



# FRIENDS OF PARKS AND TRAILS

## Program Guidelines and Policies

### **PROGRAM MISSION**

“Friends of” groups provide volunteer opportunities for individuals and groups to take an active role that contributes to the beautification of local parks and trails. Volunteer opportunities can include mowing, trail maintenance, weeding, planting, watering, fundraising and trash pickup, and more. “Friends of” groups can:

- > Leverage volunteers to improve parks and trails
- > Increase awareness of parks and trails
- > Develop an organizational advocacy for parks and trails
- > Build community pride in parks and trails
- > Encourage and recognize volunteer contributions and efforts

### **WHO CAN PARTICIPATE?**

“Friends of” groups are open to all individuals and organizations in the St. Helens community and surrounding area. Some examples include but are not limited to:

- > Businesses
- > Faith-based groups
- > Individuals and families
- > Neighborhood associations
- > Community service organizations
- > Schools (clubs and teams)

### **WHY PARTICIPATE?**

The inventory of St. Helens parks and trails has grown over the years and will continue to do so. City staff continues to maintain amenities with limited resources, but the increase in use and limited capacity is a continuous challenge. Volunteer efforts can make the difference in St. Helens parks and trails.

### **BENEFITS OF PARTICIPATION**

#### **COMMUNITY INVOLVEMENT**

Volunteers have a unique opportunity to donate services to the community and enjoy the results of hard work. They can become stewards of public lands by working to improve parks and trails in a meaningful way.

#### **ENVIRONMENTAL**

Involvement in the parks and trails protects our natural resources, generates pride in our parks system, and demonstrates a commitment to restoring and improving habitat for local wildlife.

#### **LEADERSHIP AND TEAMWORK BUILDING**

Organizations who regularly participate can improve teamwork, facilitate better communication, and increase team cohesion. Group leaders can improve leadership qualities and strengthen team building skills.

### **INTERESTED IN FORMING A GROUP?**

If you are interested in forming a “Friends of” group, please contact Shanna Duggan at [sduggan@sthelensoregon.gov](mailto:sduggan@sthelensoregon.gov) or call 503-397-6272



# City of St. Helens | Friends of Parks and Trails

## Program Guidelines and Policies

### Responsibilities of the City of St. Helens

1. Management and tracking of all financial funds for each “Friends of” group
2. Coordination of response to requests for projects and work within the parks and trails
3. Communication of “Friends of” group activities to the public, when appropriate
4. Provide tax-deduction letters, as requested by donors
5. Requests to adopt specific sites are processed on a first-come, first served basis.
6. The City reserves the right to designate specific adoption sites. Most sites will be assigned based on operational (maintenance and oversight) needs.
7. Special arrangements can be requested beforehand with City staff to furnish trash bags, tools, and other supplies to the “Friends of” groups on a case-by-case basis.

### Responsibilities of the Friends of Groups

1. A designated group leader will be required for each organization to serve as the primary point of contact for the City. The group leader will be responsible for scheduling workdays, ensuring compliance with release forms and any other rules or regulations of the City.
2. Communicate with Parks Department, Public Works, and Parks Commission about upcoming projects and work parties.
3. Work parties and projects must be approved by the Parks Commission or City in advance.
4. Coordinate with Parks and Trails Commission Secretary to present an annual report to the Commission that includes the following:
  - I. Updated contact information including name, phone number and email of the group leader and one active member
  - II. A list of volunteers who worked in the park each year and release forms
  - III. Total number of volunteer hours worked each year
  - IV. Projects or detailed work completed each year
  - V. Plans and projects for next year
  - VI. “Friends of” groups may be asked to report to the City Council when appropriate
5. Group leaders and all volunteers must abide by all state and local laws, rules and regulations, all written and verbal guidelines, directions and instructions of the City of St. Helens staff.
6. Volunteers shall exercise reasonable and prudent judgment in their volunteer performance. All volunteers under the age of 18 must have reasonable adult supervision.
7. Volunteers may not modify or add to the existing landscape, parks or trails without the consent of the City.
8. Volunteers who are injured while performing their duties should seek medical attention from a provider of their choice. Any accident or injury shall be reported to the City within 24-hours of the occurrence.
9. Signage is the property of the City of St. Helens and will be installed, modified and removed only by designated staff. Advertising is not permitted on signage.
10. Group leaders must ensure all volunteers complete a release form for every participant and submit it to the City, preferably, prior to the first work party. If a participant is under the age of 18, a parent or guardian must sign the release form. Parents assisting with clean-ups must also sign the release form. Children must be supervised at all times by a parent or guardian.
11. Volunteers shall provide their own transportation and tools as necessary to accomplish the program requirements. Special arrangements can be requested beforehand with City staff to furnish trash bags, tools, and other supplies to the “Friends of” groups on a case-by-case basis.
12. If any personal belongings of value are found, they should be turned into the St. Helens Police Department at 150 S. 13th Street or by calling 503-397-1521.

**To begin, Please fill out an Online Interest form on the Parks & Recreation web page at [www.sthelensoregon.gov/parksrec](http://www.sthelensoregon.gov/parksrec)**