



ADOPT-A-PARK PROGRAM

In order to enhance the quality of our parks, the City of San Benito's Parks and Recreation Department encourages volunteers and donors to assist with the preservation and maintenance of landscaped areas and the general upkeep and repair of equipment and facilities.

By maintaining and protecting our neighborhood parks, open spaces and waterways in San Benito, we protect our natural resources and preserve habitat required for the survival of diverse species. Adopt-A-Park helps to provide safe environments for recreation and strengthens our community image and sense of place. Our well-maintained and enjoyable parks attract and retain businesses, residents, and tourists while providing space for recreational and leisure activities.

Who Can Adopt-A-Park?

Anyone! The program's intent is to unite people interested in improving San Benito's neighborhood parks and open spaces. Donors and volunteers include businesses, individuals, neighborhood associations, schools, church groups, service clubs, seniors, youth groups and scouts.

Adopt-A-Park Program Activities

The Adopt-A-Park Program encompasses two areas of activities: 1) donations toward a park and/or recreational program, and 2) volunteers adopting a specific park and assuming responsibility for eligible activities.

Donation Opportunities

General Donation for City Parks- Donors may make a general donation to the city's park system, which may be used for a variety of programs and general park purposes.

Children's Playground- Donors may make donations for the repair and construction of playgrounds at our local parks.

Habitat Restoration- Contributions may be made to assist in purchasing equipment and implementing plans for ongoing habitat restoration in open space parks.

Senior Services- Donations go specifically to fund activities at local senior and recreation centers.

Summer Day Camps- Donations will go toward transportation needs to assure that children participating in local recreation day camps have an enjoyable camp experience.

Memorials-The Parks and Recreation Department provides opportunities for members of our community to place memorials to loved ones within our parks system. We have established the following guidelines in order to allow for a coordinated and consistent program for solicitation and recognition of contributions. Memorials are acceptable in the following categories:

- **Living Legacy Memorial Tree Donations-** The living legacy tree program provides individuals and organizations with the opportunity to honor people and to commemorate special events by planting trees in city parks within the City of San Benito.

- Trees may be donated by individuals in memory of a loved one, or to celebrate special events such as the birth of a child or to observe a wedding. Businesses may wish to dedicate a tree to an outstanding employee, a new building, or upon reaching certain milestones. Other organizations may want to dedicate a tree as a living asset to the surrounding community. The department will purchase, plant and maintain the donated tree for a one-time fee of \$250. Donors may select a tree that is suitable to the immediate geographical area, such as the following: ash, live oak, Mexican/wild olive (anacahuita), Chinese Elm, Crape Myrtle. Trees should be at least six (6) feet high with a 2 ½” trunk.
- Memorial Bench/Amenity Program- The program provides an opportunity to commemorate a special person or occasion with the placement of a bench or amenity that enhances our community’s parks. To participate in the program, a fee ranging from \$1,500 to \$2,000 will be charged, depending on the park, specific bench/amenity location and various site installation factors. This fee covers the cost of the bench/amenity with commemorative plaque preinstalled, delivery, installation and a certificate of acknowledgement for the bench/amenity donor.

Donors also have the following options: 1) plant bushes/plants around the immediate bench area, 2) maintain the immediate area around the bench, and/or 3) ask the Parks and Recreation Department to maintain the area in question. NOTE: A list of acceptable bushes/plants may be obtained from the Parks and Recreation Department.

- General Memorial Donations- Funds generated by these donations will be used to best meet current needs of the department, as determined by the Director. From time to time, the department may be accepting donations for a specific improvement needed. A list of opportunities for project-specific donations will be maintained and provided to those who express interest.

Volunteer Opportunities

The Adopt-A-Park Program is a city-wide program that enables groups and individuals to assist in the general care and maintenance of neighborhood parks, open spaces, and waterways in San Benito. The program is one that involves and educates the public in what is required to keep our parks safe and enjoyable.

Volunteers may adopt any of the following:

- Sports fields
- Flower beds
- Trees/shrubs
- Playgrounds
- Undeveloped parkland
- Park benches/picnic tables/trash cans
- Beautification areas

Procedures for Adopting a Park

An individual or representative of an interested group should contact Art Garza, Parks and Recreation Director, at (956) 361-3831, or email agarza@cityofsanbenito.com to request a sponsorship application.

The sponsor should select the site the sponsor would like to adopt, complete the sponsorship application and return it to the department at 143 S. Reagan St., San Benito, Texas. The sponsor should identify an alternate park in case the first choice is not available.

Staff will evaluate the individual or group and determine whether they are capable of sustaining the requested park grounds or amenities. It is our intention to match the sponsor with the request; however, staff may recommend a site

Adopt-A-Park
June 7, 2013

that is more appropriate towards the sponsor. Physical boundaries of adopted areas will be set in order to prevent a sponsor from being overworked or causing the sponsor to possibly fall short of volunteer goals. These boundaries will be established and agreed upon between Parks and Recreation Staff and each individual or group sponsor.



Adopt-A-Park Application and Agreement

Instructions: Print or type responses. Mark "X" where appropriate.

Email completed application to: agarza@cityofsanbenito.com

Or

Return via mail to:
Parks & Recreation Department
143 S. Reagan St.
San Benito, Texas 78586

Name of Adopt-A-Park Group or Individual		Park to be Adopted- 1st and 2nd Preference	
Primary Group Contact		E-mail	Phone 1: Phone 2:
Street Address		City	State Zip
Secondary Group Contact		E-mail	Phone 1: Phone 2:
Street Address		City	State Zip
<i>Why are you or your group interested in adopting this park?</i>			
<i>What types of projects would you or your group propose to conduct at your adopted park?</i>			
<i>How much time are you or your group willing to commit to this project in the next year?</i>			
<i>How many members of your group will regularly participate in Adopt-A-Park work days?</i>			

Signature of Applicant _____
Signature of Parks & Rec. Director _____

Date _____
Date _____

TERMS AND CONDITIONS

Each volunteer participating in the Adopt-a-Park program accepts to the terms and conditions stated below and agree to comply with these terms and conditions at all times.

All maintenance activities, improvements made, hours worked and injuries sustained by each volunteer will be reported to the Parks and Recreation Department within 24 hours of occurrence.

Each volunteer agrees to donate his/her services to City of San Benito, and the City of San Benito intends to accept the donation of volunteer services. Both parties agree as follows:

Each volunteer understands that as a volunteer, he/she does not qualify for workers' compensation benefits, and will be responsible for all medical expenses for any injuries incurred while performing volunteer services.

Each volunteer understands that he/she is not an employee of the City of San Benito and is not entitled to receive salary, benefits or any other compensation.

Each volunteer acknowledges that he/she is fully aware of the possible hazards of performing volunteer services, including possibly injury or death. Each volunteer understand that in providing the volunteer services he/she may encounter a variety of physical hazards in the work area and in the use of tools or equipment.

Each volunteer agrees to perform volunteer services with the knowledge of the risks involved and declares that he/she is physically fit, able and qualified to perform these services.

All Volunteers in any group participating must sign the roster sheet below notifying the City of their participation. All names under this roster sheet are bound to the terms and conditions of this agreement. If a person's name is not on this roster sheet, then they are not authorized or accepted by the City of San Benito to serve as volunteers. The group's roster sheet must be continuously updated as new volunteer members become available to your organization.

Each volunteer signing below agrees to release and hold harmless the City of San Benito, its officers, agents, employees and all other persons against loss or expense, including attorney's fees, arising from any and all claims, lawsuits or actions I or my heirs or legal representatives may have for bodily injury, death, or property damage I may incur as a result of my volunteer services under this agreement.

Volunteers are responsible for the following:

- Abiding by all park rules and ordinances
- Notifying staff if resigning
- Returning all supplies upon completion of tasks/duties
- Signing the roster sheet every time work is performed
- Reporting hazardous conditions to staff
- Reporting all accidents to staff
- Keeping track of hours worked and reporting them to staff
- Abiding by all terms and conditions stated in this agreement.

The Parks and Recreation Department will be responsible for:

- Providing Adopt-A-Park application packets
- Supplying certain materials/equipment as needed (e.g. trash bags, painting supplies, mulch, etc.) Volunteers are encouraged to provide their own tools whenever possible.
- Removing filled trash bags from the park
- Following up on needed repairs reported by volunteers

Adopt-A-Park
June 7, 2013

Initials of applicant: _____

	Name (print)	Address	Telephone Number	Signature
1.				
2.				
3.				
4.				
5.				

GROUP ROSTER SHEET

6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				
26.				
27.				
28.				
29.				
30.				
31.				
32.				
33.				
34.				
35.				
36.				
37.				
38.				
39.				

By signing this roster sheet, I agree to release and hold harmless the City of San Benito, its officers, agents, employees and all other persons against loss or expense, including attorney's fees arising from any and all claims, lawsuits or actions I or my heirs or legal representatives may have for bodily injury, death, or property damage I may incur as a result of my volunteer services under this agreement.



PARENTAL CONSENT FOR VOLUNTEERS 17 AND UNDER

Dear Parent or Guardian,

We are excited about your child/dependent's interest in the Adopt-A-Park Program with the City of San Benito. Before they are allowed to be placed as a volunteer, the city requires consent for their participation. **Your child/dependent will not be allowed to be a volunteer unless this form is completed.**

As a parent or guardian of the volunteer below, I agree to release and hold harmless the City of San Benito, its officers, agents, employees and all other persons against loss or expense, including attorney's fees arising from any and all claims, lawsuits or actions I or my heirs or legal representatives may have for bodily injury, death, or property damage I may incur as a result of my volunteer services under this agreement.

Name of child/dependent who will be volunteering: _____

Child/dependent's birth date (MM/DD/YY): ____ / ____ / _____

Child/dependent's home address: _____

City: _____ State: _____

Parent/Guardian's contact (for emergency purposes): _____

Parent/Guardian's printed name: _____

Parent/Guardian's signature: _____

