



# **Town of Wickenburg**

## **Adopt-a-Park Program**

# **Handbook**

This document includes the information you need to know to participate in the Town of Wickenburg Adopt-a-Park program. It also includes the required Participation Waiver and the form for tracking hours spent in the program.

Welcome! Thank you for helping to improve Town of Wickenburg Parks. We want to make our parks as attractive and inviting as possible, and that's not possible without your help.

## **What is the Adopt-A-Park Program?**

Adopt-A-Park is an opportunity for community groups, neighborhood groups, regular park users, and Town residents to partner with each other, the local Parks and Recreation Department, the Town of Wickenburg, and the Town of Wickenburg Parks and Trails Advisory Committee to improve appearance and quality of our Town parks.

Volunteers bring people and private resources to our parks. But they also gain knowledge of our parks and a sense of ownership in them. Our parks are a shared resource that are great now and going to be even better in the future. Your service helps create that better future.

Most Adopt-A-Park participation is either a half-day or day-long event a few times a year (think clean-up day, maintenance day, special project day, and so on) or a smaller event, such as a trail walk with trash pick up.

## **Mission**

The mission of the Town of Wickenburg Adopt-A-Park program is to promote the safe, enjoyable, and responsible use of our parks, one park at a time, now and for the future.

## **Tasks**

So what exactly do volunteers do when they adopt a Park:

- Pick up litter
- Walk the Park, looking for issues
- Remove weeds
- Clean sand in playgrounds
- Sweep pathways

Some tasks require more time and may be more challenging:

- Removal and/or painting over of graffiti on park buildings
- Building or planting projects
- Major weed removal or pruning, including invasive species removal

All tasks are done under supervision. All tasks are done safely; appropriate clothing and tools are required for all tasks. We often have hot days in Wickenburg, so appropriate liquids will be provided and appropriate breaks will be required.

With simple tasks, general guidance will be given. Appropriate training is provided for all longer or more challenging tasks.

Depending on the tasks to be performed, volunteers may bring and use their own tools. Some tasks may require tools and/or training to be provided by Town of Wickenburg staff.

## **Tracking Volunteer Hours**

Volunteers are asked to track the hours they spend working. Please complete the Volunteer Hours form and submit it to the Adopt-A-Park Committee or to a staff member at an event. All of the volunteer hours will be compiled at the end of the year.

Tracking hours supports the Adopt-a-Park program in:

- Handing out awards and recognition
- Justifying the need for more tools and supplies when preparing next year's budget
- Tracking the progress of the Adopt-a-Park program

## **Who Can Participate?**

Any member of the Partner Organization or those they have recruited can participate. Everyone, however, is required to fill out, sign, and turn in the Participation Waiver for each and every event. Anyone under 18 will need to have their parent or guardian also sign.

Group leaders are responsible for making sure every member of the group knows their tasks and is prepared for them, including having appropriate clothing and tools, and appropriate training for more rigorous tasks. Depending on the task, Park staff may supervise the event to make sure everyone stays safe.

## **Town of Wickenburg Parks**

- Boetto Park, 155 S Jefferson St. Boetto Park is a neighborhood park, South of Wickenburg Way. It is next to the Henry Wickenburg House.
- Coffinger Park, 175 E Swilling Ave. Coffinger Park is a community park just North of Sols Wash; access is from Tegner Ave.
- Maguire Park, 480 W America St. Maguire Park is a neighborhood park, well South of Wickenburg Way in a residential neighborhood.
- Sunset Park, 3020 W Wickenburg Way. Sunset Park is a regional park on the West side of town next to the airport. You've probably played sports or attended the 4th of July fireworks show there.
- Stone Park, 164 E Apache Street. Stone Park is a community park between Town Hall and the Wickenburg Public Library. You've probably had a picnic or attended a community event there.

## Safety Guidelines

All participants in the Adopt-a-Park program are required to follow these important safety guidelines while performing tasks in all Parks:

- Follow all safety guidelines.
- Follow all instructions from Park staff.
- Make sure someone knows where you are going, how long you expect to be there, and when you expect to be back if you move away from the main group.
- Wear gloves most of the time, depending on the task.
- Stop what you are doing if Park visitors are in your vicinity; wait for them to leave before proceeding. If they are staying, talk to the supervisor for a different assignment.
- Tie all garbage bags tightly before placing in trash cans/dumpsters.
- Handle sharp objects with care (adults only).
- Lift all objects with your legs, not your back.
- Make sure you know what supervisor has a first aid kit.
- Work during normal park or event **daylight** hours.
- Dress appropriately for the weather and the tasks to be performed.
- Only perform activities you have been trained for and are approved to complete.
- Protect yourself and body from the sun by wearing sunscreen, hat, and sunglasses. This is especially important if your work day is a sunny day in Wickenburg.
- Take breaks and drink plenty of fluids.
- Be aware and cautious of any poisonous plants such as poison ivy.
- Protect yourself from stinging insects, stay away from bees' nests or other animal/insect infestations you are not trained to handle. If you see a bees nest, alert the supervisory.
- Wear hard-soled shoes appropriate for the task.
- Wear light or bright colored clothing so others are able to see you.
- Work in pairs for most tasks; there are some exceptions.

**Note:** If there are minors participating, there must be at least one adult for every four minors.

There are also some things you must not do:

- Don't bring small children or pets along.
- Don't pick up dead animals.
- Don't go in water.
- Don't overexert yourself.
- Don't pick up materials that may be hazardous (needles, dead animals, drug paraphernalia, and so on). Contact the supervisor, Park staff, or call 911 for assistance if you find anything hazardous.
- Don't work in hazardous weather conditions, such as rain, high winds, high temperatures, lightning nearby.
- Limit interaction with Park visitors; give them space to enjoy their time in the Park.

## Town of Wickenburg Adopt-a-Park Participation Waiver

In consideration of acceptance into the referenced Town program, I do hereby, for myself, my children, my heirs, executors, and assigns, release and indemnify the Town of Wickenburg and the officials, officers, agents, and employees of the Town from liability for any harm, injury, or damage, which I, or my minor children, may suffer while participating in the described program. This includes all risks that are connected with this activity whether foreseen or unforeseen.

I understand that the information shared within the context of this program may include personal and sensitive health information protected by the Health Insurance Portability and Accountability Act (HIPAA) and other applicable confidentiality laws and regulations. I agree to maintain the confidentiality of any such information disclosed to me during my participation in the program, and not to disclose such information to any unauthorized third parties.

I agree to hold the Town and its agents, officials, and employees harmless from any damage to persons or property resulting from my negligence and/or intentional acts.

I assume the responsibility of mental and physical fitness to participate in said program and agree to abide by all rules and requirements of the program.

I am of lawful age and legally competent to sign this Agreement for and on behalf of the participant.

I understand the terms of this document and have signed this document as my own free act. I HAVE FULLY INFORMED MYSELF OF THE CONTENTS OF THIS RELEASE BY READING IT BEFORE I SIGNED IT. I REALIZE THAT BY SIGNING THIS DOCUMENT I AM GIVING UP LEGAL RIGHTS TO WHICH I MAY BE ENTITLED.

Participant: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

City State Zip: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Relationship \_\_\_\_\_

Emergency Phone Number \_\_\_\_\_

Parent/Guardian Signature: (if participant is a minor) \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Town of Wickenburg Adopt a Park Volunteer Hours Form

Volunteers need to track the number of hours they give to the Town of Wickenburg Adopt-a-Park program so that what is done, who is doing it, and how many hours it takes can be monitored.

Tracking hours supports the Adopt-a-Park program in handing out awards and recognition, justifying the need for more tools and supplies, and tracking the progress of the program.

Please submit the Volunteer Hours form for each volunteer monthly to the Adopt-A-Park Committee. Use one form for each volunteer for the month.

If you noticed anything unusual or unsafe that happened or was seen at the Park, add that in the Additional Information section.

Volunteer \_\_\_\_\_ Date \_\_\_\_\_

Project/Park \_\_\_\_\_ Time worked \_\_\_\_\_

Activities performed \_\_\_\_\_

## Additional Information

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