

BOPARC VOLUNTEER PROJECT PROGRAM

(Can include clean-ups & beautification projects or other projects as needed)

IF PROJECT IS SPECIFICALLY REGARDING ADOPTING A PORTION OF TRAIL ON A REGULAR BASIS, PLEASE USE THE BOPARC "ADOPT A TRAIL" FORM

BOARD OF PARK AND RECREATION COMMISSIONERS MORGANTOWN, WEST VIRGINIA

RULES, REGULATIONS, AND SAFETY GUIDELINES

1. When selecting a project, it is imperative that the group considers how much of an area it can adequately handle in terms of project suggested. Volunteer safety should be considered including the surroundings of area volunteers will be working in.
2. After you have tentatively selected an area or are interested in volunteering and need assigned an area or project, you will need to contact the BOPARC Office at 304-296-8356 or at info@boparc.org in order to receive this packet and complete and return.
3. **All volunteers MUST sign the volunteer waiver and agreement (if under 18 the agreement must be signed by a parent or guardian) in order to volunteer for BOPARC.**
4. If the project includes a park clean-up, group will provide trash bags and all personnel to collect the litter UNLESS OTHER ARRANGEMENTS ARE MADE WITH BOPARC. BOPARC sometimes has bags and other supplies as part of larger clean-up programs (during WV Make It Shine for instance) but not always.
5. All BOPARC Park Rules and Regulations apply to volunteer groups. Copies of the Park Rules and Regulations are available through the BOPARC Administrative Office and on our website www.boparc.org. It is the responsibility of the volunteer group to familiarize itself with the park rules.
6. **All signed Volunteer Waivers must be received by the BOPARC Administrative Office at least two (2) days prior to the clean-up or other project.**
7. Safety equipment, such as gloves and high visibility shirts or vests, is required for volunteers.
8. BOPARC reserves the right to revise any of these Rules, Regulations and Safety Guidelines as needed.

PROCESS:

1. Volunteer group contacts BOPARC regarding a clean-up or projects.
2. BOPARC forwards this packet and a copy of Volunteer Consent Form.
3. Group representative completes the Volunteer Project Program Registration, Conditions and Terms of Agreement form and returns it to the BOPARC Administrative Office (P.O. Box 590, Morgantown WV 26507 for mailing) or emails it to info@boparc.org.
4. BOPARC representative reviews form and contacts group contact person regarding location and project feasibility, timeline and other details related to the same.
5. Project or clean-up (when approved by BOPARC representative) is added to BOPARC reservation system.

VOLUNTEER PROJECT PROGRAM
REGISTRATION, CONDITIONS, AND TERMS OF AGREEMENT

GROUP NAME & CONTACT PERSON:

MAILING ADDRESS:

PHONE NUMBER & CONTACT EMAIL:

AREA INTERESTED IN:

DATE OF INTEREST:

GROUP SIZE:

ARE THERE MINORS IN GROUP? _____ YES _____ NO IF YES HOW MANY? _____

ADDITIONAL INFORMATION REGARDING GROUP OR DESIRED PROJECT:

The group agrees to the following Conditions, as evidenced by Contact Signature below:

All work will be performed in accordance with the Board of Park and Recreation Commissioners of Morgantown's Rules, Regulations, and Guidelines noted in this packet. BOPARC shall not be responsible for, or liable to the Group or other parties to this registration for property damages or personal injuries resulting from the volunteers' acts or omissions arising from the conduct of this Registration, Conditions, and Terms of Agreement. As a Volunteer you are not an employee of the City of Morgantown, or BOPARC for the purposes of Worker's Compensation or any other benefit provided to municipal employees of Morgantown and you are not covered by the City of Morgantown's liability insurance.

I have read and fully understand all of the above, and the Rules, Regulations, and Safety Guidelines provided by BOPARC. I also understand that it is my sole responsibility to inform the participants in my group of the Rules, Regulations, and Safety Guidelines. Furthermore, I understand that it is my sole responsibility to inform the participants in my group of this document and the context found within it.

Dates Effective:

Name (print):

Title (print):

Signature:

Date:

FOR ADMINISTRATION PURPOSES ONLY

Verified By Administrator (Signature):

Date: