

**ADMINISTRATIVE CODE
BOARD OF COUNTY COMMISSIONERS**

CATEGORY: Leisure Services	CODE NUMBER: AC-14-6
TITLE: Adopt-A-Park Program	ADOPTED: 3/30/94
	AMENDED: 8/28/01
	ORIGINATING DEPARTMENT: Parks and Recreation

PURPOSE/SCOPE:

This Administrative Code is established for the purpose of implementing guidelines for civic groups and citizens to organize scheduled park cleanup days (adopted 3/30/94) as amended.

POLICY/PROCEDURE:

- 1.) A park, or portion of a park, may be adopted.
- 2.) Participants may maintain an existing area or create a special project in a currently developed park or recreation area with County approval.
- 3.) A minimum of 10 cleanups per group between October 1 and September 30 must be documented on Group Activity Report Forms and sent to Volunteer Services quarterly. For groups that initiate participation at any time of the year, the number of cleanups required will be prorated from the date of approval on the Acceptance Form. (Attachment A)
- 4.) Groups participating in this program may work during the operating hours of the park they are adopting. Written notification of a scheduled cleanup, stating the number of participants, date and time of cleanup, must be submitted to the facility supervisor two weeks prior to the activity. A routine schedule is advisable for ease of coordination. The County will provide cleanup supplies and will remove bags of trash after cleanup. The County will also inspect the site after cleanup completion.
- 5.) If there is a fee for parking, the volunteers will be provided with waivers on the day of the cleanup. The authorized representative may request from the volunteer coordinator a specified number of waivers prior to a cleanup date.
- 6.) After three months of successful participation, the County will install a sign in the park indicating the name of the group providing the service. If no cleanups have taken place for a three-month interval, the County reserves the right to assume the adopter group is no longer participating and the Adopt-A-Park sign will be removed.
- 7.) While volunteering, the members of the group will be insured under the County's Worker's Compensation coverage for accident or injuries. (Attachment B)
- 8.) If a participant is under 19 years of age, a Parental Permission Form must be completed and mailed to Volunteer Services prior to the actual cleanup. (Attachment C). If a child 13 years or younger is participating, a waiver must be signed by the parent or guardian. (Attachment D).

Attachment A: Acceptance Form

Attachment B: County's Worker's Compensation Form

Attachment C: Parental Permission Form

Attachment D: 13 or Younger Waiver

Conditions of Acceptance

All volunteers participating in the Adopt-A-Park Program are required to observe and employ rules of safety while volunteering. It shall be the responsibility of the Authorized Representative (signature below) to **inform and instruct members of the participating group** on the rules of safety, the policies and procedures of the Parks and Recreation Volunteer Program, and the insurance coverage provided by the County for accidents or injuries while volunteering.

Accepted by:
Authorized Representative

Print Name: _____

Signature: _____

Group Name:

Dated: _____, 20____

Approved by:

Date of Approval: _____, 2____

Completed applications, with a list of participants' names, addresses, phone numbers should be submitted to Lee County Parks and Recreation Volunteer Services, 3410 Palm Beach Bl., Fort Myers, FL 33916.

Facility Supervisor

Volunteer Coordinator

Address: _____

Address: _____

Phone: _____

Phone: _____

Fax: _____

Fax: _____

Attachment A

PLEASE READ THE LOWER PART OF PAGE. It explains the procedures to follow in case of an accident or injury while volunteering. Cut the explanation on the dotted line and save for your records. **SIGN AND COMPLETE** The Acknowledgement of Understanding and return with your Registration Form to Volunteer Services.

Acknowledgement of Understanding of Workers' Compensation Procedures

I, _____ understand the policies and procedures for reporting
(Signature of Authorized Representative)

and seeking medical treatment for on-the-job injuries and accidents while volunteering for Lee County Parks and Recreation. I understand that I am responsible for conveying this information to the Group I represent. If these procedures are not followed, Group Volunteers may be denied certain benefits and/or may be personally liable for expenses incurred.

Please print the name of the Authorized Representative: _____

Group Name: _____ Date: _____

Workers' Compensation for Volunteers

Lee County Parks and Recreation Volunteers are covered for medical benefits in case of accident or injury while volunteering under Lee County's Workers' Compensation Program. Wage loss benefits are not applicable to volunteers. The insurance is a managed care coverage with *specific policies and procedures*. Please read the following procedures, and sign on the upper portion of this page to indicate that you understand the procedures. If you have questions please call Volunteer Services at 461-7447.

The Accident and Injury Procedures

1. An accident or injury must be reported as soon as possible to the Facility Supervisor (within 24 hours). The Supervisor is required to complete a blue Injury Report, and submit it to Risk Management promptly.
2. For injuries that are not life-threatening and occur Monday through Friday, 7 AM to 4 PM, the volunteer must report to the Employee Health Nurse located in the Lee County Administration Building, 2115 Second Street, Fort Myers. The phone number is 335-2967. The nurse will either render the necessary treatment or refer the volunteer to a participating physician/hospital for appropriate medical treatment.
3. If an injury occurs outside of the hours mentioned above, or appears to be life-threatening, the volunteer should obtain medical treatment at Columbia Southwest Regional Hospital, Columbia Gulf Coast Hospital or East Point Hospital.

In all cases the Facility Supervisor should be notified immediately. This is a managed care arrangement that relies on referrals from an authorized medical care coordinator for treatment. If a volunteer seeks treatment through his/her own physician, benefits may not be paid.

Attachment B

LEE COUNTY



PARKS AND RECREATION

Lee County Parks and Recreation
Volunteer Services
Parental Permission Form

(For volunteers 14 through 18 years of age)

Name of Volunteer: _____

Name of Parent/Guardian: _____

Home Phone: _____ Work Phone: _____

Emergency Contact Person: _____

Emergency Contact Phone: _____

Volunteer Assignment and Location: _____

Days and Hours of Volunteer Assignment: _____

Method of Transportation: _____

I, _____, agree to allow my minor child to participate in the Lee
(Print name of Parent/Guardian)

County Parks and Recreation Volunteer Program, and I will indemnify and hold harmless Lee County and any employee of Lee County against any and all claims arising from my child's use of premises, the conduct of my child or from any activity permitted in or about the premises, and will further indemnify and hold harmless the County, its employees, agents and licensees against performance on the child's part, and from and against all costs, attorney's fees, expenses and liabilities resulting from any claim or proceeding brought thereon, to the extent of the County's liability under general law.

The Lee County Parks and Recreation Division reserves the right to deny participation in any volunteer activity. The child will be expected to adhere to all Lee County Ordinances and Parks and Recreation policies. Failure of the child to follow the rules of their supervisors may result in the dismissal or suspension from the Volunteer Program.

By signing this waiver, I am representing that I am possessed with the lawful authority to sign this waiver for the child to participate in the Lee County Parks and Recreation Volunteer Program, and that I hereby bind all parents and guardians of the child to the terms of the waiver.

Signature of Parent or Guardian

Date

Attachment C

Child Volunteer Participation Waiver
for
Lee County Parks and Recreation

I, _____, agree to allow my minor child to participate in the Lee
(Parent or Guardian's Name)

County Parks and Recreation Volunteer Program, and I will indemnify and hold harmless Lee County and any employee of Lee County against any and all claims arising from my child's use of premises, the conduct of my child or from any activity permitted in or about the premises, and will further indemnify and hold harmless the County, its employees, agents and licensees against performance on the child's part, and from and against all costs, attorney's fees, expenses and liabilities resulting from any claim or proceeding brought thereon, to the extent of the County's liability under general law.

The Lee County Parks and Recreation Division reserves the right to deny participation in any volunteer activity. The child will be expected to adhere to all Lee County Ordinances and Parks and Recreation policies. Failure of the child to follow the rules of their supervisors may result in the dismissal or suspension from the Volunteer Program.

By signing this waiver, I am representing that I am possessed with the lawful authority to sign this waiver for the child to participate in the Lee County Parks and Recreation Volunteer Program, and that I hereby bind all parents and guardians of the child to the terms of the waiver.

Signature of Parent or Guardian

Date

Attachment D