

# PATASKALA PARKS AND RECREATION COMMUNITY SERVICE PROJECT POLICY

June 10, 2019

Location: Pataskala, Ohio

Agency: Pataskala Parks and Recreation Department

## I. STATEMENT OF NEED

The Parks and Recreation Department receives requests annually for community service projects and there is a need to establish general guidelines and policies for local organizations or scout groups in and around Pataskala. Under the guidance of the City of Pataskala the Parks & Recreation Department must ensure proper planning, budgeting, and appropriateness of projects within the Pataskala Parks System.

## II. AUTHORITY AND RESPONSIBILITY

The Pataskala Park Board carries the primary responsibility to recommend policies to govern the operation and programs of the Parks and Recreation Department, assist in planning activities and events, and give guidance for expansion of parks and recreation facilities. Additional approvals are required by Buildings and Grounds Committee and City Council. Community Service groups are required to obtain all three approvals prior to start of project.

## III. STATEMENT OF PHILOSOPHY

The philosophy of Pataskala's Park Board is that community service projects are valuable and an important part of incorporating community involvement, personal and professional growth, and overall good citizenship to participating groups. Pataskala Parks & Recreation is pleased to participate with scout group and other organizations while accommodating useful and worthwhile community service projects.

## IV. COMMUNITY SERVICE PROJECT GUIDELINES

### Requirements

For a project to be granted to the service group or organization one must meet the following requirements:

- The service organization has read the City of Pataskala – Community Service Project Guidelines and/or Scout Leadership Service Project Workbook thoroughly.
- The organization has allowed a minimum of **six months** to the project completion deadline. (The City of Pataskala does not accept projects with "emergency" deadlines due to a Scout's impending 18th birthday.)
- The organization is prepared to make all contacts and communications required to successfully complete the project with limited parental or adult involvement. Parents or adult troop leaders are required to accompany the Scout during all City meetings and as needed meetings with the Park Manager.
- The organization is prepared to present himself/herself in a professional manner in communications (phone calls, meetings, e-mails, etc.) with the City Staff.
- The project chosen (or contemplated) is of a scope and level that can be accomplished by the organization or group.

- If the organization is willing and able to comply with the City of Pataskala’s requirements, the Scout may proceed to the process below.

**Project Selection**

The Scout must initiate a Project Selection meeting with City Staff to present their proposal or discuss City Project Ideas.

- Service Projects are available through the following means:
  1. Staff Generated Projects: Pataskala Parks & Recreation maintains a list of appropriate and approved projects designated as city projects.
  2. Scout Proposal: The Department welcomes and encourages project proposals from individual Scouts. The feasibility of proposals will be judged on a case-by-case basis, to determine if the project is a benefit to the Department and the community and meets Department standards.
- The organization or group makes a visit to the sites considered and decides which project, if any, the group would like to pursue.
- If the group chooses a City of Pataskala park project, the must arrange for a meeting with the City Staff to meet at the site and talk about project details.
- The organization must read and sign the Department of Parks & Recreation Community Service Project Policy. Department staff will review this policy with the organization or group to address any question’s the Scout may have regarding the Department's expectations.

**Process**

- Upon selection of a project within a City Park, the Scout must make an official request to the Pataskala Park Board outlining the project and basic time frame of the project.
- The organization prepares the necessary paperwork to get the project approved through the troop and scout office. It is the responsibility of the scout to make arrangements with City Staff to obtain any necessary approvals.
- The organization determines the source of funding for the project.
- The organization does any necessary research to learn about the type of work for the project.
- The organization finalizes the plan for the project and presents to the Pataskala Park Board, the Buildings and Ground Committee, and City Council get final approval of the project.
- The organization notifies the City Staff two weeks in advance of the first work day to arrange for a final walk through at the site. At the final walk through, the location for material delivery should be determined, construction locations flagged, and last-minute questions answered.

**Project Completion**

For a organization or group to successfully complete the project, the following conditions apply:

- The organization and all volunteers must sign a City of Pataskala Volunteer Waiver prior to project commencement. Volunteers who do not sign the waiver will not be allowed to participate.
- It is the responsibility of the organization to make appropriate schedule adjustments in the event of work day cancellations or if necessary, postponements occur. Notification to City Staff is required for any schedule adjustments.
- The organization or group must show quality leadership skills in planning and directing the project, including:
  1. Ensuring that the Department's tools and facilities are respected and materials are used in a proficient, conservative manner.
  2. Maintaining a focus on the quality of work being done, ensuring a high-end product.

3. The Scout must conduct themselves as a representative of the City of Pataskala at all times. It is the Scout's responsibility to assure that the Scout and their volunteers are courteous in contacts with the public and perform their duties in a prompt, safe, and reliable manner.

The organization must notify the City Staff that the Scout has completed the project and schedule a completed project walk through. If the organization has complied with the City's procedures and has successfully completed the project, the City Staff will "sign off" on any paperwork that is required of the organization at this meeting.

Congratulations! You have completed your Community Service Project planning phase. Good luck at your review board!

### **Project Cancellation**

Reasons a group may not successfully complete a project with Pataskala Parks & Recreation includes the following:

- Project does not get completed in the time allotted. Exceptions may be made for extenuating circumstances such as an extreme weather event, death in the family, etc.
- The quality of work on the organizations project does not meet the Department's standards as defined in the project.
- The organization or volunteers disrespect the Department's property, personnel or members of the community.
- The Scout does not take the initiative and lead the project to completion.

## Community Service Project Application

This policy outlines and signature confirms the Scout is informed of all rules and regulations associated with an Community Service Project. If the Scout, or members of the volunteer group, chooses not to follow the rules and regulations, the Department staff reserves the option of ceasing operations on the project.

I have read and understand the above Community Service Project Policy, and will do my best to adhere to the Rules and Regulations set for therein. If, or my volunteers, do not follow the outlined rules, Pataskala Parks & Recreation has the right to cease operations, resulting in the unsuccessful completion of my project.

DATE: \_\_\_\_\_

NAME OF ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

\_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

ORGANIZATION LEADER: \_\_\_\_\_

LEADER PHONE NUMBER: \_\_\_\_\_

TROOP NUMBER: (IF APPLIES) \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PROJECT DESCRIPTION:

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