



**HOFFMAN ESTATES PARK DISTRICT
ADOPT-A-PARK PROGRAM**

Public Information Packet



Updated January 2018

Hoffman Estates Park District Adopt-A-Park Program

Individuals, civic groups, families, and/or organizations may apply to adopt a park in the Hoffman Estates Park District. A minimum one-year commitment is required, except in the first year of participation when all new contracts will be written through December 31 of that year. When a contract expires, if acceptable to both parties, the adopting organization may renew the commitment for an additional year.

Requests to adopt specific parks are processed on a first-come, first-serve basis. If more than one organization simultaneously requests the same park, a lottery will be held to select which organization will adopt that park. The Parks Director will make the final determination as to whether a group can participate and make final park assignments.

When children participate, the Adopter will have emergency contact information accessible at the site. There must also be one adult supervisor for every five children.

The adopting organization may elect to work at the designated park on a weekly, bi-monthly or monthly basis from April through October. November through March a monthly visit is required.

Tasks may include trash pick-up, graffiti repair, weeding/raking playground surfaces, sweeping shelters and pathways, cleaning picnic tables, planting flowers, weeding flower beds, watering flower beds, shoreline rock retrieval and clean-up, fallen branch clean-up, parking lot curb clean-up, and painting of park structures. Adopters can also help with special projects as they become available.

Adopters are encouraged to maintain a constant visual policing policy in the parks throughout their contract commitment. Any and all vandalism, graffiti, acts of abuse toward parks amenities, strange or questionable vehicles or activities in the parks, unauthorized vehicle traffic on parks grounds, late night noise or persons being unruly should be reported to the Police Department at **9-1-1** immediately.

A representative from the adopting organization must contact the Parks Department at 847-285-5465 (Monday through Friday between the hours of 7:00AM and 3:00PM) at least 48 hours prior to clean-up, so arrangements can be made to pick-up debris.

Participation in the Adopt-A-Park program can be hazardous. Each volunteer is required to sign an Adopt-A-Park Volunteer Agreement form before participating in the program. A parent or guardian's signature is required for children under the age of eighteen. When children participate, the Adopter must have emergency contact information available at the site.

At the time an organization adopts a park, the Hoffman Estates Park District will provide the following to each organization:

- Signage identifying the adopting organization
- Trash bags
- Safety information

Please call the Parks Department at 847-285-5465 to request bags at least 72 hours prior to clean-up. Pick-up of these items will be at 2352 Hassell Rd. at the Parks Department Maintenance Facility.

All participants are required to read the safety information and conduct themselves in a safe manner while participating in the program. All participants must wear gloves while cleaning the park (participants supply their own gloves). In addition, all litter patrol group leaders are required to attend one annual safety meeting. Group contacts will be notified of the specifics of the meeting.

Volunteer Adopt-A-Park Application Form

Hoffman Estates Park District
2352 Hassell RD.
Hoffman Estates, IL 60195
847-285-5465 / FAX 847-885-8684 / www.heparks.org

Name: _____ Date: _____

Address: _____
Street City Zip

Home phone: _____ Work phone : _____ Cell phone: _____

E-mail: _____

Park of Interest: _____

Please check types of volunteer work your group will participate in :

Trash pick-up _____ Playground weeding _____ Playground raking _____ Shelter sweeping _____
Picnic table cleaning _____ Park structure painting _____ Flower planting _____ Flower watering _____
Flower bed weeding _____ Shoreline policing _____ Branch clean-up _____ Parking lot curb clean-up _____

Please choose frequency of park visits:

Weekly _____ Bi-monthly _____ Monthly _____

*** Adoptees are expected to maintain all types of work chosen and to meet their chosen frequency requirements throughout the term of their contract.**

Is there anything that limits your volunteer work? : _____

In case of emergency please notify:

Name: _____ Relationship: _____

Home phone: _____ Work phone: _____

I have read and fully understand the above information and it is true to the best of my knowledge. I will abide by the terms I have agreed upon concerning types of work chosen and frequency of visits throughout my contract.

Volunteer's Name _____
(PLEASE PRINT)

Volunteer's Signature _____

Parent/Guardian (if under 18 years) _____ Date _____

VOLUNTEER ADOPT-A-PARK PROJECT DISCLAIMER

IMPORTANT INFORMATION

The HEPD is committed to conducting its recreation programs and activities in a safe manner and holds the safety of volunteers in high regard. The HEPD continually strives to reduce such risks and asks that all volunteers follow safety rules and instructions that are designed to protect the volunteer's safety. However, volunteers must recognize that there is an inherent risk of injury when choosing to volunteer for any activity or program.

Please recognize that the HEPD carries only limited medical accident coverage for volunteers; therefore, it is strongly urged that all volunteers review their own health insurance policy for coverage. Additionally, each volunteer is solely responsible for determining if he/she is physically fit and/or properly skilled for any volunteer activity. It is always advisable, especially if the volunteer is pregnant, disabled in any way or recently suffered an illness, injury or impairment, to consult a physician before undertaking any physical activity.

WARNING OF RISK

Despite careful and proper preparation, instruction, medical advice, conditioning and equipment, there is still a risk of serious injury when providing volunteer services. Understandably, not all hazards and dangers can be foreseen. Volunteers must understand that depending upon the volunteer services, certain risks, dangers and injuries due to acts of God, inclement weather, slip and falls, inadequate or defective equipment, failure in supervision or instruction, premises defects, horseplay, carelessness, lack of skill or technique, and all other circumstances inherent to the particular volunteer services exist. In this regard, it must be recognized that it is impossible for HEPD to guarantee absolute safety.

WAIVER AND RELEASE OF ALL CLAIMS AND ASSUMPTION OF RISK

Please read this form carefully and be aware that in consideration for providing volunteer services, you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you may sustain as a result of participating in any and all activities connected with and associated with your volunteer services (including transportation services/vehicle operations, when provided).

As a volunteer, I recognize and acknowledge that there are certain risks of physical injury to volunteers in this program/activity, and I voluntarily agree to assume the full risk of any and all injuries, damages or loss, regardless of severity, that I may sustain as a result of my volunteer services. I further agree to waive and relinquish all claims I may have (or accrue to me) as a result of my volunteer services against the HEPD, including its officers, officials, agents, volunteers and employees (hereinafter collectively referred as "Parties").

I do hereby fully release and forever discharge the Parties from any and all claims for injuries, damages, or loss that I may have or which may accrue to me and arising out of, connected with, or in any way associated with my volunteer services.

I have read and fully understand the above important information, warning of risk, assumption of risk and waiver and release of all claims. If registering on-line or via fax, my on-line or facsimile signature shall substitute for and have the same legal effect as an original form signature.

PLEASE PRINT

Volunteer's Name

Volunteer's Signature _____

Parent/Guardian (If under 18 years) _____

Date _____

STAFF USE ONLY - Site Assigned _____ Contact _____

VOLUNTEER ADOPT-A-PARK PROJECT ORIENTATION

I. Reporting of Hazardous Conditions

II. Incident / Accident Reporting

III. Lifting / Material Handling

IV. Personal Protective Equipment

V. Job Responsibilities

I. Reporting of Hazardous Conditions

The Park District is committed to conducting its Volunteer Adopt-a-Park Project in a safe manner, under safe conditions. All efforts will be made to minimize any hazardous conditions that might arise. However, it must be recognized that situations can occur out of the immediate control of the District and any hazardous condition should be reported to the Project Supervisor.

Project Supervisors are:

<i>Dustin Hugen</i>	Parks Division Director	847-285-5465
<i>Mark Schwartz</i>	Horticulture Supervisor	847-285-5461

These conditions may occur and should be reported:

(Note: This list does not encompass all hazardous conditions but is representative of the most common encountered)

- Broken branches hanging in trees presenting an injury risk
- Park signage unreadable
- Broken glass on roadways, sidewalks, turf, or in the planting beds
- Objects protruding from the ground in the turf or planting beds that could present an injury risk
- Hazardous litter (gas cans, oil containers, corrosive materials, medical waste containers, syringes, explosives, firearms, etc.)
- Sink holes in the turf or sidewalk section sinking presenting an injury risk
- Any situation perceived as hazardous and a potential injury risk
- Broken or splintered picnic tables

II. Incident / Accident Reporting Procedures

Despite careful and proper preparations incidents and injuries do sometimes occur in the field during the work process.

In the event any injury or incident should occur, a supervisor should be notified immediately.

During the week during normal working hours (6:30 AM - 5:00 PM) any event should be reported to one of the Project Supervisors:

Dustin Hugen Parks Division Director 847-285-5465
Mark Schwartz Horticulture Supervisor 847-285-5461

After hours or on weekends and holidays report any incidents or injuries to:

Dustin Hugen Parks Division Director 847-285-5465

Incidents that should be reported:

- Vandalism to park signage
- Vandalism to any other park structures, turf or horticulture
- Any other incidents perceived as out of normal park conditions
- Graffiti
- Broken glass

III. Lifting / Material Handling / Safety Precautions

Heavy lifting of materials could be an issue during the volunteer Adopt-a-Park project. Over filling of garbage bags or wet situations could cause strain to some person's back or shoulders. The following are tips intended to lessen the risk of injury:

Things you can do on the job:

- Never attempt any lifting until your body is warm and loose. Perform simple stretching and warm-up exercises if necessary
- Do not attempt to lift heavy or bulky items alone. Ask co-workers to help you
- If possible, slide heavy materials rather than attempting to lift them with your body. Pushing the object is safer than pulling it to the desired location. Planks and rollers can make the job even easier
- Storing materials at least 12" off the ground minimizes the danger of one of the most hazardous movements - lifting directly from the ground
- Avoid lifting in a situation where the body will be twisted. Avoid jerky or erratic motion
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- Avoid lifting in a situation where the body will be twisted. Avoid jerky or erratic motions

Use these techniques when lifting

- Keep feet parted for greater stability and lifting power
- Keep back straight to keep the spine, back muscles, and inner organs in correct alignment. This will minimize the chance of a hernia.
- Tuck the chin in to keep the neck, head, and spine straight
- Grip the object with the whole hand for more lifting power
- Keep arms and elbows tucked in for more gripping power
- Center your body over your feet for balance and lifting power
- Bend your legs and then lift the object by straightening the legs. your leg muscles will now take the load instead of your back
- Reverse the procedure to lower the object

Helpful things to do off the job

- Follow a regular exercise program, but see a doctor first for a check-up and advise
- Swimming, cycling, jogging, walking and rowing are considered sports to be good for the back.

If you do suffer a back injury

- Assume a comfortable position immediately. Lying down is usually best
- Apply ice packs to the pain area

- Get medical treatment
- Notify a project supervisor.

Additional safety precautions:

- Avoid splinters on picnic tables or playground equipment; administer first-aid at once if injured.
- Wear safety goggles and gloves when painting; avoid contact with paint on skin
- Wear dust masks when doing any sweeping in confined or windless areas to avoid lung irritation

IV. Personal Protective Equipment

For safety and comfort reasons it is suggested that all volunteers have at their disposal and are urged to use:

- Safety glasses
- Gardening gloves
- Knee protection
- Long sleeve shirt and long pants for insect protection
- Sun block
- Wide-brimmed hat
- First-aid kit

V. Job Responsibilities

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