

Rogers Greenways, Trails, and Parks

Volunteer Program

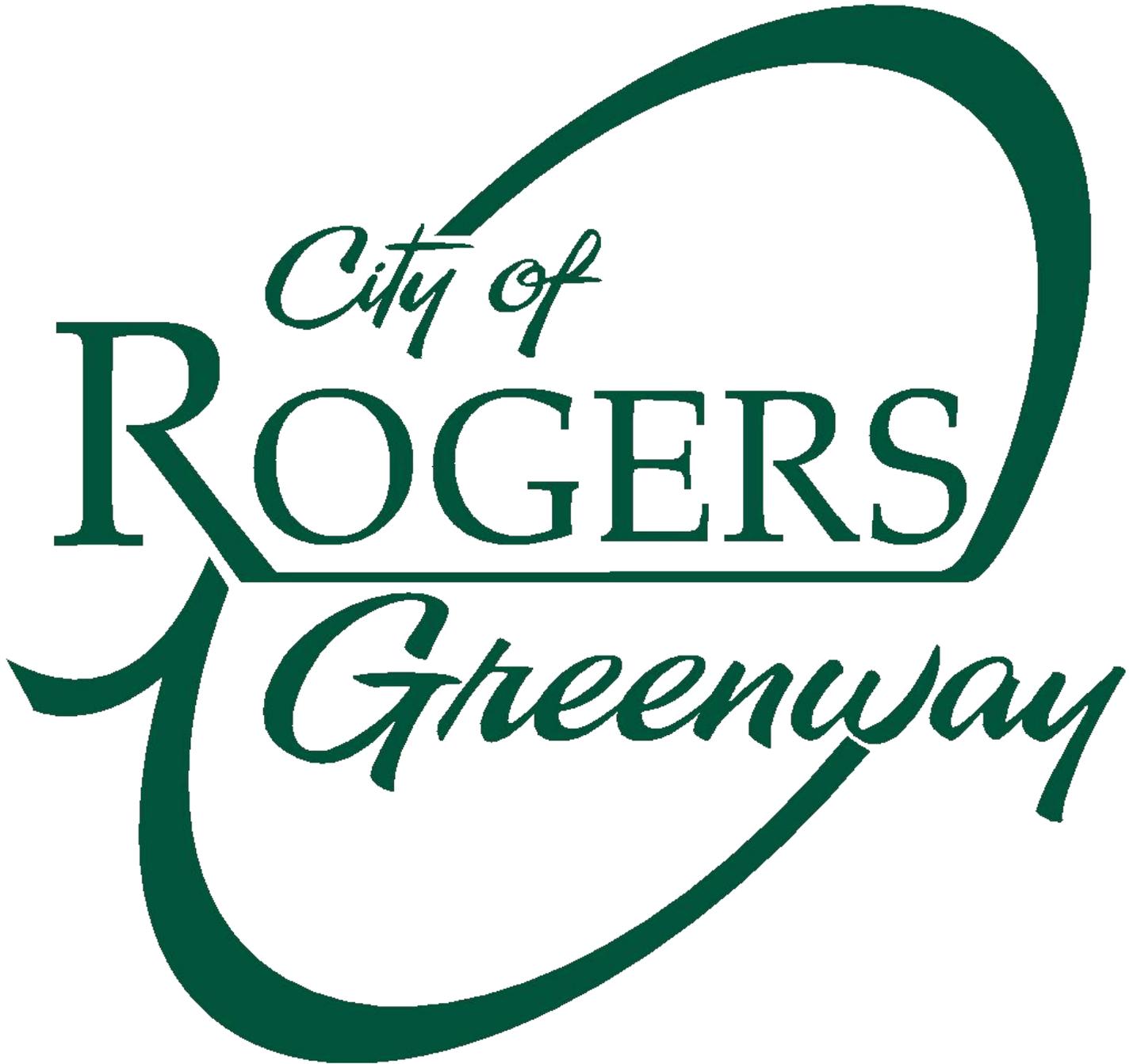




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Rogers Greenways, Trails, and Parks Volunteer Program



Introduction

The Parks & Recreation Department of the City of Rogers in cooperation with the Rogers Greenways & Trails Committee is pleased to provide the following volunteer programs: Adopt-A-Trail, Adopt-A-Park, Adopt-A-Rain Garden, and Park/Trail Amenity Donations.

These programs provide an opportunity for local citizens and organizations to help maintain and improve Rogers Greenways, Trails, and Parks. This packet includes information and registration forms for all of these opportunities.

Advantages of Volunteer Programs

- Clean trails and parks encourage neighborhood pride and increase property values.
- Reduce community pollution. People litter less in clean neighborhoods and parks.
- Reduce water pollution.
- Increase public awareness of environmental issues.
- Reduce the cost of litter removal.
- Improve the attractiveness of the City.

Participants

- School Groups
- Civic organizations
- Church groups
- Families
- Individuals
- Neighborhood Associations
- Businesses
- Other Interested Parties

Group Coordinator Responsibilities

- Schedule clean-up dates with volunteers.
- Distribute safety equipment and trash bags at the event.
- Monitor volunteers during the cleanup event.
- Return the Volunteer Log Sheet to the Parks and Recreation Department at the end of the year.

City Responsibilities

- Provide trash bags, gloves, and grabbers.
- Collect and dispose of trash bags after collection.
- Install signage recognizing the group after the first clean-up.

Policies

Emergency Procedures:

In the event of a medical or any other type of emergency, volunteers should call 911 immediately! After emergency services have been contacted, then the appropriate staff member should be called.

American with Disabilities Act (ADA)

Parks and Recreation Department is in compliance with ADA guidelines and will make every effort to accommodate when possible. Volunteers who are disabled will need to bring their needs to the attention of the Parks and Recreation Department before scheduling of shift.

Drug Free Workplace:

The Parks and Recreation Department is dedicated to keeping a safe and efficient work environment for all volunteers and employees. Use of drugs, being under the influence of alcohol, or being in an impaired condition poses safety risks and is prohibited. Violation of this policy will result in termination of one's status as a volunteer.

Sexual Harassment:

At no time should volunteers experience uneasiness or sexual suggestions from any employee, volunteer, or trail user. If any incident of this nature should occur, the Parks and Recreation Director needs to be notified for immediate investigation.

Plant Collection:

Unless previously approved by Parks Department staff, no plants or seeds may be planted or removed. This includes all Rogers' Park property.

Dress Code:

Being comfortable is number one, please wear appropriate clothing. Volunteers should project a professional image in their attire.

Grievance Procedures:

A volunteer who has a concern about a work related issue should report the problem to the PRD. If the issue can not be resolved informally by discussion, the issue will then be referred to the PRD Director for final resolution.

Interacting with Patrons:

The Parks and Recreation Department holds a high standard for their employees to present themselves in a professional manner. As a volunteer, you fall under this standard. All volunteers have an important role to play in enhancing the public's perception of the Rogers Parks & Trails System. Volunteers should always be friendly and helpful with all questions. In the event a situation arises, that a volunteer does not have the answer to, the volunteer should take an active role in getting the patron to the appropriate staff member. A volunteer holds responsibility to report any inappropriate behavior to the necessary group representative or authority.

Safety Guidelines

- Consider attire to avoid sunburn and insect bites.
- Wear light colored clothing, heavy gloves, sturdy shoes or boots, and a hat.
- Take as few cars as possible to the clean-up site.
- Park vehicles clear of the roadway.
- Have a first aid kit on-site.
- Have a cellular phone on hand.
- Use a buddy system and look out for each other.
- Persons under 18 must be accompanied by at least one adult per every five persons under 18.
- No person under the age of 12 is permitted to pick up litter within the street right-of-way.
- When working nears streets, post a lookout to be aware of traffic situations.
- When working near streets, work facing on-coming traffic.
- Work during daylight, and non-peak traffic hours.
- Stop work if weather gets bad.
- Do not over-exert yourself, especially on hot days.
- Do not attempt to handle hazardous substances (car batteries, pesticide containers). Contact the Parks Department for removal of hazardous substances.
- Avoid noxious weeds (poison ivy, poison oak).
- Avoid any sharp objects.
- Do not pick up syringes – please contact Rogers Police Department at (479) 636-4141 if you encounter these objects.
- Avoid areas where snakes or stinging insects may be located.
- Do no pick up litter on highway bridges, tunnels or overpasses.
- Refrain from picking up on street pavement.
- Stay clear of construction activities.
- Never step out into the street.
- Cross streets only at crosswalks.
- Drink plenty of water to avoid dehydration.
- Don't overload bags or attempt to lift too much weight.
- Large, heavy or bulky materials should be marked and left for pick-up.
- Use common sense and be alert.

Guidelines for Group Coordinators

Prior to Clean-up:

- Schedule a date, time, and meeting location for clean-up events.
 - Clean-up events must be conducted once per month for Adopt-a-Trail and Adopt-a-Park programs, these programs do not need to contact the Parks Department prior to clean-ups except for their first clean-up event. All other clean-ups should be tracked on a volunteer log sheet and returned to the Parks Department at the end of the year.
- All participants must sign and return waivers to the Parks Department.
 - Participants age 18 or over must sign the “Waiver of Liability” (page 16).
 - Participants under 18, must have a parent and/or guardian sign the “Accident Waiver and Release of Liability” form (page 17).
- Gather volunteers and encourage car pooling to discourage a large number of vehicles at the site. Remind people to park away from the street.
- Three days prior to the planned clean-up event, contact the Parks Department (631-3350) and provide them with the following information:
 - Name of the group
 - Date of the event
 - Date when a volunteer will pick up supplies from the Parks Department.
- Gather the following items prior to the clean-up:
 - Safety vests*
 - Grabbers*
 - Trash bags*
 - Gloves*
 - First Aid Kit
 - Cellular phone
 - Water

*Will be provided by the Parks Department as needed.

At the clean-up:

- Conduct a safety briefing on-site prior to beginning.
- Collect required waivers.
- Follow all safety guidelines.
- Keep track of the number of volunteers, hours worked, and the number of trash bags filled.
- Leave filled trash bags along the side of the trail in one singular pick-up location.

After the clean-up:

- Contact the Parks Department to schedule a pickup of filled trash bags.
- Return collected waivers to the Parks Department.
- Return the safety vests and extra trash bags to the Parks Department.
- Report number of volunteers, hours worked, and the number of trash bags filled to the Parks Department.

Adopt-A-Trail and Adopt-A-Park Guidelines:

- Fill out registration form and schedule first clean-up with the Parks Department. The Parks Department will install signage recognizing the group after the first clean-up.
- Visit adopted park or walk/ride adopted trail a minimum of once per month.
- Contact the Parks Department after the first clean-up.
- Report hours work, number of volunteers, and number of trash bags collected on the Volunteer Log Sheet (page 19). Volunteer log sheets must be returned to the Parks Department at the end of the calendar year.
- Remove litter within the park or in the mowed area along the trail.
- Call the Parks Department during working hours or e-mail when trash bags are left for pick-up.
- Remove mulch/wood chips, downed limbs, rocks, walnuts, leaves, etc. from trail surfaces.
- Pruning Limbs (no chain saws or power trimmers, unless approved by the Parks Department).
- Check availability of doggie refuse bags.
- Pull weeds and rake loose rocks.
- Visit the adopted park or trail after weather events, including major rain events, high winds, or ice events.
 - The Parks Department may call upon volunteer groups during major weather events to help maintain safety of trails and parks during major weather events.
- Report any serious erosion or drainage problems, downed limbs, and other damage to Parks Department.
- **Report any safety problems, vandalism, missing/damaged signs, or graffiti to Parks Department.**

Phone 479-631-3350 (Hours: 8 a.m. to 5 p.m. Monday-Friday)

ParksandRec@rogersar.gov

Rogers Greenways, Trails, and Parks Volunteer Program



Adopt-A-Trail and Adopt-A-Park Registration

Applicant/Organization Name: _____

Applicant Address: _____

Contact Person Name: _____

Contact Person Email: _____

Contact Person Phone: _____ Alternate Phone: _____

Type of program requested: _____ Adopt-A-Trail _____ Adopt-A-Park

Adoption location: (Final determination will be made by Parks Department)

Requested acknowledgement on signage: (Subject to approval from Parks Department)

Agreement

By this agreement, the applicant and all of its authorized participants agree to abide by the volunteer program requirements and safety guidelines set forth by the City of Rogers. The applicant will not hold the City of Rogers responsible for any injuries suffered or damages that occur as a result of participation in this program. Applicants, at this time, will automatically renew each year, unless they fail to complete the required number of clean-ups or they request to be removed from the program, at which time the signs will be removed.

The applicant agrees to the following:

1. Contact the City prior to clean-up dates.
2. Conduct the clean-up a minimum of once per month.
3. Collect required waivers for all participants and return to the Parks Department.
4. Report number of volunteers, hours worked, and trash bags filled to the Parks Department. Volunteer Time Sheets must be submitted by the end of the calendar year.
5. Follow all safety guidelines.
6. Return supplies and extra trash bags to the Parks Department.

Applicant Signature

Date

Parks and Recreation Representative

Date

Adopt-A-Rain Garden Guidelines

The Parks Department of the City of Rogers in cooperation with the Rogers Greenways & Trails Committee and the Illinois River Watershed Partnership are pleased to announce the Rogers and Greenways & Trails “Adopt-A-Rain Garden” program.

PURPOSE:

A rain garden is an attractive garden with a special purpose - to reduce the amount of rain water and pollutants entering streams, rivers, and lakes. A rain garden is a place to direct the rain from roads, driveways, parking lots, and lawns. Retaining water onsite instead of discharging to the storm drain system is the most important role of a rain garden. Rain gardens are typically landscaped with plant species native to our region. These plants can survive in varying wet and dry climates and have deep roots to improve soil conditions; they also add beauty to the garden.

Rain gardens benefit the environment and provide ecosystem services by:

1. Providing localized flood control
2. Helping keep water clean by filtering storm water
3. Attracting wildlife and adding biodiversity

Rain gardens benefit the community by:

1. Creating healthy urban watershed environments
2. Offering educational experiences
3. Offering aesthetic improvements
4. Promoting a sustainable leadership identity

Rain gardens provide cost efficient solutions for watershed protection by:

1. Less irrigation is needed after establishment, unlike high maintenance landscape
2. No herbicides or fertilizers are needed
3. Minimal maintenance is needed
4. Alleviate the burden on public storm water systems

MAINTENANCE:

A native rain garden is not maintenance free and will regularly need some maintenance to remove weeds and dead plant material. Fortunately, time spent caring for the garden decreases over time. Native rain garden plants do not need fertilizers, winter protection or irrigation (until plants and grasses are mature). Native plants are adapted to the climate and soils and can tolerate excessive heat, bitter cold, drought, and flooding. The first two years require the most care while the plants are establishing themselves in the garden. As they are maturing during the first year, they need regular watering to encourage good root development. Other care includes pulling weeds, to reduce competition for space, mowing, weed eating, and a good light source for growth. Much of the maintenance during the establishment years occurs during the summer months.

Adopt-A-Rain Garden Guidelines (Continued)

MAINTENANCE:

Year 1

1. Water the rain garden once per week for the first three weeks after planting. It is not necessary to water during a given week if one inch of rain accumulates. Water the garden during droughty periods in mid-summer, if needed. General rule of thumb:
 - a. 70-80 degrees – water every 3-4 days
 - b. 80-90 days – water every 2-3 days
 - c. 90-100 days – water every other day
 - d. 100+ degrees - water every day
2. Once the weeds are identified, they must be hand pulled. Remove the weeds carefully in order not to disrupt the rain garden species. Pull from the base of the weed when removing from the rain garden project.
3. Mow grass and weed eat areas around plants where mowing cannot be performed. The grass should be cut when growth exceeds over 2-3 inches.

Year 2 and beyond

General maintenance includes:

1. **Late January/early February** – cut native grasses down to 8” for regrowth
2. **Early spring** – cut back perennials for regrowth, and divide perennials if needed
3. **Spring** – apply new layer of mulch from 3”- 4” deep
4. **Summer** – monitor weekly for weeds and remove as needed
5. **Summer** – maintain perimeter/edge of rain garden for neat appearance
6. **Late fall** – divide perennials after bloom period is over; remove old growth
7. **Monthly** – Remove litter, debris, and trash.

HOW TO GET INVOLVED:

To participate in the Adopt-A-Rain Garden program, please complete the attached application and return to the Parks Department.

*This information was provided by the Illinois River Watershed Partnership. Please visit their website at www.irwp.org for additional information.

Rogers Greenways, Trails, and Parks Volunteer Program



Adopt-A-Rain Garden Registration

Applicant/Organization Name: _____

Applicant Address: _____

Contact Person Name: _____

Contact Person Email: _____

Contact Person Phone: _____ Alternate Phone: _____

Adoption location: (Final determination will be made by Parks Department)

Requested acknowledgement on signage: (Subject to approval from Parks Department)

Agreement

By this agreement, the applicant and all of its authorized participants agree to abide by the volunteer program requirements and safety guidelines set forth by the City of Rogers. The applicant will not hold the City of Rogers responsible for any injuries suffered or damages that occur as a result of participation in this program. Applicants, at this time, will automatically renew each year, unless they fail to complete the required number of clean-ups or they request to be removed from the program, at which time the signs will be removed.

The applicant agrees to the following:

1. Fulfill all of the specified tasks.
2. Follow all safety guidelines.
3. Collect required waivers for all participants and return to the Parks Department.
4. Report number of volunteers and hours worked by the end of the calendar year.

The City agrees to the following:

1. To provide mulch, plants, landscape gravel, trash bags, and water hose.
2. To collect and dispose of trash bags and dead plants after clean-up.
3. Install "Adopt-A-Rain Garden" sign recognizing the group after Rain Garden is planted.

Applicant Signature

Date

Parks and Recreation Representative

Date

Rogers Greenways, Trails, and Parks Volunteer Program



Request a Volunteer Opportunity

Any group or individual may participate in clean-up events or volunteer projects. Volunteer projects are determined by the Parks Department and vary based on need and availability. Projects may include, but are not limited to: spreading mulch or sand, planting, weeding, painting, ect.

To request a clean-up event or volunteer project, please fill out the application below.

Applicant/Organization Name: _____

Applicant Address: _____

Contact Person Name: _____

Contact Person Email: _____

Contact Person Phone: _____ Alternate Phone: _____

Number of Volunteers: _____ Proposed date(s): _____

Type of program requested and/or preferred location:

Agreement

By this agreement, the applicant and all of its authorized participants agree to abide by the volunteer program requirements and safety guidelines set forth by the City of Rogers. The applicant will not hold the City of Rogers responsible for any injuries suffered or damages that occur as a result of participation in this program.

The applicant agrees to the following:

1. Contact the City prior to project date to collect supplies.
2. Collect required waivers for all participants and return to the Parks Department.
3. Follow all safety guidelines and volunteer policies.
4. Report number of volunteers, hours worked, and trash bags filled to the Parks Department.
5. Once completed, return supplies and extra trash bags to the Parks Department.

Applicant Signature

Date

Parks and Recreation Representative

Date

Park/Trail Amenity Donation Program

The Park/Trail Amenity program allows citizens, businesses and other organizations to partner with the city to improve the trails system by providing funds to purchase benches, trash receptacles, trees and other trail amenities.

New amenities:

Donors may install new benches and other amenities approved by Parks Department staff. Donations will include the costs of the amenity and installation costs, if necessary.

Trees will be from an approved tree list maintained by the city. Benches and trash receptacles will be of a standard model chosen by the city and will be uniform on all trail sections. See images and prices below*:



Benches - \$650

Bike Fix-It Station - \$1,100

Bike Rack - \$125/\$600

Doggie Station - \$170

Picnic Tables - \$600

Trash Receptacles - \$400

Water Fountains - \$3,830

Trees - Cost of tree + installation

**Cost for installation not included. Prices subject to change due to possible price increase of product.*

Existing amenities:

Donors may adopt existing amenities by covering the cost of the amenity. The cost of existing amenities varies depending on the type of amenity and is determined by the price at purchase. Donors will be recognized with a plaque provided by the Parks Department.

How to Apply:

Complete the Amenity Gift form. Send the form to the Parks Department. You will be contacted to finalize the price of the donation, site of your donation, and the date of installation.

Rogers Greenways, Trails, and Parks Volunteer Program



Amenity Gift Form

Applicant/Organization Name: _____

Applicant Address: _____

Contact Person Name: _____

Contact Person Email: _____

Contact Person Phone: _____ Alternate Phone: _____

Gift Type:

- _____ Bench
- _____ Bike Fix-It Station
- _____ Bike Rack
- _____ Doggie Station
- _____ Picnic Table
- _____ Plaque
- _____ Trash Receptacle
- _____ Tree
- _____ Water Fountain
- _____ Other Contribution Amount _____

Adoption location: (Final determination will be made by Parks Department)

Requested acknowledgement on signage: (Subject to approval from Parks Department)



VOLUNTEER LOG SHEET

Organization: _____ Year: _____

Type of Volunteer:

_____ TRAILS _____ PARKS _____ RAIN GARDEN _____ OTHER

MONTH	# OF VOLUNTEERS	HOURS
JANUARY		
FEBRUARY		
MARCH		
APRIL		
MAY		
JUNE		
JULY		
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
	TOTAL	TOTAL

Comments: _____



VOLUNTEER WAIVER OF LIABILITY

I hereby request permission of the **City of Rogers** to volunteer to work at and participate in the activities of the City of Rogers. In consideration for such permission, I agree to follow all instructions given by any employee; I accept full responsibility for my own personal safety; I waive any and all rights or claims against the City of Rogers in the event of any accident, incident or injury; and I do hereby release any and all employees of the City of Rogers, and all individual members of the City of Rogers staff from any and all liability for any injury that I might sustain while participating in City activities or service. I understand that working within the City and around the equipment and staff can be hazardous and/or dangerous, and I hereby assume the risks associated with interacting with them. In the event of an accident or injury, I authorize the City of Rogers staff to take me to the Emergency Room at _____ and to notify _____ at the following phone number _____.

I have read the above waiver and agree to follow the instructions I am given. I understand that, in the event that I am injured, I am forfeiting any claim, including fees, costs, expenses, compensation, or any sums from any City source whatsoever, against the City or its employees or agents. I further understand that the City of Rogers and its' agencies are immune from liability and from suit for damages except to the extent that they may be covered by liability insurance and that no tort action shall lie against any such political subdivision because of the acts of its' agents and employees. (See A.C.A. 21-9-301) I further understand that this Waiver shall remain valid indefinitely or until revoked by me, in writing, with at least 7 days prior notice given to the City of Rogers.

NAME

ADDRESS

DL OR ID #

ID VERIFIED BY _____ (Employee)



VOLUNTEER MINOR WAIVER OF LIABILITY

As the parent or guardian of the below named minor, I hereby request permission of the **City of Rogers** for said minor to volunteer to work at and participate in the activities of the City of Rogers. In consideration for such permission, I accept full responsibility for the minor's personal safety; I waive any and all rights or claims against the City of Rogers in the event of any accident, incident or injury; and I do hereby release any and all employees of the City of Rogers, and all individual members of the City of Rogers staff from any and all liability for any injury that said minor might sustain while participating in City activities or service. I understand that working within the City and around the equipment and staff can be hazardous and/or dangerous, and I hereby assume the risks associated with the below named minor interacting with them. In the event of an accident or injury, I authorize the City of Rogers staff to take said minor to the Emergency Room at _____ and to notify _____ at the following phone number _____.

I have read the above waiver and agree to follow the instructions I am given. I understand that, in the event that the below named minor is injured, I am forfeiting any claim, including fees, costs, expenses, compensation, or any sums from any City source whatsoever, against the City or its employees or agents. I further understand that the City of Rogers and its' agencies are immune from liability and from suit for damages except to the extent that they may be covered by liability insurance and that no tort action shall lie against any such political subdivision because of the acts of its' agents and employees. (See A.C.A. 21-9-301) I further understand that this Waiver shall remain valid indefinitely or until revoked by me, in writing, with at least 7 days prior notice given to the City of Rogers.

This liability waiver/release applies to the following minor:

MINOR NAME

DATE OF BIRTH

SCHOOL NAME

SCHOOL ADDRESS

This ____ day of _____ 20 ____

PARENT/ GUARDIAN SIGNATURE

PARENT/GUARDIAN PRINTED NAME