

Lisle Park District's

ADOPT-A-PARK *Program*

Volunteer Handbook



For More Info:

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Director of Parks & Recreation

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lisleparkdistrict.org/adopt-a-park

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Attached Documents

Adoption Application

Volunteer Waiver / Adult

Volunteer Waiver / Minor

Volunteer Hours Tracking Form

Participant Change Form

Special Task Request Form

Special Supply Request Form

Digital copies of the attached forms can be found at www.lisleparkdistrict.org

Overview of the Adopt-A-Park Program

What is Adopt-A-Park?

Adopt-A-Park is a program developed by the Lisle Park District that invites and trains residents and business community members who wish to assist in the general care and maintenance of parks and park amenities by selecting a specific location to care for. Show pride in your community and work hands-on to assist the Lisle Park District in helping to keep our 40 parks clean and litter free.

Who can Volunteer?

Our program is open to individuals, businesses, schools, church groups, youth groups, neighborhood associations, senior citizens and other community groups. All participants should be over 18 years of age unless accompanied by an adult supervisor. (Scout and youth groups accompanied by adult leaders and parents with a ratio of at least one adult per five children).

What Can You Adopt?

You can adopt an entire park (see attached list of available parks) or a particular area within the park.

What Tasks Can Volunteers Do?

General Tasks

- Pick up litter
- Remove weeds at playgrounds
- Spread and rake mulch
- Rake leaves
- Clean sand in playgrounds
- Spring and Fall clean-up
- Sweep pathways
- Light graffiti removal

Special Request Tasks

- Assist with annual flower bed plantings at Sea Lion Aquatic & Connelly Parks
- Painting of graffiti, park fixtures, etc.
- Planting projects or removal
- Major weed removal or pruning
- Invasive species removal (work can only be performed Monday-Friday from 7am-3pm with park staff supervision).

If you are interested in completing one of these special tasks at your adopted park location, please complete the Special Tasks Request Form and Supply Request Form if you will need any special tools or supplies and return it to Lisle Park District staff. Please allow three weeks for the Special Tasks Request to be reviewed.

Occasionally, park staff may have tasks that they wish to have completed in their parks in addition to special projects. You may be contacted and given the opportunity to assist with those projects.

Commitment Requirements

The Lisle Park District encourages all adopt-a-park volunteers to commit to one year of service and scheduling at least six work days per year.

Benefits

The Lisle Park District Adopt-a-Park program provides volunteers the opportunity to serve their community and is a great way for groups to spend quality time together outdoors while keeping our parks beautiful and litter-free.

Supplies

Park/program staff will provide a kit of tools and supplies to assist you in completing your tasks. The following tools and supplies are available on a limited basis and must be scheduled in advance from the Lisle Park District.

- Garbage bags and gloves
- Safety glasses
- First aid kit
- Rakes
- Litter sticks
- Basic gardening tools

All tools, except garbage bags and gloves, must be checked out. Bags and gloves may be picked up Monday-Friday, 7am–3pm by having your team or group leader contact the Parks Manager. If you require tools for your general tasks, please complete the Supply Request form and submit it to the Parks Manager. Please allow two weeks for processing and delivery or availability of these tools.

Tracking Volunteer Hours

Volunteers are asked to track the hours they spend working on their adopted park location. Please complete the Volunteer Hours Tracking form and submit it to parks/program staff by June 15th and November 15th each year who will track these hours for you. Tracking hours supports the adopt-a-park program by:

- Justifying the need for more tools and supplies when preparing annual budgets
- Tracking the growth or decline of the adopt-a-park program
- Acknowledging volunteers with awards and recognition

Adding or Removing Volunteer Members from Your Group

Any new members of your volunteer group are required to sign and submit the Volunteer Waiver/Adult or Minor form, depending upon their age, before they will be allowed to perform any task at your adopted park location.

Group leaders are responsible for training any new member of the group following the Lisle Park District orientation session and are responsible to ensure that members follow all guidelines.

Group leaders need to inform parks/program staff of any group members that join or leave the volunteer group by completing the Participant Change form and submitting it to the Lisle Park District parks/program staff.

Recognition

The Lisle Park District values its volunteers and will recognize those who have participated in the Adopt-A-Park program as follows:

- Listing on www.lisleparkdistrict.org and in one seasonal brochure per year
- Invitation to the annual Volunteer Recognition Celebration
- One t-shirt that identifies you as a volunteer, received after completion and recording of ten service hours.

Adoption Resignation

When an individual or group is not able to continue their volunteer participation at their adopted park, the Lisle Park District asks that they please submit a letter of resignation to the Adopt-A-Park program staff or coordinator.

Safety Guidelines

All volunteers of the Lisle Park District's Adopt-A-Park program are required to adhere to the following guidelines while performing tasks in any park:

Do's

- Wear gloves at all times.
- 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.
- Carry a first aid kit.
- Work during normal park hours.
- Dress appropriately for the weather and environment.
- Have at least one adult per five minors.
- Only perform activities you have been trained and approved to complete.
- Protect yourself and body from the sun's harmful rays by wearing sunscreen, hat and sunglasses.
- 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.
- Follow all safety guidelines.
- Wear hard-soled shoes appropriate for the job.
- Wear light or bright colored clothing so others are able to see you.
- Work with partners when possible.
- Call Scott Hamilton, Parks Manager, at 630-675-6106, during regular business hours (7am-3pm) to report any safety concern such as a broken swing or slide.
- Contact the Lisle Police Department at 630-271-4200 with any concerns that require dispatch such as vandalism or illegal activity.

Don'ts

- Don't bring small children or pets along.
- Don't pick up dead animals.
- Don't pick up materials that may be hazardous (needles, makeshift bombs or drug paraphernalia). Please contact the Lisle Police Department at 630-271-4200 if you encounter any of these objects.
- Don't allow children to handle sharp objects.
- Don't stomp on bags as there may be broken glass or sharp objects inside that may injure you or others.
- Don't enter fragile environments surrounding retention ponds and other bodies of water.
- Don't overexert yourself.

IN CASE OF EMERGENCY, PLEASE DIAL 911; DO NOT WAIT TO CALL PARKS/PROGRAM STAFF

Teachers and Group Leaders

- Students must be supervised at all times.
- Be sure students are fully aware and capable of abiding by rules and guidelines of the program.
- Report any safety hazards to parks/program staff.
- Use any additional safety precautions you believe to be necessary.

Students and Minors

- Stay in sight of your teacher or supervisor.
- Work with a partner.
- Do not pick up trash near the street or curbs.
- Do not pick up sharp objects (broken glass).
- If park staff is present, use caution when working around them. Do not run in front of them or get too close when they are operating machinery.
- Wash your hands when you are done working.
- Do not run or throw objects and be sure to follow all rules of the park.
- Report any safety issues to your teacher or supervisor.
- Do not break sprinkler heads in the grass, write on walls or destroy park equipment or amenities. These activities are crimes.

Volunteer Task Guidelines

Litter Removal

- Wear gloves at all times.
- Work during regular park hours.
- Do not work during hazardous weather conditions (rain, storms, high wind).
- Do not overexert yourself. If you begin to feel tired, take a break.
- Tie bags tightly prior to disposal.
- Do not dispose of hazardous materials. Please call the Parks Manager at 630-675-6106 during regular park hours, 7:00 am – 3:00 pm.
- Do not stomp on trash bags.
- Recycle whenever possible. Please use the recycling containers whenever possible.
- In the event trash cans are full, place your filled and tied bags next to the can and notify the Parks Manager at 630-675-6106 that there is additional trash ready for pick up.

Weed Removal

- Wear appropriate gloves at all times.
- Protect yourself by wearing the proper clothing (long pants, shirts, appropriate shoes, glasses, etc.).
- Do not use power equipment.
- Do not use chemicals.
- Do not work in dangerous weather conditions (rain, storms, and high wind).
- Do not overexert yourself. If you begin to feel tired, take a break.
- Tie bags tightly prior to disposal.
- Children should not use weeding tools. All volunteers must be at least 12 years of age.
- Use caution when working with thorny weeds and be aware of any poisonous plants in the area.
- Do not weed on pathways or curbs, and do not block any trails or paths.
- Be cautious and courteous to park and pathway patrons.
- Wear bright colored clothing or a vest to ensure others see you.

Graffiti Removals

- Let the Lisle Park District know if you see any major graffiti as we have industrial chemicals and supplies to safely remove it.

Available Lisle Park District Parks to Adopt

1. Beau Bien Park – 2600 Old Tavern Road	7.5 Acres
2. Candlewood Park – 5333 Cypress Court	2.5 Acres
3. Community Park – 1825 Short Street	112 Acres
4. Connelly Memorial Park – 933 Lacey	1.5 Acres
5. Kingston Park – 5601 Kingston Avenue	6.47 Acres
6. Museums at Lisle Station Park – 923 School Street	2.0 Acres
7. Ramp Park – 1825 Short Street	**
8. Sea Lion Aquatic Park – 1825 Short Street	**
9. Surrey Ridge Park – 2600 Surrey Ridge Road	18.2 Acres
10. Timber Park – 2200 Abbeywood Drive	1.5 Acres
11. Veterans Memorial – 923 School Street	*

* Part of Museums at Lisle Station Park

** Part of Community Park

Contact Information

Dan Garvy, Director of Parks & Recreation

Office: 630-353-4310

Fax: 630-964-7448

Email: dgarvy@lisleparkdistrict.org

Please contact Dan to submit all Adopt-A-Park program forms, questions regarding training and any other information regarding the Adopt-A-Park program.

For any emergency, please dial 911.

Lisle Park District Adopt-A-Park Program
Volunteer Application

Today's Date: _____

Preferred Park Name: 1st Choice _____

2nd Choice: _____

Specific Location to be Adopted (if not entire park): _____

Adopter Name (if a group): _____

Contact Person: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Email: _____

Estimated Number of Participants: _____

Estimated Frequency of Volunteering: (litter picking, weeding, etc.) Circle One

Once a month

Once a quarter

Other

Terms and Conditions

1. Terms: Subject to Lisle Park District's right to terminate, this agreement shall be in full effect for one year beginning: _____. Adoptions can be renewed annually, given program requirements are met.
2. Conditions:
 - a. The participant(s) shall develop and follow a schedule of maintenance of the adopted property, with no less than six clean-up activities per year, as agreed upon by the Lisle Park District. Additionally, participants agree to report any park hazards to the Park District staff immediately.
 - b. Volunteer hours will be recorded and submitted to the program coordinator.
 - c. Each individual participant must sign the volunteer service waiver.
 - d. The participant(s) shall understand that no compensation of any kind will be paid.
 - e. The Lisle Park District has the right to terminate this agreement, if warranted.

Statement of Agreement

I have read and agree to abide by the policies, regulations and safety recommendations as put forth by the Lisle Park District (for myself or as the representative of the group listed above) in regard to the Adopt-A-Park program and that a representative of the program will contact me to finalize an agreement.

Signature: _____ **Date:** _____

Please return this completed form to:

Lisle Park District
1925 Ohio Street
Lisle, IL 60532

Attention: Dan Garvy

E: dgarvy@lisleparkdistrict.org

P: 630-353-4310

F: 630-964-7448

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Assigned Park: _____

Dates of Adoption: Start: _____ End: _____

Organization: _____

Assigned To: _____ **Date:** _____

Lisle Park District Adopt-A-Park Program
Volunteer Service Waiver / Adult

I, _____, certify that I am at least 18 years old and agree to volunteer my services to the **Lisle Park District**. I recognize that I will not be paid in any way. As a volunteer, I acknowledge that there are certain risks of physical injury to volunteers in their activities, and I agree to assume full risk of any and all injuries, damages or loss, that I may sustain as a result of said participation. I further agree to waive and relinquish all claims I may have (or accrue to me) as a result of volunteering in this activity against the Lisle Park District, including its officers, officials, agents, volunteers and employees. Additionally, I hereby give consent for the Park District to use photos or video coverage of me and/or my minor child/ward in future publications and promotions, and that these photos/videos remain the property of the Lisle Park District.

I agree to read the Adopt-A-Park Handbook provided by the Lisle Park District and follow all rules, regulations and safety recommendations. I also acknowledge and agree that my services are provided for the convenience of the Lisle Park District and may be terminated at any time.

I certify that I have ready this legally binding waiver and release, fully understanding it and agree to be bound by its terms.

Group Name: _____

Volunteer Name: _____ **Date of Birth:** _____
Please Print

Mailing Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone: _____ **Email:** _____

Emergency Contact: _____ **Relationship:** _____

Emergency Phone Number: _____

Volunteer Signature: _____

Lisle Park District Adopt-A-Park Program
Volunteer Service Waiver / Minor

I, _____, certify that I am under 18 years old and agree to volunteer my services to the **Lisle Park District**. I recognize that I will not be paid in any way. As a volunteer, I acknowledge that there are certain risks of physical injury to volunteers in their activities, and I agree to assume full risk of any and all injuries, damages or loss, that I may sustain as a result of said participation. I further agree to waive and relinquish all claims I may have (or accrue to me) as a result of volunteering in this activity against the Lisle Park District, including its officers, officials, agents, volunteers and employees. Additionally, I hereby give consent for the Park District to use photos or video coverage of me and/or my minor child/ward in future publications and promotions, and that these photos/videos remain the property of the Lisle Park District.

I agree to read the Adopt-A-Park Handbook provided by the Lisle Park District and follow all rules, regulations and safety recommendations. I also acknowledge and agree that my services are provided for the convenience of the Lisle Park District and may be terminated at any time.

I, _____, and my parent/guardian, _____ certify that we have ready this legally binding waiver and release, fully understanding it and agree to be bound by its terms.

Group Name: _____

Volunteer Name: _____ **Date of Birth:** _____
Please Print

Mailing Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone: _____ **Email:** _____

Emergency Contact: _____ **Relationship:** _____

Emergency Phone Number: _____

Signature of Parent / Guardian: _____

Volunteer Signature: _____

Lisle Park District Adopt-A-Park Program

Volunteer Hours Tracking Form

Volunteers are asked to report hours twice yearly, by June 15 and November 15. Calculate, record and report the total hours worked at each adopted site by filling in the form below and submitting it either by mail, email or fax.

Mail To: Lisle Park District
 Attention: Dan Garvy
 1925 Ohio Street
 Lisle, IL 60532

Email: dgarvy@lisleparkdistrict.org
Phone: 630-353-4310
Fax: 630-964-7448

Adopt-A-Park Tracking Form			
Date	# of Volunteers Present	# of Hours Worked	Total Hours Worked per Project (multiply # of Volunteers by # of hours)
Adopted Site:			Total (Add columns vertically)

Tasks completed this season: _____

Notes / Comments: _____

We/I, _____ have worked _____ total hours at our adopted park.

Volunteer Representative Signature: _____ **Date:** _____

Lisle Park District Adopt-A-Park Program

Participant Change Form

Please complete and return this form by mail or fax if you have added or removed group members since your orientation. You may return this form with your Volunteer Hours Report Form. All new members must sign the Volunteer Service Waiver.

Group Name: _____

Group Contact Person: _____

Day Phone: _____ **Evening Phone:** _____

Park Adopted: _____ **Date:** _____

Additional Members Added

(Please return signed Volunteer Service Waivers with this form)

Name	Volunteer Waiver Signed
	Yes / No
	Yes / No
	Yes / No
	Yes / No
	Yes / No

Volunteers Removed

Name

Group Representative Signature: _____ **Date:** _____

Lisle Park District Adopt-A-Park Program

Special Tasks Request Form

Please complete and return this form by mail or fax if you or your group would like to perform a special task at your park. (Please return form at least 3 weeks prior to your proposed task date).

Special tasks are tasks that require approval and/or supervision from the Adopt-A-Park or Parks Maintenance staff: special training, equipment that is not regularly stocked by the program or debris removal. These tasks include: painting projects or plant removal, major weed removal, painting over graffiti, repainting of park fixtures, walls, or buildings and any other task as described in the Adopt-A-Park Handbook.

Group Name: _____

Group Contact/Representative: _____

Day Phone: _____ **Evening Phone:** _____

Park: _____

Proposed Task Date: _____ **Alternate Date:** _____

Please describe your special task/project: _____

Please indicate whether or not you require the following support:

Maintenance Staff Instruction/Supervision: Yes No Not Sure

Special Tools or Equipment (be sure to complete the Supply Request Form): Yes No Unsure

Debris Pick Up: Yes No Unsure **Additional Volunteers:** Yes No Unsure

I understand that I may not perform this task until this form is approved by the Lisle Park District's Adopt-A-Park program staff and that it may be denied at any time. I also understand I may be required to meet with a staff member prior to the task/project to discuss the details of this proposal.

Volunteer/Representative Signature: _____ **Date:** _____

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Will group leader need to meet with staff prior to completion of task: Yes No

Will this task require supervision and training: Yes No

Training/Supervision Provided By: _____

Approved/Denied Signature: _____ **Date:** _____

Explanation for Denial: _____

Lisle Park District Adopt-A-Park Program

Special Supply Request Form

Please complete and return this form by mail or fax if you or your group need to check out additional equipment. (Please return at least two weeks prior to the date you need supplies).

If you are requesting supplies such as garbage bags and gloves, you do not need to complete this form. Instead, please contact Parks Manager, Scott Hamilton at 630-675-6106. This form is for any special equipment not provided to you upon your initial adoption training.

Group Name: _____

Group Contact Person: _____

Day Phone: _____ **Evening Phone:** _____

Park Adopted: _____ **Date Needed:** _____

Quantity	Item
	Work Gloves
	Shovel(s)
	Trowel(s)
	Pruning Shears
	Broom(s)
	Rake(s)
	Hoe(s)
	Hose(s)
	Graffiti removal supplies
	Other Supplies

_____ I can pick up my supplies from the Parks Department at 1820 Short Street

_____ I would like to schedule a time for park staff to meet at my park location

Volunteer Representative Signature: _____ **Date:** _____