



# City of Bisbee Adopt-A-Park Program

## **Our Mission**

To protect and enhance Bisbee's neighborhood parks by ongoing volunteer support and special events.

## **What we are**

A citywide volunteer program that recruits and trains residents to assist in general care and maintenance of neighborhood parks.

## **Our volunteers**

The City of Bisbee unites and supports all people interested in improving neighborhood parks. Our volunteers include:

- Individuals
- Senior citizens
- Youth Groups
- Schools
- Scouts
- Church Groups
- Businesses

## **Areas to Adopt:**

- Goar Park, Brewery Ave in Historic Old Bisbee
- City Park, Brewery Ave in Historic Old Bisbee
- Grassy Park, Main Street, Historic Old Bisbee
- Garfield Park, Tombstone Canyon, Historic Old Bisbee
- Higgins Park, Quality Hill (top of Higgins Hill), Historic Old Bisbee
- Vista Park (upper desert garden), East and West Vista Streets, Warren
- Vista Park (middle, playground/volleyball area), Warren
- Vista Park (lower section between Ruppe and Congdon), Warren
- Sherman/Paul Park, Paul Street, Warren
- Galena Park, Lowell Ave, Galena
- Saginaw Park, A Street, Saginaw
- Briggs Park, Dogwood Street, Briggs
- Ruben T. Garcia/ Tintown Park, Teran St, Tintown
- Skate Park, Arizona Street, Warren

## **What you can do**

Volunteers can: Pick up litter, rake leaves, sweep courts and pathways, cut grass, pull weeds; remove/cover graffiti; report illegal dumping, storm damage, injured or dead animals, and other hazards. Safety equipment, hand tools, and weed eaters can be picked up at Public Works with 3-day prior notification.

### **Minimum Commitment**

We ask for a minimum commitment of 1 year of service to your adopted park. We also ask that volunteers perform tasks at their location a minimum of 4 times per year.

### **Initial Adoption Process**

The group leader or individual must complete, sign, and return the Adoption Proposal and Agreement Form. All group members must sign and return the Volunteer Service Agreement/Adult and the Volunteer Service Agreement/Child as appropriate by age of your group members. City of Bisbee staff will process your forms and contact you with your notice of approval or denial.

### **Adopt-A-Park Training**

- Once your adoption is approved, City staff will train the group leader, group, or individual to do the tasks for which you have volunteered.
- Volunteers are required to abide by all safety guidelines, park rules, and ordinances.
- Once you are trained, you or your group will be considered active volunteers.

### **Safety Guidelines**

All volunteers are required to follow these guidelines while performing tasks at any park.

#### **DO's**

- Do lift all objects with your legs, not your back.
- Do wear light or bright colored clothing, hard soled shoes, and sturdy work gloves.
- Do use sunblock or wear a hat.
- Do contact Public Works at 520-432-6002 immediately if you notice a safety hazard such as a broken swing. Note: Concerns or hazards needing immediate attention after hours call dispatch at 520-432-2261.
- Do tie bags tightly before placing them into receptacles or on curb for pickup. Notify Public Works to request pickup.
- Do wear gloves at all times.
- Do handle sharp objects with care-children do NOT pick up broken glass.
- Do work during park hours.
- Do work with a partner whenever possible.
- Do carry small first aid kit.
- Do make sure that all volunteers in your business or organization are familiar with these safety precautions.
- Do have at least one adult supervisor for every five minors.

#### **DON'Ts**

- Don't overexert yourself. Be sure to take breaks, drink liquids, and dress appropriately for the weather.
- Don't bring small children or pets along on projects.
- Don't leave children or pets locked in the car at work locations.
- Don't stomp on bags. Injuries may occur from broken glass or sharp objects.
- Don't pick up materials you suspect might be hazardous, such as needles, or drug paraphernalia. Call your local police department at 520-432-2261.
- Don't pick up dead animals.



# Adoption Proposal and Agreement

Date: \_\_\_\_\_ Participant or Group: \_\_\_\_\_

Group Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone (Day): \_\_\_\_\_

Phone(Evening): \_\_\_\_\_

Park interested in adopting: \_\_\_\_\_

Duties (scope of work): \_\_\_\_\_

Work Schedule (when you plan on working in park): \_\_\_\_\_

Total hours expected: \_\_\_\_\_

### TERMS AND CONDITIONS:

1. Term: Subject to City's right to terminate, this agreement shall be in full effect for one year beginning.
2. Conditions:
  - (A) The participant(s) shall develop and follow a regular schedule for maintenance of the property and report any hazards to City staff.
  - (B) The contact person shall report all hours volunteered to Public Works.
  - (C) Each individual participant must sign to City of Bisbee's Standard Volunteer Service Agreement.
  - (D) The City of Bisbee may photograph or videotape the events or activity in which the participant is participating for purpose of promoting the City and its services/programs.
3. Access: Volunteers are allowed access to City property for the purpose of carrying out the terms of this agreement.

*The City of Bisbee reserves the right to terminate this agreement at any time.*

ADOPT-A-PARK PARTICIPANT

CITY OF BISBEE

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Signature of Staff*



## Volunteer Service Agreement/Adult

I, \_\_\_\_\_, am at least 18 years old and agree to volunteer my services to the City of Bisbee.

*I understand my schedule will be as stated in the Adopt-A-Park Proposal Agreement. I understand the schedule will be subject to approval by the Public Works Director.*

*I acknowledge that there is no salary or other compensation or prizes of any kind to be provided by the City for my services as a volunteer.*

*I also acknowledge and agree that my services are provided for the convenience of the City and may be terminated for any reason or for no reason and at any time by the City without notice or hearing.*

***I understand that during the course and scope of my volunteer services to the City, I will be covered under the City Workers' Compensation self-insurance. I also understand and agree that my sole remedy for any injury that I may sustain during the course and scope of my volunteer services to the City, which is covered by Workers Compensation, shall be through the City's Workers' Compensation insurance coverage. I waive any other right or remedy that I may have available to me for the injuries described above.***

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Group Name

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Volunteer Name

Date of Birth

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Mailing Address

City

State

Zip

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Phone (day)

Phone (evening)

email address

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Emergency Contact/Relationship

Emergency Contact Phone Numbers

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Volunteer Signature

Signature of Public Works Staff



## Volunteer Service Agreement/Minor

I, \_\_\_\_\_, am under 18 years old and agree to volunteer my services to the City of Bisbee.

*I understand my schedule will be as stated in the Adopt-A-Park Proposal Agreement. I understand the schedule will be subject to approval by the Public Works Director.*

*I acknowledge that there is no salary or other compensation or prizes of any kind to be provided by the City for my services as a volunteer.*

*I also acknowledge and agree that my services are provided for the convenience of the City and may be terminated for any reason or for no reason and at any time by the City without notice or hearing.*

***I understand that during the course and scope of my volunteer services to the City, I will be covered under the City Workers' Compensation insurance. I also understand and agree that my sole remedy for any injury that I may sustain during the course and scope of my volunteer services to the City, which is covered by Workers Compensation, shall be through the City's Workers' Compensation insurance coverage. I waive any other right or remedy that I may have available to me for the injuries described above.***

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Group Name

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Volunteer Name

Date of Birth

---

Mailing Address

City

State

Zip

---

Phone (day)

Phone (evening)

email address

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Emergency Contact/Relationship

Emergency Contact Phone Numbers

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Volunteer Signature

Signature of Parent

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## Volunteer Hours Report Form

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*Group/Individual Name*

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*Date*

*# of Volunteers*

*# of Hours Worked*

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*Tasks Completed*

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*Notes/Comments*

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*Volunteer Signature*

*Phone #*

*Date*

*Return or Mail to Public Works Department:*

*City of Bisbee  
C/O Public Works Department  
76 Erie Street  
Bisbee, AZ 85603*