

DeKalb County Recreation, Parks, & Cultural Affairs Beautification Project Application

Sponsored by the Greenspace Planning Division



The DeKalb County Recreation, Parks & Cultural Affairs Department and Park Pride will work with neighborhood groups and interested organizations to provide cleanup supplies, tools, and safety information. The beautification area in the park will be identified by the project coordinator and discussed with a representative from Park Pride and/or DeKalb County Greenspace Planning Division prior to the work-day. The project application will be completely filled out, turned in and processed 7 to 10 business days prior to the work-day to ensure that the request can be met. Supplies must be picked up at 3067 Chestnut Street in Scottdale, GA prior to the work-day; dumpsters will be delivered to the best of our ability by the Friday before the scheduled work-day, if requested. On the actual clean-up day, *all volunteers must sign the attached waiver form (last page) and return to the county workday coordinator.* Once the clean-up is complete, the borrowed supplies need to be returned by the project coordinator the next business day following the work day.

Approved Project Ideas

- **Cleanups** – A clean-up project can focus on removing trash and debris from general park areas and around lakes. The project should not only cleanup the site, but also include a strategy for preventing future illegal dumping.
- **Invasive plant removal** – Removing invasive plants, such as kudzu, English ivy, and privet, from general park areas will encourage the life cycle of native plant species and animal life. Any areas where plants are to be removed need to be identified prior to the work-day and all native species are to be identified and left untouched.

Ideas/Projects Requiring Approval

- **Events involving alcohol, sound amplification, or otherwise require permitting**
- **Painting park structures**
- **Tree/shrub planting** – Reduce pollution, add shade, prevent erosion, and improve the value of your park for decades to come by planting trees at a recreation center, along a stream bank, or in general park areas. Any areas where plants are to be installed need to be identified prior to the work-day and any species planted will need to be authorized by parks personnel. In times of drought or water restrictions, trees and plant projects will not be allowed. Tree plantings are restricted between the months of December and March.

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Project Information

Name:

Organization:

Please choose the best description(s) as it applies to you:

Individual / Group / Partnership / Corporation / Government Agency

Contact Address:

City/State/Zip:

Phone #:

E-Mail:

Date/Time of Event (List top three choices):

Volunteers:

Number of Minors:

Minors 17 and younger must be supervised by an adult and have written consent of a parent or legal guardian prior to volunteering.

Park Location:

Does the area in question have access to water?

Type of Project:

Choose from sample project ideas listed above or describe details about your unique project.

Provide detailed description of the Project to be performed. Attach additional sheets if necessary:

Please allow 1-10 business days for processing of all requests to the appropriate County Departments. Supplies are to be picked up and returned to 3681 Chestnut Street in Scottdale, GA 30079 between the hours of 8:30 AM to 4 PM Monday-Friday.

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Supply Request

Please list the quantity of each supply requested for the work day. Requests met based on availability. All tools need to be returned the next business day following the work day. The quantities below represent our general inventory of the tool in question, subject to change.

A. Tool Request for County

COUNTY SUPPLIES	REQUESTED QUANTITY
# of hand pruners (5)	
# of hand trowels (3)	
# of hoes (6)	
# of loppers (19)	
# of machetes (10)	
# of pick axes (12)	
# of pitch forks (8)	
# of privet pullers/weed wrenches (23)	
# of rakes, garden (14)	
# of rakes, rock (17)	
# of reflective vests (36)	
# of saw (2)	
# of scythes (16)	
# of shovels <i>flat edge (11) round point (24)</i>	
# of tarps (5)	
# of wheelbarrows (3)	

B. Tool Request for Park Pride

Park Pride also has tools and gloves that Friend of the Park groups, specifically, may borrow if quantities are available. To make a request, or for additional information, please contact john@parkpride.org.

C. Litter Sticks, Bags, & Gloves for Clean-ups

Please visit our partner at <http://keepdekalbbeautiful.org/> and fill out the “**KDB Cleanup Supply Request Form**” found at the bottom of their homepage. Only do so *within one week* of your planned clean-up, following the instructions given on the form. This form will be processed by Keep DeKalb Beautiful, *not* DeKalb County Recreation, Parks & Cultural Affairs. Their office is located at 3720 Leroy Scott Drive in Decatur, Georgia.

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D. Dumpster Request for Sanitation

Please specify what size empty, roll-off **dumpster** you would like to request:

10 yard

20 yard

Indicate whether or not you will have your **drop zone cone** placed at that site prior to your planned work day. Please also provide a photo below:

Yes

No

From all of us at DeKalb County Recreation, Parks & Cultural Affairs, thank you for all of the hard work you put in to help improve and maintain our greenspaces! We could not do it without you!

For DeKalb County Recreation, Parks & Cultural Affairs Use Only

Approved / Denied Date: _____

Explanation for Denial:

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Service Agreement

I, _____, and my organization/group, _____ agree to the following:

- We will not conduct any maintenance or improvements on park land without approval from the Parks and Recreation Department.
- We will not plant or remove any trees or plants or use any pesticides/herbicides on park land without consent by the Parks and Recreation Department.
- We will not be considered City employees during our volunteer service.
- We will conduct ourselves in a courteous and civil manner during our volunteer service.
- We will complete and return all requested paperwork before commencing our project.
- We understand DeKalb County Recreation, Parks & Cultural Affairs reserves the right to merge our volunteer event with more than one group. We understand that the volunteer event may be cancelled or postponed due to inclement weather or other conditions of the worksite that may cause hazard to all involved.
- We will have fun volunteering!

DeKalb County Recreation, Parks & Cultural Affairs agrees to provide the following:

- Consultation on suggested park enhancements/projects.
- Staff support and project-related training.
- Limited materials and tools to assist in the successful completion of your project

DeKalb County reserves the right to limit the use of volunteers, adjust the hours of any volunteer or to reject services as it, in its sole discretion, deems fit, in order to best achieve its public purpose and policy. No employment of any other contractual right is created by these policies. Participation in any volunteer position of the County shall be open to any individual and no individual shall be discriminated against based upon race, color, religion, age, sex, national origin or physical, mental or sensory handicap, or on the basis of any other characteristic protected by law.

Under no circumstances shall a volunteer operate any power equipment. County owned mowers, weed-eaters, chain saws, backhoes and/or other large construction equipment will be operated by County staff and not volunteers. Miscellaneous construction equipment may be donated, used and operated, and approved by Recreation, Parks & Cultural Affairs provided appropriate

Group Coordinator _____ Date _____

Recreation, Parks & Cultural Affairs Volunteer Supervisor _____ Date _____

Greenspace Planning Division Manager _____ Date _____