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Memorandum

To: Frank Gifford

From: Matt Tyler

Re: Adopt-a-Park Policy Statement

Date: September 30th, 2009

Introduction

The vision of the Adopt-a-Park Program is to empower volunteers to maintain parks over extended periods of time, and in a safe and appropriate manner. The Adopt-a-Park Program increases overall park quality, reduces the cost of maintenance, and fosters community investment.

General Policy Statements

1. Jefferson County (County) Parks may be adopted by individuals, informal groups, non-profit & for profit corporations; or government agencies.
2. The Adopt-a-Park program is for day use parks.
3. Parks are adopted through a written memorandum of understanding.
 - a. The purpose of the memorandum of understanding is to define the park, the time period the park is adopted, and the expectations the County has of the adopting agency.
 - b. The memorandum of understanding is written in plain language.
 - c. The adopting agency may cancel the Adopt-a-Park relationship for any reason.

- d. The County may cancel the Adopt-a-Park relationship for any reason.
4. No financial consideration is exchanged between the Adopt-a-Park agent and the Jefferson County.
5. All volunteers serving under the Adopt-a-Park program must:
 - a. Be properly trained and supervised by the Adopt-a-Park agent as detailed in the Adopt-a-Park Memorandum of Understanding.
 - b. Complete a volunteer registration form prior to commencing work.
 - c. Be familiar with and follow these County Policies as detailed in the County Personnel Administration Manual:
 - County Code of Ethics
 - County Rules of Conduct
 - Alcohol and Drug Free Workplace
 - Anti-Harrassment Policy
 - Violence in the Workplace
6. Registered volunteers doing work approved by the Adopt-a-Park Memorandum of Understanding are covered by Workman's Compensation Insurance as provided by the Washington State Department of Labor and Industries.