

Adopt-a-Park or Trail Application Package



**City of Snoqualmie
February 2010**



Parks and Recreation
38624 SE River Street
PO Box 987
Snoqualmie, WA 98065
Phone: 425-831-5784
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www.ci.snoqualmie.wa.us
Parks Crew Chief Larry White
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ADOPT-A-PARK OR TRAIL PROGRAM FACT SHEET

Overview

The citizens of Snoqualmie enjoy beautiful parks, trails and open spaces. The City currently owns 34 parks, 540 acres of open space and more than 25 miles of trails. Many individual and group volunteers in Snoqualmie already donate their time to keep the community livable through the Adopt-a-Park or Trail program. Volunteers may perform general maintenance activities including litter pick up, spreading of bark or mulch, weeding, sweeping, raking, edging, planting, painting and other duties as assigned by the Parks and Recreation Department.

The program is open to individuals and organizations, including businesses and civic organizations. However, organizations that endorse or oppose candidates for public office, political issues, initiatives, referenda or legislation or include references to a political party may not participate.

Each volunteer individual or group assumes responsibility for an adopted park or other area and agrees to participate in improvement and maintenance activities a minimum of four times per year for a minimum of one year. The City of Snoqualmie works with the adopting group or individual to assist in planning events and proposing projects for the selected area. Some parks, open spaces and trails may not be considered due to safety concerns or technical issues. A current list of areas available for adoption may be requested from the Parks and Recreation Department.

To ensure the program runs smoothly, the City's Parks and Recreation Department has established the following roles and rules. Please read all information carefully before signing the agreement and returning it to the City.

Volunteer Responsibilities

By becoming a Snoqualmie Adopt-a-Park or Trail volunteer, the organization or individual is agreeing to:

- Submit completed and signed Adopt-A-Park or Trail applications and other releases, waivers and forms as required by the City.
- Obtain permission before proceeding with any work on City property.
- Agree to a Washington State Patrol background check if required by state law.
- Name a designated volunteer organization representative to act as the primary contact for City of Snoqualmie staff members.
- Provide training for all participants on safety practices and adhere to all safety rules as directed by the City of Snoqualmie.
- Provide appropriate hand tools, including clippers, rakes, axes, hand sickles, brush saws, shovels, wheelbarrows, pruners, grub hoes and brooms.
- Provide all power tools required for projects including line trimmers, brush cutters, lawn mowers, chain saws, power edgers, blowers and hedge pruners.
- Clear any materials or supplies utilized on City-owned property with the Parks and Recreation Department prior to their application or use.

Program Rules

Safety is a priority while working in Snoqualmie's parks, trails and open spaces. To ensure volunteers enjoy their work and stay out of harm's way, the following rules must be reviewed with all volunteers prior to any on-site activities and adhered to at all times:

1. Notify the City of Snoqualmie of the date, time and location of work to be done on City property prior to the intended start of work.
2. Submit hours worked to the City Clerk for coverage under Washington State Department of Labor and Industries.
3. Wear an orange vest at all times while working in adopted space.
4. Wear appropriate clothing. Gloves and clothes covering the entire body should be worn when persons are working in areas where insects or other nuisances are present. Leather work gloves over latex gloves are strongly recommended. Shoes of sufficient strength with strong soles should be worn.
5. Start work only after your group leader has set warning signs for any traffic and has given the go-ahead.
6. Contact the Parks Crew Chief if large items, such as appliances, couches, etc., are found and do not try to remove them. Recycle any recyclable items.
7. Avoid touching any potentially hazardous items, including pesticide containers, chemical containers or hypodermic syringes. If you touch an unknown item, wash your skin with water immediately and use soap after rinsing if available.
8. Have a first aid kit available at the cleanup site. Having at least one person with a valid first aid card present during cleanup activities is strongly recommended.
9. Provide adult supervision of at least one adult for every eight (8) participants under eighteen (18) years old during activities on site.
10. Ensure power tools are only used by fully trained volunteers 18 years or older.
11. Contact the Parks and Recreation Department or the non-emergency number of the Snoqualmie Police Department at 425-888-3333 to report any suspicious items or activities.
12. Ensure there is at least one person on site during cleanup activities who has a cell phone for any emergency calls or calls regarding suspicious/large items.

Additional information on the Adopt-a-Park or Trail program can be found on the City's website at www.ci.snoqualmie.wa.us by looking under Departments, Parks and Recreation or by calling 425-831-5784.



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**ADOPT-A-PARK OR TRAIL PROGRAM
 VOLUNTEER AGREEMENT**

By signing this agreement, volunteers adopting a Snoqualmie park, trail or open space agree to:

- A. Participate in park improvement/maintenance activities a minimum of four times per year for a minimum of one year.
- B. Obtain permission from the Parks Crew Chief before proceeding with any work on City parks, trails or open spaces.
- C. Have all participants in activities on City of Snoqualmie property sign a liability release prior to participating, including a parental consent/waiver form for all minors. Consent to a background check if required by state law.
- D. Operate in a safe manner as directed in safety rules provided by the City of Snoqualmie, including providing adult supervision and only allowing properly trained adults to use power tools.
- E. Notify the Parks Crew Chief of unusual or suspicious activities or conditions, including vandalism.
- F. Provide tools for parks projects and secure Parks Crew Chief approval for any other materials/supplies used on City property.
- G. Follow all other rules as outlined for the Adopt-a-Park or Trail program for Snoqualmie.

By signing this agreement, the City of Snoqualmie agrees to:

- A. Provide proper safety training and advise volunteers on safety equipment.
- B. Work with the group/individual to assign appropriate tasks at least four times a year.
- C. Supply orange work vests and trash bags if required for the project. Dispose of trash bags and large items.
- D. Provide materials such as wood chips, bark dust, paint, mulch and seasonal plantings.
- E. Provide proper signs if working on or near a roadway and an Adopt-a-Park sign recognizing the volunteer efforts.

The organization/individual listed recognizes the possible safety risks in participating in the City of Snoqualmie's Adopt-a-Park or Trail program. The organization/individual below shall indemnify and hold harmless the City of Snoqualmie, its officers, employees, agents and elected officials from and against any and all claims, suits, actions or liabilities of any nature, including but not limited to injury or death of any person, loss or damage to property, discrimination in violation of chapter 49.60 RCW, or any other basis whatsoever, arising out of the use of city property resulting from any act or omission, or thing done, permitted, or suffered to be done, by the organization/individual, except claims, suits or actions occasioned by the sole negligence of the City of Snoqualmie.

Park/Trail Requested		
Sponsoring Organization		
Representative	Printed Name	Title
Signature	Signature	Date
Street Address		
City, State, Zip Code		
Phone		
E-Mail Address		
FOR OFFICIAL USE ONLY		
Accepted by:	Date:	Approved Park:



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**ADOPT-A-PARK OR TRAIL PROGRAM
 ADULT VOLUNTEER RELEASE AND WAIVER**

This agreement shall be signed and by every individual participating in a City of Snoqualmie Adopt-a-Park or Trail activity prior to commencing any work on City property. The forms should be returned to the Parks and Recreation Department. For minors (under 18 years old) a parental waiver/consent form is also required.

The individual listed below recognizes the possible safety risks in participating in the City of Snoqualmie’s Adopt-a-Park or Trail program.

The individual below shall indemnify and hold harmless the City of Snoqualmie, its officers, employees, agents and elected officials from and against any and all claims, suits, actions or liabilities of any nature, including but not limited to injury or death of any person, loss or damage to property, discrimination in violation of chapter 49.60 RCW, or any other basis whatsoever, arising out of the use of city property resulting from any act or omission, or thing done, permitted, or suffered to be done, by the individual, except claims, suits or actions occasioned by the sole negligence of the City of Snoqualmie.

Park/Trail Requested		
Sponsoring Organization		
Signature	Signature	Date
Street Address		
City, State, Zip Code		
Phone		
E-Mail Address		
FOR OFFICIAL USE ONLY		
Notes:		



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**ADOPT-A-PARK OR TRAIL PROGRAM
 YOUTH VOLUNTEER PARENTAL WAIVER/CONSENT**

This agreement shall be signed by every parent or guardian of a minor (under 18 years old) participating in a City of Snoqualmie Adopt-a-Park or Trail activity prior to commencing any work on City property. The forms should be returned to the Parks and Recreation Department.

I certify that I am the parent or legal guardian of the participant named below; that I have read and understood the foregoing release and waiver; and that I in consideration of allowing the participant to participate in the City of Snoqualmie's Adopt-A-Park or Trail program I join in the release and waiver without reservation and agree to release and waive any claim or legal cause of action that I might have arising out of any personal injury, damage or death of the participant as against the City of Snoqualmie, its officials, employees and agents.

I further grant my full consent and authorization for the below-named participant to engage in the activity.

Park/Trail Requested		
Sponsoring Organization		
Parent/Guardian	Signature	Date
Participant	Signature	Date
City, State, Zip Code		
Phone		
E-Mail Address		

FOR OFFICIAL USE ONLY

Notes:



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**ADOPT-A-PARK OR TRAIL
 REQUEST FOR CRIMINAL HISTORY INFORMATION**

In compliance with RCW 43.43.830-845, volunteers who will have regularly scheduled, unsupervised contact with children under 16 years of age and developmentally disabled persons and/or vulnerable adults as defined in state law will be asked to disclose the following information.

Full Legal Name	First	Middle	Last
Alias/Maiden	First	Middle	Last
Address	Street	City, State, Zip	
Phone	Work	Home	
Email			
SS#/DOB	Social Security - -	Date of Birth / /	(mm/dd/yy)
Driver's License	Number	State	Expiration Date

1. Have you ever been convicted of any crime against children or other persons, as identified in RCW 43.43.830?
 No _____ Yes _____
2. Have you been convicted of crimes relating to financial exploitation where the victim was a vulnerable adult?
 No _____ Yes _____
3. Have you been found in any dependency action under RCW 13.34.040 to have sexually assaulted or exploited any minor or to have physically abused any minor?
 No _____ Yes _____
4. Have you been found by a court in a domestic relations proceeding under Title 26 RCW to have sexually abused or exploited any minor or to have physically abused any minor?
 No _____ Yes _____
5. Have you been found in any disciplinary board final decision to have sexually or physically abused or exploited any minor or developmentally disabled person, or to have abused or financially exploited a vulnerable adult?
 No _____ Yes _____
6. Have you been found by a court in a protection proceeding under Chapter 74.34 RCW, to have abused or financially exploited a vulnerable adult?
 No _____ Yes _____

Answering YES to any of the above inquiries will not necessarily disqualify you from volunteering at the Snoqualmie Parks and Recreation Department, but will require the City of Snoqualmie to make further inquiries before you will be permitted to begin your activities on its behalf. The City of Snoqualmie shall make an inquiry to the Washington State Patrol regarding an applicant's conviction record, disciplinary board final decision, or civil adjudication record. Applicants will be notified of the State Patrol's response within 10 working days of receipt of this information by the City of Snoqualmie. A copy of the response will be available to the applicant.

I acknowledge that I have read the entire Notification and Authorization for Background Investigation Disclosure Statement, that I understand the requirements, and I grant permission to the City of Snoqualmie to make inquiry to the Washington State Patrol under the provisions of this law. Pursuant to RCW 9A.72.085, I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

 Signature Parent's Signature (if under 18 years old) Date