"We make a living by what we do, but we make a life by what we give."

-Winston Churchill

GREENSBORO PARKS AND RECREATION

GIVE

ADOPT-A CENTER: APPLICATION PACKET

Table of Contents

This application packet includes guidelines and forms for your records. You will find these forms helpful during your adoption period. Thank you so much for your commitment; Greensboro Parks and Recreation looks forward to assisting and working with your organization!

GIVE: Greensboro's Inclusive Volunteer Experience……3

Adopt-a Center Guidelines……..……4

Program Safety Guidelines…….5

GIVE Enrollment Form……..6

GIVE Adopt-a Agreement Form……7

ATTACHMENT A: Event Notification Form……..…8

ATTACHMENT B: Liability Form…….9

ATTACHMENT C: Cleanup Report Form……...……10

ATTACHMENT D: Sign Request Form……..…….11

GIVE: GREENSBORO'S INCLUSIVE VOLUNTEER EXPERIENCE

Philosophy

The GIVE program presents a great opportunity for interaction between Greensboro Parks and Recreation and the community.

Parks and Recreation wishes to encourage a cooperative effort to enhance and improve areas throughout the community. This is a very positive approach to beautification in the neighborhood areas. Parks and Recreation can supply knowledge and experience. There is also the flexibility of financially helping the neighborhood enhance their area. This program will have long-term effects and participants should be encouraged to plan accordingly.

This manual focuses on the adopt-a programs of the Greensboro Parks & Recreation Department. More volunteer opportunities exist online through: http://www.greensboro-nc.gov/index.aspx?page=1544, or listed below

Greensboro Parks and Recreation offers a variety of volunteer opportunities:

- Administrative Support, Clerical Work
- After School Care/Tutoring
- Athletic Coaching, Coaching Assistants, Field Supervisors
- City Arts Entertainment (Musicians and Artists)
- Landscaping and Maintenance
- Program Leaders/Assistants
- Special Event Volunteers
- Wildlife Center Volunteer

Greensboro Beautiful: Greensboro Beautiful, Inc. is a private, non-profit, 501(c) 3 volunteer organization working in partnership with the City of Greensboro to bring private businesses, citizens and community organizations together to conserve and enhance the beauty and ecology of our community.

Greensboro Youth Council: The Greensboro Youth Council (GYC) is a volunteer organization for high school students in Guilford County that teaches leadership, parliamentary procedure, responsibility and the importance of being involved in the community.

Scout Projects: The Parks and Recreation Department offers opportunities for Scouts to complete their projects for scouting awards.

Corporate and Service Club Volunteers: Corporations and Service Clubs can give back to the community through giving time. Time can be just as valuable as dollars. We can accommodate groups of all sizes and tailor a volunteer project to your needs. Please contact us directly to discuss opportunities.

Adopt-a Center Guidelines:

Responsibilities of Agency:

- Conduct at least 3 seasonal cleanups per year at your chosen site
- Complete Event Notification Form & Liability form preceding each cleanup
- Complete Clean up Reporting Form following each cleanup
- Report major maintenance problems to the Volunteer Coordinator at 336-373-7507 such as:
    - Safety issues
    - Large trash items
    - Toxic or hazardous materials
    - Large sharp metal objects
    - Medical waste
    - Dead animals
- Monitor and report vandalism to the Volunteer Coordinator at 336-373-7507

Recommendations:

___ Mulch playgrounds and plant areas 2 times per year
___ Install/Replace trees, shrubs, annuals, perennials attained through donations or the department if the budget allows
___ Water and maintain planted areas as needed (remove weeds and edge planted areas)
___ Replace plant materials (sand, topsoil, mulch, fertilizer, etc.) as needed
___ Paint railings
___ Remove graffiti
___ Repair broken fences
___ Request for installation of warning/caution signs where necessary
___ Other _____

PLEASE NOTE: The options above are mere suggestions. Volunteer organizations are encouraged to submit individual maintenance plans/projects with the assistance of the Parks and Recreation Department.

Responsibilities of the Parks and Recreation Department:

- Provides supplies and materials for cleanups and projects (as the budget allows)
- Provides plant materials if available, upon request only
- Provides required forms as listed in the requirements
- Supply recognition signs for adoption sites
- Provides technical help or a tailored maintenance plan, upon request only.
- Collects trash following each cleanup

Program Safety Guidelines

- Volunteers under 18 years of age may participate with proper supervision by an adult and parental/guardian signature.
- Cleanups should only be done during daylight hours.
- Wear light-colored clothing that covers arms and legs, in addition wear rubber boots or waders, gloves, hat and safety glasses.
- Wear clothing that will not impair vision or movement during cleanup activities.
- Work in small groups. **Do not work alone!**
- Stay clear of any construction.
- Do not work in inclement weather.
- During warm weather months, drink plenty of fluids, take breaks and avoid overexertion.
- During cold weather months, dress warmly with layered clothing.
- Be alert for snakes, stinging insects, and poisonous plants.
- Carpool to the site to reduce the number of vehicles.
- Use proper bending and lifting techniques.
- Be aware of wet rocks, hills, and slopes. Watch your step!
- Do not use or possess illegal drugs or alcohol during cleanup.
- Do not pick up trash or walk on bridges, on overpasses or in tunnels or culverts.
- Do not pick up what appears to be hazardous material (notify your respective division coordinator if you encounter hazardous objects or holes, guy wires and other hidden obstacles in the ground).
- Do not attempt to squeeze bags to make room for more trash; injuries from broken or jagged objects can result from this practice.

In Case of Emergency:

- ✓ Have an adequate first-aid kit available.
- ✓ Select an emergency room/hospital and know the route from the work area to the designated treatment facility.
- ✓ If possible, have one member bring a cell phone for emergencies.

Bag Pickup Procedure:

1. Notify the Volunteer Coordinator with the location of bags from cleanups.
2. Group the trash bags together and where practical place them in close vicinity to the building.

GIVE ENROLLMENT FORM

CONTACT INFORMATION

Name of Organization: _____

PRIMARY CONTACT INFORMATION

Name: _____

Mailing Address: _____

_____

Phone Number: _____

Email: _____

SECONDARY CONTACT INFORMATION

Name: _____

Mailing Address: _____

_____

Phone Number: _____

Email: _____

ADOPTION SITE DESCRIPTIONS

*Name of Adoption Site:*_____

Location/Address: _____

GIVE "ADOPT-A" AGREEMENT

I agree to provide services to maintain _____ (name of adopted location) in the City of Greensboro, as part of the City's GIVE Program. If I represent a group or organization, I state that I am duly authorized to enter this agreement by said group or organization. The terms of this agreement shall be in effect for two years, from _____ until _____.

I and all members of my group/organization hereby release the City of Greensboro, its officers, employees, and agents from all claims, demands, and actions which we may have against the City of Greensboro for any property damage, personal injury, or death by or arising out of our participation in the GIVE program.

I acknowledge the risks associated with cleanu-up and maintenance activities, including but not limited to: the risk of injury from equipment, chemicals, exposure to the elements, stress, strain, and the acts of omissions of other persons, and I expressly agree to defend, indemnify and hold harmless from and against any claims, demands, and actions on account of or resulting from my organization's participation in the GIVE program.

_____
Name of Represented Organization/Group

_____
Print Name of Greensboro Parks and Recreation Department Representative

_____
Print Name of Organization/Group Representative

_____
Signature of Greensboro Parks and Recreation Department Representative

_____
Signature of Representative

_____
Date

_____
Date

ATTACHMENT A: Event Notification Form

This form must be submitted at least three business days prior to a cleanup

This form is to inform our staff of your stream cleanup date and to provide a date and location for garbage collection and disposal. Please complete and return prior to cleanup.

Name of Organization/Group: _____
Name of Group Representative: _____
Cleanup Date & Time: ___/___/_____ from __:___ (am/pm) until __:___ (am/pm)
Number of Participants: _____ (adults) _____ (youth – 18 or under)
If you will be coming to our office to pick up bags, please give us the date you plan to arrive so material will be ready for pickup: _____

Location of Collected Garbage

Properly secure and completely tie all bags. Group the bags together, and if safe and practical, place them at least 8 feet from the road (or facility). Indicate below the location that you've chosen to place your bags.

_____

_____

_____

Please complete and return to:
P&R Volunteer Coordinator
give@greensboro-nc.gov
Phone: 336-373-7507
Fax: 336-373-2060
PO BOX 3136
Greensboro, NC 27402

ATTACHMENT B: Liability Release Form

Before participating in a park cleanup, all volunteers must sign this liability release form. A parent/guardian is required to sign for volunteers under 18 years. This form must be received by our office prior to cleanups.

The following persons will participate in one or more cleanups. By our signatures we agree to abide by the City's policies and safety guideline). We will not hold the City of Greensboro responsible for injuries or damages that may occur as a result of participation in the GIVE Adopt-a program.

Name	Check if Minor	Signature

**Note: If more spaces are needed, please make copies of this Liability Release Form*

ATTACHMENT C: Cleanup Reporting Form

Form must be submitted within two weeks of cleanup date

Date of Cleanup: ___/___/_____

Name of Group/Organization: _____

Name of Representative: _____

Name of Cleanup Site: _____

Debris Removed: _____

(List type removed, such as tires, paper, plastic, etc.)

Number of bags collected: _____

AREA ASSESSMENT: Rating Scale – 1-10 (1needs immediate attention – 10 excellent)

Did anything look unnatural or out of the ordinary during your visual inspection of the facility? (If yes, please explain) _____

_____

CATEGORIES	1-10	IMPROVEMENTS/COMMENTS
General items (benches, tables, signage, graffiti)		
Playground equipments, basketball court		
Shelters/Rooms (restrooms, sidewalks, roofing, etc.)		
Environmental (creeks, creeks banks, poisonous plants, bees/hornets, insects, wildlife, etc.)		
Additional warning/caution signs needed?		
Trail markings, signage, etc. (Trails only)		

FOR ALL CLEANUPS: Always be aware of your surroundings. Please report any unknown substances or possible hazardous materials to *911*. Give a brief description of the problem and include the following: nearest physical address to the problem (street name and block number). **DO NOT** attempt to clean unknown substances; they can be hazardous to your health

Please complete and return to: P&R Volunteer Coordinator
give@greensboro-nc.gov, Phone: 336-373-7507, Fax: 336-373-2060
PO BOX 3136 Greensboro, NC 2740

ATTACHMENT D: Sign Request Form

Each volunteer organization/group is entitled to a GIVE Adopt-a-sign along a street that crosses the stream or other designated location. **Sign will not be installed until two cleanups have been completed and all necessary documents are returned.**

Please include only the name of your group or organization. Phrases such as "In Memory of" or "In Honor of" will not be allowed on the Adopt-a- signs. The Volunteer Coordinator must approve all signs.

An example is located below for your convenience.

Desired Verbiage on Sign:

_____

_____

_____

Please complete and return to:
P&R Volunteer Coordinator
give@greensboro-nc.gov
Phone: 336-373-7507
Fax: 336-373-2060
PO BOX 3136
Greensboro, NC 27402