



**Spokane Park Board
Development and Volunteer Committee
3 p.m. Wednesday, Nov 16, 2022**

In-person: Lilac Conference Room, City Hall 1st floor Lobby
808 W. Spokane Falls Blvd.

WebEx virtual call-in: # 408-418-9388

Access code: 2486 570 6615

Fianna Dickson – Marketing & Communications

Committee members

Bob Anderson – Committee chair/Park Board

Jennifer Ogden – Park Board

Gerry Sperling – Park Board

Christina VerHeul – Park Board

Kelly Brown – Development & Volunteer Citizen Advisory Committee representative

Julie Biggerstaff – Community Assembly representative

Rick Romero – Member-at-large

The Park Board Development and Volunteer Committee meeting will be held in person at Lilac Conference Room, City Hall first-floor lobby, and virtually via WebEx at 3 p.m. Wednesday, Nov. 16, 2022. The public will be able to listen to the meeting by calling 408-418-9388 and entering access code: 2486 570 6615, when prompted.

Written public comment may be submitted via email or mail. Comments must be received no later than 11 a.m. Nov. 16 by email to: spokaneparks@spokanecity.org or mail to: Spokane Park Board, 5th floor City Hall, 808 West Spokane Falls Blvd., Spokane, Washington 99201. Submitted public comments will be presented to meeting attendees prior to the meeting.

Agenda

1. **Call to order** – Bob Anderson

2. **Public comment** – Bob Anderson

3. **Action items**

A. None

4. **Discussion items**

A. [Draft Policy & Procedure for Adopt a Park and Park Friends](#) – Fianna Dickson

5. **Standing reports**

A. EXPO+50 update – Garrett Jones/Rick Romero

B. DVCAC monthly update – Kelly Brown

C. Quarterly volunteer report – Fianna Dickson

D. Quarterly membership update – Bob Anderson

6. **Adjournment**

Agenda is subject to change

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at 509.625.6237, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or mpiccolo@spokanecity.org. Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

CITY OF SPOKANE PARKS AND RECREATION DIVISION DIVISION POLICY AND PROCEDURE	DEPT LGL
TITLE: “ADOPT A PARK” AND “FRIENDS OF PARKS” PROGRAM POLICIES AND PROCEDURES EFFECTIVE DATE: REVISION EFFECTIVE DATE:	

Note: items in red not yet finalized

Question for legal about insurance requirements for both types of groups

1.0 GENERAL

1.1 PURPOSE

The Spokane Parks and Recreation Division “Adopt a Park” and “Friends of Parks” (the “Program”) is a public participation program of Spokane Parks and Recreation which encourages volunteer involvement and community service in support and enhancement of public parks under the control of Spokane Parks and Recreation. The purpose of this policy is to establish policies and procedures for participation in the Program.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to the Parks and Recreation Division.

3.0 REFERENCES

City Charter - Section 48, Park Board – Powers

4.0 DEFINITIONS

4.1 “Adopt a Park” means a program where a group of volunteers commit to routine volunteer efforts to help care for a park; work could include routine clean-ups, tending to flowers/trees, trail maintenance, locking/unlocking fa-

cilities, or similar. The group can serve one park or a group of related parks (i.e. all parks within a neighborhood council, or parks in a proximity).

4.2 “Director” means the Director of Parks and Recreation.

4.3 “Division” means the Spokane Parks and Recreation Department.

4.4 “Friends of Group” or “Park Friends Groups” means a program with all of the features of “Adopt a Park” plus additional responsibilities which may include fundraising, hosting events, joint vision-planning with the division, and/or similar approved activities. The group can serve one park or a group of related parks (i.e. all parks within a neighborhood council, or parks in a proximity).

4.5 “Program Agreement” means a contractual agreement entered into and signed by a Division representative and the volunteer group’s representative (Group Leader) authorizing the group to participate in the Program, setting the terms and conditions for that participation, and assigning a Park to the group.

4.6 “Program Coordinator” means a Division employee who manages the Program and provides liaison and support between the Division and the volunteer group’s leader and volunteers.

4.7 “Volunteer” means a registered, approved volunteer with Parks & Recreation acting on their own behalf and committed to completing approved tasks on a one-time or ongoing basis

5.0 POLICY

5.1 Program Eligibility

- a) Volunteer organizations/groups are eligible to participate in the Program if the Division is satisfied that the group will fulfill its obligation under the Program in a safe and responsible manner and in harmony with the Division’s mission/vision and master plans and/or preferred plan for the park in question.
- b) Volunteer groups eligible to participate in the Program may be individuals, families, civic and non-profit organizations, churches, service clubs, other organizations, and volunteers from commercial and private enterprises.
- c) Adopt a Park and Park Friends groups naming will be mutually-agreed upon by the group and the division. A volunteer group is not eligible to participate in the Program if its name:

- i. Endorses or opposes a particular candidate for public office;
 - ii. Advocates a position on a specific political issue, initiative, referendum, or piece of legislation; or
 - iii. Includes a reference to a political party.
- d) Volunteer groups and/or individuals that have been denied participation in the Program due to a lack of compliance to a previous Program Agreement shall not be eligible to participate for a period of five years following the termination of the previous Program Agreement.
- e) Each volunteer group must have a designated representative/group leader who functions as the group's primary liaison with the Division. The group leader must be an adult (eighteen years of age or older).

5.2 Group Bylaws and Tax-Exempt Status for Park Friends groups.

- a) Only groups with organized structure via bylaws are eligible to participate in the Division's Park Friends Groups. Adopt a Park groups are not required to have bylaws.
- b) Generally, the most successful Park Friends groups have a strong and broad charter from the start of their creation and have well drafted bylaws for the group. Bylaws should outline the necessity of holding annual meetings; frequency of group meetings; the group structure including membership and organizational constitution.
- c) Generally, bylaws include the group's name, their purpose, and membership criteria and define how the group aligns with the Division's mission and goals. Bylaws should clearly outline and establish a strong mutual and beneficial partnership with the Division.
- d) Groups need to determine their charitable status. In the US, Friends of Group or Park Friends Groups need to obtain tax-exempt status. The division does not require Adopt a Park groups to obtain tax-exempt status.
- e) **The Appendix contains sample bylaws.**

5.3 Program Agreement.

- a) In order to participate, eligible Adopt a Park and Park Friends Groups must follow the Procedures in section 6.0. and be recognized through a Program Agreement.
- b) The Adopt a Park Program requires a one-year commitment by groups, and Park Friends groups require a five year commitment.
- c) Volunteer groups and/or individuals may be denied participation in the program or have their agreement terminated due to a lack of compliance

with policies and procedures. If a group appears to have ceased to fulfill their program responsibilities, the staff liaison will contact the group leader first by phone and then by mail. If the group does not contact the coordinator within thirty calendar days of the date of the letter, the agreement will be terminated.

- d) Adopt a Park and Park Friends groups will follow all division and city policies, to include the sponsorship and social media policies.

5.4 Service Opportunities and Projects.

- a) Adopt a Park and Park Friends groups work in collaboration with the division to find compatible goals and partnership opportunities. The following considerations form the basis for determining which projects the Division partners on with Adopt a Park and Park Friends groups:

- i. Mission: Does the project meet the missions/goals/objectives of Parks & Recreation?
- ii. Needs and Level of Service: Is it aligned with community desires and physical need, as outlined in our Master Plan?
- iii. Park Conditions and Ongoing Sustainability: Does it target facilities in poor condition or out of service? Is the project sustainable?
- iv. Equity Investment Zones: Does the project address social/health vulnerabilities or economic disparities?
- v. Opportunities: Is there an opportunity to leverage funds or resources (combination of Park funds and Park Friends fundraising efforts)?
- vi. Community Benefit: Does this project benefit the greater community or neighborhood (as opposed to special interests of individuals or smaller groups)?

- b) Groups will not complete any fundraising or work project without prior written approval by their staff liaison or the director. Projects may require written plans to be submitted by the group and may require additional steps like a traffic control or safety plan. Fundraising or work projects are defined as any maintenance, programming, or capital improvement to a park.

- c) Adopt a Park and Friends of groups should host at least two times per calendar year an event/activity. Additional events/service op-

portunities/projects can be completed as needed to support the park.

5.5 Group Leader

- a) The Group Leader as identified within the groups Bylaws shall sign the Agreement and act as the Group's primary liaison with the Division.
- b) The Group Leader is responsible for:
 - i) Serving as the communication point person with the Division's assigned staff liaison. Groups are required to keep open lines of communication. It is critical that groups and the division work, communicate, and collaborate as a team and operate with respect and professionalism.
 - ii) Ensuring that the Group complies with the provisions of the Program agreement
 - iii) Ensuring that each volunteer receives the appropriate training;
 - iv) Submitting project request and records;
 - v) Ensuring that activities/events are conducted in a safe manner;
 - vi) Making sure that each volunteer under the age of eighteen is registered and has a completed Parent/Guardian Informed Consent Form before participating in any program activity;
 - vii) Filing all required reports and forms with the staff liaison; and
 - viii) Reporting any injuries incurred by volunteers during activities/events to the City and communicating with the staff liaison as necessary to ensure smooth conduct of the program.

5.7 Program Support

- a) Adopt a Park and Park Friends groups will be supported by their staff liaison and other members of the division, which may include: coordination of shared resources; marketing support and event promotion (i.e. graphic design and press release assistance, social media sharing); opportunities to participate and present to the Development and Volunteer Committee Citizen Advisory Committee of the Park Board; priority access for venue reservations and review of venue rental costs; and recognition of contributions.

5.8 Record keeping

- a. Adopt a Park and Park Friends groups will be required to maintain their own records to include email/ mailing lists of their members, volunteer tracking, committee/board/meeting records and/or minutes, and any paperwork required by government agencies.
- b. They agree to make these records available to the division at any time upon request, within 30 days of request, and to report annually to their staff liaison in alignment with Procedures in section 6.0.

5.9 Hazardous Materials

- a. Volunteers shall not handle hazardous materials or materials they suspect to be hazardous.
- b. Volunteers who encounter anything they suspect to be hazardous must not touch it or pick it up but must take appropriate precautions and report the location and description to their staff liaison as soon as possible.

6.0 PROCEDURE

6.1 Adopt a Park

6.1.1 Interested parties must first register and complete at least one volunteer session with the Division in an approved activity.

6.1.2 After volunteering at least once, a group of at least two volunteers may fill out an **application** to Adopt a Park. Adopted parks will be confirmed upon a determination by the Division that the group will be able to foster and support the Division's mission/goals and plans.

6.1.3 Approved groups will be required to commit to one year of service, and sign the Division's **Adopt a Park Program Agreement**.

6.1.4 Groups will be required to report annually to the Division the number of volunteers, number of volunteer hours, and a summary of the projects worked on. This should be submitted to the staff liaison by January 31 for the calendar year prior.

6.2 Park Friends

6.2.1 Interested groups must have completed at least one year of volunteer work under the Adopt a Park program.

6.2.2 Adopt a Park groups interested in expanding their scope of work in alignment with the Park Friends definition may fill out an **application**

to form a Park Friends group. Park Friends groups will be confirmed upon a determination by the Division that the group will be able to foster and support the Division's mission/goals and plans.

6.2.3 Approved groups will be required to commit to five years of service, and sign the Division's **Park Friends Group Program Agreement**.

6.2.4 Groups will be required to report annually to the Division the number of volunteers, number of volunteer hours, and a summary of the projects worked on. This should be submitted to the staff liaison by January 31 for the calendar year prior.

7.0 RESPONSIBILITIES

The Director of Parks and Recreation shall administer this policy.

8.0 APPENDICES

- Application to Adopt a Park
- Adopt a Park agreement template
- Application to form a Park Friends group
- Park Friends agreement template
- Matrix (volunteer, Adopt a Park, Park Friends)
- Toolkit for Adopting a Park & Forming/Growing a Park Friends group

APPROVED BY: