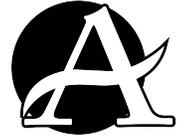




City of Anoka
COMMUNITY SERVICE PROJECT APPLICATION



Name of Chapter, Group, or Organization: _____

Organization Address: _____

Primary Contact Name: _____

Phone / Email: _____

Type of Community Service Project Requested:

- _____ a) **PICK-A-PARK** or Boulevard Clean Up: Litter Pickup one time per year. This project option is great for groups that are interested in giving back to the community. This is a one-time project. Group will be recognized for their contribution to the City of Anoka in a future issue of the Anoka City View Newsletter. Please take a photo of the group on the day of the and submit to njenks@ci.anoka.mn.us
- _____ b) **ADOPT-A-PARK /Cemetery/Boulevard**: Litter pickup completed one to two times per year for a period of 3 or more years OR other reoccurring service project approved that takes place annually for a period of 3 years or more. Groups that officially adopt a park will receive recognition signage at the park honoring the service contribution.
- _____ c) **SPONSOR-A-PARK**: On-going financial or labor contribution for maintenance of a park or facility, or donation of real property for development. Group/Individual that officially sponsors a park will receive recognition signage at the park in honor of the contribution.
- _____ d) **PARK PROJECT**: A one-time financial or labor contribution for a specific capital park improvement project such as installation of a new playground, rehabilitation of an existing amenity, or construction/addition of a new amenity, etc. Group will be recognized for their contribution to the City of Anoka in a future issue of the Anoka City View Newsletter and other applicable media sources.

Park or Property location desired: _____

Boulevard location desired: _____
(be specific, include cross streets or address for start/end points along the boulevard)

Please complete information on page 3 for Pick-A-Park or page 4 Adopt-A-Park applications.

The City of Anoka reserves the right to refuse, cancel, or revise this agreement if in its sole judgment the nature of the group or its symbol is political, controversial, or in questionable taste, or if the group is not meeting the terms and conditions of this agreement. By signing this agreement, the group acknowledges the hazardous nature of the work and agrees to comply with the terms and conditions herewith to the satisfaction of the City of Anoka.

The volunteers or their agents shall assume all liability for, and save the City of Anoka, its agents and employees, harmless from any and all claim for damages, actions, or causes of action arising out of the work to be done herein.

Any and all volunteers of the group, or other persons while engaged in the performance of any work or service performed under this agreement, shall not be considered employees of the City of Anoka, and any and all claims that may or might arise under the Workers' Compensation Act of Minnesota on behalf of said employees or other persons while so engaged, and any and all claims made by any third party of the group's volunteers or other persons while so engaged on any of the work or services to be rendered, shall in no way be the obligation or responsibility of the City of Anoka.

I HAVE READ AND UNDERSTAND AND WILL OBSERVE THE SAFETY TIPS SHEET AND TERMS AND CONDITIONS:

Printed Name of Group/Organization Leader

Signature

Date

Nichole Jenks
Recreation Manager

Date

ADOPT-A-PARK OR SPONSOR-A-PARK

Name to appear on signage:



PICK-A-PARK or Boulevard Clean Up:

Litter Pickup one time per year. This project option is great for groups that are interested in giving back to the community. This is a one-time project.

Date or time frame available for doing project: _
(e.g. Weekend, Specific Date/s, Weekday Evening, earth day, etc...)

Majority age range of group members that will be completing the service project (do not include chaperones for youth groups):

- | | |
|--|--|
| <input type="checkbox"/> Youth age 6 – 8 years | <input type="checkbox"/> Adults (all participants over 18) |
| <input type="checkbox"/> Youth 9 – 11 years | <input type="checkbox"/> Mixed Ages (no one under age 12) |
| <input type="checkbox"/> Youth age 12 – 18 | <input type="checkbox"/> Mixed Ages (6 yrs and up) |

Main Contact Name (day of event): _____

Phone / Email: _____

Please see terms and conditions

ADOPT-A-PARK /Cemetery/Boulevard:

Litter pickup completed one to two times per year for a period of 3 or more years OR other reoccurring service project approved that takes place annually for a period of 3 years or more.

Time period each year when project(s) will be completed: ___(e.g April/October, etc):

If your group is interested in providing more than a general litter pick up 1 – 2 times per year, please provide more information about your desired project and scope of work to be completed:

Describe in detail the support services that may be needed or are requested from the City of Anoka for your service project either on or in preparation for your desired project (e.g. labor support on day of event, materials, supplies, equipment):

Majority age range of group members that will be completing the service project (do not include chaperones for youth groups):

- | | |
|--|--|
| <input type="checkbox"/> Youth age 6 – 8 years | <input type="checkbox"/> Adults (all participants over 18) |
| <input type="checkbox"/> Youth 9 – 11 years | <input type="checkbox"/> Mixed Ages (no one under age 12) |
| <input type="checkbox"/> Youth age 12 – 18 | <input type="checkbox"/> Mixed Ages (6 yrs and up) |

PICK-A-PARK & ADOPT-A-PARK TERMS AND CONDITIONS

1. The group agrees to complete their project at an agreed upon site after consultation with the City of Anoka Parks Department. Certain areas may not be eligible due to safety considerations.
2. The groups shall review the safety training materials before each pick up to alert participants to the hazards and precautions of working on a street right-of-way.
3. The group shall pick up litter during daylight hours only. Service activities may not be allowed at certain times, such as on or near holidays.
4. The group shall provide adequate supervision to participants 18 years of age or younger. Unless specifically permitted, children 11 or younger shall not participate.
5. When working on street right-of-ways, work may not be done on medians or in the road itself.
6. The groups shall arrange litter pick up date(s) in advance with the Public Services Dept. The group shall obtain its supplies during business hours (8:00 a.m. to 3:30 p.m.) Monday through Friday from Anoka City Hall Public Service Dept.
7. The group shall place filled trash bags at agreed upon sites. The City of Anoka will arrange to pick up the bags. Groups are encouraged to recycle appropriate materials for their own benefit.
8. Borrowed or unused supplies shall be returned to the City of Anoka within one week. City Staff will not be on-site for litter pick up events.

THE CITY OF ANOKA AGREES TO:

1. Provide high visibility vests if necessary for blvd clean ups, trash bags and powder-free latex/vinyl gloves, and when determined necessary the city will provide safety glasses and temporary traffic warning signage.
2. Arrange to remove filled trash bags from the park, boulevard, or area.
3. Arrange to remove large, heavy or hazardous materials from the park, street, or ravine.
4. Coordinate publicity with the group to solicit local media coverage depending on the activity
5. The City will recognize groups as indicated above. The city reserves the right to approve and/or edit names or acronyms to be included on any signage and will designate the location of the sign(s).

PROJECT SAFETY TIPS

Along a roadway is a dangerous place to be. Every crewmember should possess these qualifications:

- ☉ At least 12 years of age, unless otherwise permitted
- ☉ Mentally alert; good common sense
- ☉ Good physical condition, including sight and hearing
- ☉ Sense of responsibility for safety of self and others
- ☉ Supervision for workers under age 18

PLAN AHEAD . . .

- ☉ Review safety precautions, and take them seriously.
- ☉ Assign work teams and leaders before you reach the site. Distribute trash bags beforehand. Estimate the amount of time for your pick up, and agree on a meeting place when you are done.
- ☉ Bring along an adequate first aid kit. Identify the nearest hospital and know how to get there in an emergency.
- ☉ Don't overexert yourself. Bring along a supply of drinking water and take breaks.
- ☉ Work only during daylight hours during good weather.
- ☉ Do not crush collected trash to make more room in the bag; broken or jagged objects could cause accidental injuries. Do not put syringes or hypodermic needles in the trash bag, as they can easily puncture the bag and cause serious injury. Take care to dispose of them properly.

WORK AROUND STREETS . . .

- ☉ Carpool to the site to reduce the number of vehicles along the road. Park vehicles on the shoulder in advance of the area that crews are working.
- ☉ Work one side of the road at a time. Do not cross the road to get to your vehicle.
- ☉ Whenever possible, face oncoming traffic. Stay alert and be prepared to move out of the way in an emergency. Stay with your team.
- ☉ Do not wear headsets, which could prevent your hearing traffic or other hazards.
- ☉ Do not horse around or do anything to purposely distract drivers.

WHAT TO AVOID . . .

- ☉ Stay away from construction sites, mowing activities, open water, bridges, overpasses, or retaining walls that could be dangerous for pedestrians.
- ☉ Avoid poison ivy or other noxious weeds. Stay away from recently applied herbicides.
- ☉ Never try to pick up heavy, large, or hazardous materials. Notify the City of Anoka for pick up.

WHAT TO WEAR . . .

- ☉ Leather or Gardening style gloves
- ☉ Shoes or boots (absolutely no open toe sandals or flip flops)
- ☉ Light-colored clothing; brightly colored cap
- ☉ Hat and long sleeves for sunburn; sunscreen; insect or tick repellent
- ☉ High visibility vests (for work near curbs/streets and on boulevards)