



Adopt-A-Park Volunteer Application Form May 1 – Sept 30, 2011

Date: _____

Name: _____

House Address: _____

Mailing Address: _____

Phone:
(H) _____ (Cell) _____ (email) _____

Please indicate what green space you are willing to assist with: _____

What group of activities are you willing to volunteer to do on a weekly basis?

- Group 1 - \$100.00 per year**
- Picking Up Litter (We will supply you with garbage bags)
 - Spring Clean-Up
 - Watching for Vandalism & Reporting it
 - Dandelion Control

- Group 2 - \$200.00 per year**
- Mowing
 - Watering (flower beds, Newly planted trees and / or shrubs where applicable)

Volunteer signature

Date

Volunteer Activities

There is a task for everyone, regardless of the amount of time they may have. Some volunteers spend a few minutes each day in a park near their homes, some volunteers perform weekly activities like watering the flower beds and helping out with picking up garbage and spring clean up.

In the course of your volunteer commitment you have agreed to perform a variety of activities on a weekly basis. Here is a guideline to follow:

Litter Control

Collecting litter is not a glamorous job, but the results can be dramatic. Sometimes it is all the park needs. Litter control tips include:

- Wear your gloves
- Carstairs Operational Services will supply you with garbage bags to use in the parks.

Spring / Fall Cleanup

Like litter collection, spring clean up may not be glamorous, but it does yield amazing results. Spring clean up for parks is usually accomplished with very few staff employed at the time. Help from volunteers is greatly needed in many parks through the town. Tips include:

Arrange for a supply of garbage bags and equipment (i.e. Rakes) the town does supply garbage bags for the parks.

- Arrange a site where filled bags can be collected, let Operational Services know where the garbage bags are located.
- Clean up the site:
 - Collect papers, cans and other refuse.
 - Rake up leaves, grass and small branches in the park.
 - Inform Operational services of the location of any large items for later removal.

Vandalism Watch

When it is obvious that people care about their neighborhood parks and observe the activities within the park, vandalism usually decreases. Vandalism prevention tips include:

- Note any damage done to town property: trees, fences, benches, tables etc. Report this to Operational services immediately.

- If an unusual activity takes place, take notes. Include a description of the people and or vehicle, license number, date, time and place. Contact Operational Services and give them the information.
- If it is a crime in progress call 911.
- Volunteers should not approach dangerous or uncomfortable situations themselves.

Weed Removal

Weeds will always grow anywhere and the Town of Carstairs does their best to control invasive and noxious weeds with the resources they have. Weed spraying usually involves community signage. In some cases, a site will be closed to users while spraying is done. Dandelions for example grow very well in this climate and hand picking of weeds is the best method of control.

Mowing

We emphasize that volunteer mowing is crucial in maintaining our parks. This allows the town's parks department to focus on larger projects. The following guidelines should be followed:

- Protective equipment should be worn including ear and eye protection.
- Use proper lifting techniques where necessary.
- Always use the safety shield or grass catcher.
- Blow clippings away from people, vehicles and cultivated areas (flower or shrub beds), shale areas, sidewalks, and roads.
- Always remove debris before mowing.
- Mow to the specified heights and try to avoid scalping the turf. Heights being 6cm on irrigated turf and 10 -15 cm on non-irrigated turf.
- Be careful and avoid damaging trees, shrubs or other park features.
- Report any damage to Park property to Operational Services as soon as possible.
- After mowing has been completed enter your hours in your note log.
- Make note of any improvements required.
- Make note of any hazardous conditions and contact Operational Services.

Watering

Watering is sometimes necessary in certain areas, including flower beds and newly planted trees and shrubs. When watering do so in the early morning, when weather is cool and windless. This will reduce water loss because of evaporation, or water in the evening.

Graffiti Removal

Graffiti is found in some parks in town. The understanding amongst experts is that graffiti should be removed within 24 hours once found on public or private property. This can be a large undertaking and with the assistance of volunteers graffiti can successfully be removed within this time frame. Please contact the office of Operational Services.

ASSIGNED DUTIES AND WORK RECORD

Volunteer Information

Please fill out the following pages as a record of the duties you performed in the park. The information from the work record is very important. The number of volunteer hours and the tasks volunteers perform are used for many purposes, including recognition of your efforts as a volunteer.

We would also like to read your comments about the Adopt-A-Park program or your park, and your ideas and suggestions for improving them.

Please return the work record pages to Operational Services at the end of the season which is Oct 1st of every year. After your work record has been reviewed by Operational Services your payment will be applied to your Utility account for your volunteer services, by October / November billing.

Thank you for your help

Your efforts make the Adopt-A-Park program a success, and “Carstairs the best place to live”.

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Total												

Volunteer Name: _____

Total Hours: _____

Address: _____

*** Hours MUST be submitted by Oct 31, 2011 in order to receive payment.**

***NOTE:** Tips for recording hours: Vandalism is considered anytime spent in or watching the park and talking to neighbors about the program or your duties.

To notify us of your volunteer hours please mail, fax, phone or email them in.