

PATASKALA PARKS AND RECREATION COMMUNITY SERVICE PROJECT POLICY

August 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 to govern these requests. Under the guidance of the City of Pataskala, the Parks and Recreation Department must ensure proper planning, budgeting, and appropriateness of projects within the Pataskala Parks System.

II. AUTHORITY AND RESPONSIBILITY

The Pataskala Park Board recommends policies to govern the operation and programs of the Parks and Recreation Department, assist in planning activities and events, and gives guidance for expansion of parks and recreation facilities. Additional approvals are required by Buildings and Grounds Committee and City Council. All groups, who want to perform community service projects, must obtain all necessary and required approvals prior starting any project.

III. STATEMENT OF PHILOSOPHY

The philosophy of the Pataskala Park Board is that community service projects are a valuable and important part of incorporating community involvement, personal and professional growth, and overall good citizenship to participating groups.

IV. COMMUNITY SERVICE PROJECT GUIDELINES

Requirements

For a project to be approved, the organization must meet the following requirements:

- It has allotted -at least six months to complete the project, after all necessary approvals are obtained-
- It will make all contacts and communications required to successfully complete the project with limited parental or adult involvement.
- Its members will present themselves in a professional manner in all communications (phone calls, meetings, e-mails, etc.) with the City Staff.
- The project chosen is of a scope and level that can be accomplished by the organization.

Project Selection

The organization must initiate a Project Selection Meeting with City Staff to present the proposal or discuss Project Ideas.

- Service Projects are available through the following:
 1. City Proposed Projects: Pataskala Parks and Recreation Department maintains a list of approved projects designated as city projects.
 2. Organization Proposed Projects: The Parks and Recreation Department welcomes and encourages project proposals. The feasibility of proposals will be judged on a case-by-case basis to determine if the project is beneficial to the Department and the community and meets the Department's standards.
- If the organization chooses a City Proposed Project, it must meet with City Staff at the site and review the project's details.
- The organization must read and agree to the Parks and Recreation Department's Community Service Project Policy. Department staff will review this policy with the organization to address any question's the organization may have regarding the Department's expectations.

Process

- Upon selection of a project within a City Park, the organization must make an official request to the Pataskala Park Board outlining the project and basic timeline to complete the project.
- The organization prepares the necessary paperwork to obtain project approval.
- The organization determines and secures the funding source for the project.
- The organization performs research to learn about the type of work for the project.
- The organization finalizes the project's plan and presents it to the Pataskala Park Board, the Buildings and Ground Committee, and City Council. City Council must approve the project before the organization can commence work on the project.
- The organization shall notify 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.
- If the organization does not commence work on the project within thirty (30) days after Council approval, the approval is null and void, City Staff will cancel the project, and the organization must reapply.

Project Completion

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

- The organization and all its 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 organization's sole responsibility to make appropriate schedule changes in the event of work day cancellations or postponements. The organization must immediately notify City Staff of any schedule changes.
- The organization must show quality leadership skills in planning and directing the project, including:
 1. Ensuring 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. Conducting itself as a representative of the City of Pataskala. It is the organization's responsibility to assure that its volunteers are courteous when interacting with the public and perform their duties in a prompt, safe, and reliable manner.

The organization must notify City Staff that the project has been completed the project and schedule a 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.

Community Service Project Application

I have read and understand the Pataskala Parks and Recreation Community Service Project Policy and agree to comply with the Rules and Regulations set forth herein. I understand and acknowledge the City of Pataskala can revoke its approval of our project, at any time, in its sole discretion, if City Staff believes the organization is not following the rules and regulations set forth herein. If the City of Pataskala stops work on the project and revokes its approval because the organization has failed to comply with the Pataskala Parks and Recreation Community Service Project Policy, the organization will be responsible for removing the project and restoring the site to its original condition.

DATE: _____

NAME OF ORGANIZATION: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

HOME PHONE: _____ CELL PHONE: _____

EMAIL: _____

ORGANIZATION LEADER: _____

PHONE NUMBER: _____

SIGNATURE: _____

