallen limbs using hand tools.
 - d. **Any use of power tools will require advance approval by PHPR.**
 - e. If an Adoption Partner wishes to increase the level beyond their adoption level, the Adoption Partner must seek approval in writing from PHPR of the type of contribution.
4. Gold Adoption Level - Routine work under this level includes Silver adoption duties and lawn care of the park/spot. In choosing this level the Adoption Partner MUST:
- a. Adhere to the level of maintenance PHPR sets forth.
 - b. Submit a Liability Insurance Policy naming the “City of Pleasant Hill” as an additional insured. Single occurrence should be no less than \$300,000. Overall liability should be no less than \$1,000,000.
 - c. If an Adoption Partner wishes to increase the level beyond their adoption level, the Adoption Partner must seek approval in writing from PHPR of the type of contribution.
5. Platinum Adoption Level - Routine work under this level includes Gold Adoption duties and amenity maintenance of the park/spot. Amenity maintenance includes:
- a. Cleaning bathrooms, shelter houses, playgrounds, courts, and fields.
 - b. If an Adoption Partner wishes to increase the level beyond their adoption level, the Adoption Partner must seek approval in writing from PHPR of the type of contribution.
- D. Monetary Contributions (*unlimited spots available*)
1. All monetary contributions are based on the size of the Park/Spot. Section D-3 of Article I shows the monetary contribution amounts for each Park/Spot.
 2. Monetary Contributions are calculated as follows: Acres 0-2 (\$250), 2.01-5 (\$500), 5.01-10 (\$750) & 10.01 & Up (\$1,000). Each amenity (Playgrounds/Shelters/Bathrooms) is calculated at \$1,000 per year.
 - 3.

<u>Parks/Spots</u>	<u>Used Acres</u>	<u>Bronze</u>	<u>Silver (Bronze x2)</u>	<u>Gold (Silver x10)</u>	<u>Platinum</u>
PARKS/TRAILS					
Best Friends Dog Park	4.05	\$500	\$1,000	\$10,000	\$11,000
Children’s Memorial Park	1.25	\$250	\$500	\$5,000	\$7,000
City Lake Park	27.02	\$1,000	\$2,000	\$20,000	\$28,000
City Park	4.25	\$500	\$1,000	\$10,000	\$21,000
Depot Park	0.5	\$250	\$500	\$5,000	\$6,000

Doug E. Yuille Field	3.22	\$500	\$1,000	\$10,000	\$12,000
Cass County Fairgrounds	17.55	\$1,000	\$2,000	\$20,000	\$27,000
Goppert Fitness Park	5.05	\$750	\$1,500	\$15,000	\$17,000
MOPAC Trail	7.06	\$750	\$1,500	\$15,000	\$16,000
Porter Lake Park	2.93	\$500	\$1,000	\$10,000	
Recreation Complex	13.53	\$1,000	\$2,000	\$20,000	\$29,000
Ridge Tree Trail	1.3	\$250	\$500	\$5,000	
Community Garden	2	\$250	\$500	\$5,000	\$6,000
Soccer Complex	7.46	\$750	\$1,500	\$15,000	\$21,000
Stone Creek Nature Trail	1.2	\$250	\$500	\$5,000	\$6,000
Swimming Pool/Skyline Batting Cages	1.24	\$250	\$500	\$5,000	\$9,000
VFW Memorial	0.13	\$250	\$500	\$5,000	
Wyoming Street Crossing	0.24	\$250	\$500	\$5,000	\$6,000
SPOTS					
Church Lot (300 Cedar St.)	0.2	\$250	\$500	\$5,000	
Gray's Lot (106 S. 1st St.)	0.4	\$250	\$500	\$5,000	
Animal Shelter	0.41	\$250	\$500	\$5,000	\$6,000
Cedar/Boardman Lot	0.39	\$250	\$500	\$5,000	
City Hall/Memorial Building	0.42	\$250	\$500	\$5,000	
Dogwood Energy (Easement)	0.15	\$250	\$500	\$5,000	
Highway 7/Cedar Street (PH Lot)	0.24	\$250	\$500	\$5,000	
Highway 7/Rt. VV	0.17	\$250	\$500	\$5,000	
Parks Maintenance Shop	0.2	\$250	\$500	\$5,000	
Pine/Patterson Lot	2.2	\$500	\$1,000	\$10,000	
Police Department	0.5	\$250	\$500	\$5,000	
Public Works Shop	0.42	\$250	\$500	\$5,000	
Round-A-Bout (Lexington/Rt. VV)	0.25	\$250	\$500	\$5,000	
Second Street Lot	0.64	\$250	\$500	\$5,000	

E. PPHR understands that Parks/Spots in Pleasant Hill can be overwhelming as a whole. We are committed to allowing an Adoption Partner to contribute to a portion of the Park/Spot. In

order to do so, please seek approval in writing from PPHR of the specific portion of the Park/Spot in which you wish to contribute.

IV. RESPONSIBILITIES OF ADOPTION PARTNER (AP)

- A. Designate a Point of Contact (POC); this person will be the main contact for the adoption partner. It is recommended that the individual listed as such also applies as a Volunteer Leader.
- B. Designate one or two "Volunteer Leaders," one of whom must be in the Park during any volunteer work. Volunteer Leaders must complete a background check before they are approved as leaders.
- C. After completion of the required background check, PPHR will notify the Group Contact of approved Volunteer Leaders. Background check takes 3-5 business days to return.
- D. Ensure that all volunteers working in the Park have completed the Agreement to Volunteer and Accept Workers Compensation Benefits prior to beginning work.
- E. Maintain a roster of approved volunteer leaders using the Group Member Addition and Removal Form.
- F. Submit proposed volunteer service dates and proposed scope of work at least one week in advance to PPHR. Agreed-upon routine work requires 1-2 weeks approval notice. Non-routine work requires at least four weeks advance notice for approval.
- G. Complete the City of Pleasant Hill Community Service Hours Form following each volunteer service date in the Park/Spot. 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.
- H. If materials, services, or staffing are required from PPHR, the Adoption Partner must seek approval in writing from PPHR of the work dates at least four weeks in advance.
- I. Volunteer groups are expected to visit their site no less than once per week in accordance with their level selected.
- J. Adopt-A-Park/Spot Partners must complete a Renewal Form every year. The volunteer group who was in good standing from the year before will have "right of first refusal" for the same park/spot.

V. AVAILABLE FORMS AND PROPER USE

- A. Additional forms are attached at the end of this packet:
 - 1. Adopt-A-Park/Spot Program Application (*Appendix A*)
 - 2. Background Check Policy (*Appendix B*)
 - 3. Agreement of Volunteer (*Appendix C*)
 - 4. Community Service Hours Form (*Appendix D*)

VI. SIGNAGE

- A. Adopt-A-Park/Spot Partners will receive a sign (30 inches by 24 inches) posted at their adopted location noting who they are and what sponsorship level they are contributing to the park/spot.
- B. Signs will be replaced if it gets vandalized and/or every 5 years, depending on partners who have multiple years at the same location.

Appendix A



ADOPT-A-PARK/SPOT APPLICATION

Name:	
Cell/Home #	Email:
Address: City: St: Zip:	<u>Person to Contact in Case of Emergency</u> Name: Cell/Home #: Relationship:

Have you ever volunteered? Yes ___ No ___

If yes, when & where _____

Summarize any special skills or qualifications _____

Do you have any physical requirements and need special considerations Yes ___ No ___

If yes, please specify needs: _____

Have you ever been convicted of a felony in the past 7 years? Yes ___ No ___

Are you under 18? If yes, a parent or guardian must sign. Yes ___ No ___

Please return completed form to:
Justin Wieberg
Parks & Facilities Director
203 Paul Street, Pleasant Hill, MO 64080
816-540-7813
Fax: 1-816-987-5141
justinw@pleasanthill.com

Appendix B

PHPR VOLUNTEER BACKGROUND CHECK POLICY

Purpose

The City of Pleasant Hill believes that allowing qualified individuals to volunteer in PPHP programs contributes to our overall success. Background checks serve as an important part of the selection process. The information we collect helps the City of Pleasant Hill promote a safe work environment for our current and future employees and volunteers. Background checks also help us obtain information necessary to ensure the protection of the City of Pleasant Hill's physical property, proprietary information, and other assets. The City of Pleasant Hill complies with all applicable federal, state, and local laws, including fair employment practices and equal employment opportunity, when conducting background checks.

Procedure

If the Background Check reveals criminal records or other serious misconduct (other than minor traffic violations), the Authorized Initiator will consult with Legal Counsel and Law Enforcement Officials, and if determined necessary, the volunteer selection supervisor shall make an initial determination as to whether the Background Check results would disqualify the candidate for the position. Failure to disclose criminal convictions requested during the application process may result in disqualification for volunteerism or termination of the volunteer position. Disqualification of a candidate based on information discovered in the Background Check is not subject to grievance or appeal by the candidate.

Criteria

The group's consideration shall include, but not limited to, the following factors:

- A. Number of offenses or misconduct and the circumstances of each;
- B. Length of time between the offense or misconduct and the volunteer application;
- C. Other volunteer history;
- D. Evidence of applicant's rehabilitation efforts;
- E. Severity of the offense or misconduct; and
- F. The relevance of the offense or misconduct to responsibilities of the position.

Credit Reports

To the extent required by the Fair Credit Reporting Act (FCRA), applicants will be informed, in writing, notice of adverse information discovered in the Background Check and given an opportunity to respond. Upon conclusion of the review, written notice will be sent to the candidate regarding the volunteer supervisor's decision of eligibility for the position.

Record-Keeping

All results of the Background Check will remain confidential, will be maintained by Human Resources or Authorized Initiators, and will be disclosed only to authorized employees who have a need to know in the performance of their job assignments.

Instructions to Submit a Background Check

- A. Go to <https://opportunities.averity.com/COPHPAR>
- B. Click "Yes" when it asks you to continue.
- C. Fill out the required information.
- D. Click "Next"
- E. You're done!

Appendix C
PHPR VOLUNTEER INFORMED CONSENT AGREEMENT

READ BEFORE SIGNING:

In consideration of being allowed to participate in any way as part of the City of Pleasant Hill, including related events and activities, the undersigned acknowledges, and agrees that:

1. The risk of injury from the activities involved in this activity may be significant, including the potential for permanent paralysis, serious injury and death, and
2. I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS, both known and unknown, and assume full responsibility for my participation: and,
3. I, for myself and on behalf of my heirs, assigns, personal representatives and next of kin, HEREBY RELEASE AND HOLD HARMLESS The City of Pleasant Hill, their officers, officials, agents and/or employees, other participants, sponsoring agencies, WITH RESPECT TO ANY AND ALL INJURY, DISABILITY, DEATH, or loss or damage to person or property.
4. I/WE, understand the RULES and REGULATIONS set forth are designed for the safety and protection of participants and spectators, and hereby undertake to abide by these rules and regulations;
5. I/WE, understand that program volunteerism requires a minimum LEVEL OF FITNESS AND HEALTH;
6. I/WE, give permission for photos to be taken for social media and/or marketing

FOR PARTICIPANTS OF MINORITY AGE (under 18 years of age): This is to certify that I, as parent/legal guardian with legal responsibility for this participant, do consent and agree to his/her release as provided above all the Releasees, and, for myself, my heirs, assigns and next of kin. I release and agree to indemnify the Releasees from any and all liabilities incident to my minor child's involvement or participation in these programs as provided above.

I HAVE READ THIS RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT AND FULLY UNDERSTAND ITS TERMS.

Name (print) Signature

Date

If under 18 years of age:

Parent/Guardian Name (print)

Parent/Guardian Signature

Appendix D
PHPR COMMUNITY SERVICE LOG

Volunteer Name: _____ Volunteer Phone: _____

Total Hours to be worked: _____

<u>Date</u>	<u>Time In</u>	<u>Time Out</u>	<u>Hours Worked</u>	<u>Description of Work Completed</u>

Volunteer Signature: _____ Date: _____

Group/Site Lead Signature: _____ Date: _____