

“FRIENDS OF _____ PARK / ADVOCATES OF _____ PARK” (or similar) SNOHOMISH COUNTY PROGRAM POLICIES AND PROCEDURES

PURPOSE

The **SNOHOMISH COUNTY “FRIENDS OF _____ PARK or ADVOCATES OF _____ PARK PROGRAM** (Herein referred to as Program) is a public participation program of Snohomish County Parks, which encourages volunteer involvement and community service in the support and enhancement of County Public Land. The program does not apply to City, Town, federal and state lands. This document describes policies and procedures for the program.

POLICY FRAMEWORK

Snohomish County Code Chapter 2.16 and Chapter 22 provides the framework to establish a County Friends of Program.

DEFINITIONS

FRIENDS OF _____ PARK or ADVOCATES OF _____ PARK: The Specific County Park in which the Volunteer Group has agreed to represent and, if applicable, offer general support of approved by DCNR.

Agreement (agreement): Contractual agreement entered into and signed by a DCNR representative and the Volunteer Group’s Representative (Group Leader) authorizing the group to participate in the Program, setting the terms and conditions for that participation, and assigning a Park to the group.

Group Bylaws: Groups with Organized Structure are eligible to participate. Generally, the most successful groups have a strong and "broad charter" from the start of their creation and have well drafted [bylaws](#) for the group. Bylaws should outline the necessity of holding annual meetings; frequency of group meetings; the group structure including membership and organizational constitution.

Generally, bylaws include the group's name, their purpose, and membership criteria and define how the group aligns with the Mission/Vision/Preferred Park Plan and the membership of the group equally represents the diversity of all parties interested in the park. Bylaws should clearly outline and establish a strong mutual and beneficial partnership with Snohomish County Parks.

Groups need to determine their [charitable](#) status. In the US, Friends of _____ Park or Advocates of _____ Park need to obtain [tax-exempt](#) status. Appendix A contains Sample By-laws.

Opportunities / Event: Period of time when a volunteer group is conducting specific/certain projects and or tasks or activities for the benefit or achievement of their stated goals/objectives.

Parent/Guardian Informed Consent Registration: Opportunities and or Service Events are submitted to DCNR in advance. DCNR reviews and approves the request, posting the opportunity on the Snohomish County Volunteer Management Portal. Registration by Participants and the legal parent or guardian of a minor volunteer (less than eighteen years of age), which informs the parent/guardian and volunteer of the risks associated with participation in the program, and in which the parent/guardian grants permission for the minor to participate in the program and agrees to hold Snohomish County harmless for any liability or damages resulting from participation in the program is required for each Service Opportunity.

Participant Roster: The Counties Volunteer Management system can generate reports pertaining to the Service Opportunity, such as: Service Event Names/Date/Time, names of participating volunteers, hours worked, quantitative data collected, and other relevant information.

Program Coordinator: DCNR employee who manages the program and provides liaison and support between DCNR and the Volunteer Group's Leader and Volunteers.

Recognition Sign: Placard fabricated and installed by DCNR, which includes the program logo and the name of the Volunteer Group involved.

Registration: An online Volunteer Management System where adult volunteers (eighteen years of age or older), are informed of the risks associated with participation in the program and their responsibility to conduct or obtain certain requirements prior to participation, and in which the volunteer agrees to accept the risks and hold Snohomish County harmless for any liability or damages resulting from participation in the program.

Volunteer: Person acting on their own behalf and participating in the Program.

POLICIES AND PROCEDURES

- 1) Program Eligibility
 - a) Volunteer organizations/groups are eligible to participate in the program if DCNR is satisfied that the group will fulfill its obligation under the program in a safe and responsible manner and in harmony with the DCNR Mission/Vision and Master Plan and/or Preferred Plan for said Park.
 - b) Volunteer groups eligible to participate in the program may be individuals, families, civic and non-profit organizations, churches, service clubs, other organizations, and volunteers from commercial and private enterprises.
 - c) A volunteer group is not eligible to participate in the program if its name:
 - i) Endorses or opposes a particular candidate for public office;

- ii) Advocates a position on a specific political issue, initiative, referendum, or piece of legislation; or
 - iii) Includes a reference to a political party
 - d) Volunteer groups and/or individuals that have been denied participation in the program due to a lack of compliance to a previous agreement shall not be eligible to participate for a period of five years following the termination of the previous agreement.
 - e) Each volunteer group must have a designated Representative/Group Leader who functions as the group's primary liaison with the County. The group leader must be an adult (eighteen years of age or older).
- 2) Minors
- a) All volunteers shall be fifteen years of age or older
 - b) Volunteers under the age of eighteen shall be registered with a Parent/Guardian Informed Consent completed before participating in any program activity
 - c) For every eight volunteers under the age of eighteen participating in an event, there shall be one adult supervisor (eighteen years of age or older).
- 3) Program Agreement
- a) The program requires a two-year commitment by groups. Agreements will normally run for a minimum of two years.
 - b) After the initial two-year commitment has been fulfilled, a group will be considered active until the group requests to end their participation in the program or ceases to fulfill their responsibilities under the program.
 - c) If a group appears to have ceased to fulfill their program responsibilities, the program coordinator will try to contact the group leader by phone. If the group leader cannot be reached by phone, the coordinator will mail a letter to the address on file to remind the group of their commitment and request that they contact the coordinator. If the group does not contact the coordinator within thirty calendar days of the date of the letter, the agreement will be terminated and the group's status including recognition signs, web-links etc will be removed. The signs will remain the property of the County.
 - d) Groups shall submit a written proposal to DCNR improvement or service activity or event. The proposal shall include a complete description of the activity proposed, materials and techniques to be used, and a schedule of

work detailing all aspects of the proposal. The County may require the group to prepare a plan or sketches to adequately describe the scope and detail of work. A traffic or Safety control plan may be required. The County may require the group to prepare and submit a landscape plan. All work shall be in conformance with DCNR Engineering Design and Development Standards and Approved Standard. No work shall commence prior to the County's approval of the group's proposal and signed approval of the Friends of Agreement.

- e) DCNR may, at its discretion, temporarily suspend a group agreement because of maintenance or construction within the Park. DCNR will notify the group leader of the suspension. After these activities are completed, DCNR will restore the agreement and notify the group leader.
- 4) Adopted Park
- a) The Park in question shall be a Snohomish County Park
 - b) DCNR will conduct a safety review before assigning a Park for adoption and may, at its discretion, decide that the section is not appropriate for adoption.
 - c) Adopted Parks will be assigned upon review of the groups demonstrated ability to foster and support the DCNR Mission/Vision and the Parks Master (and or Preferred Plan) for said Park.
- 6) Frequency of Service Opportunities.
- a) Friends of groups should host at least two times per calendar year an event/activity
 - b) Additional events/service opportunities can be completed as needed to support the identified park.
- 7) Group Leader
- a) The Group Leader as identified within the groups Bylaws shall sign the Agreement and act as the Group's primary liaison with the County.
 - b) The Group Leader is responsible for:
 - i) Ensuring that the Group complies with the provisions of the agreement, the program's safety guidelines and that the group's efforts support the Park Master Plan and other County rules;
 - ii) Attending county-provided safety training;

- iii) Ensuring that each volunteer receives the appropriate training;
- iv) Making sure that each volunteer receives, and reviews safety training materials and aids provided by the County before participating in any program activities;
- v) Submitting Service Opportunity Requests;
- vi) Ensuring that activities/events are conducted in a safe manner;
- vii) Ensuring that only registered adult volunteers (eighteen years of age or older) are participating in any program activity;
- viii) Making sure that each volunteer under the age of eighteen is registered and has a completed Parent/Guardian Informed Consent Form before participating in any program activity;
- ix) Filing all required reports and forms with the Program Coordinator; and
- x) Reporting any injuries incurred by volunteers during activities/events to the County and communicating with the Program Coordinator as necessary to ensure smooth conduct of the program.

8) Program Support

- a) DCNR will provide:
 - i) A standardized online Volunteer Event Management system including registration, event/activity details, training requisites, etc.;
 - ii) Safety training for group leaders;
 - iii) Safety training materials and aids for the Group to use in training volunteers;
 - iv) Safety equipment and supplies for clean-up events;
- b) DCNR will provide support for removal of collected materials (e.g. ivy pull event) by the Group during clean-up events and arrange for the removal of those hazardous materials.
- c) In recognition of the Group's work, DCNR will fabricate and install signs recognizing the group.

9) Recognition Signs

- a) Recognition signs shall follow a standard design, including size and color, selected by DCNR. The standard design will include the name of the Group and the Program logo.
- b) Recognition signs shall only include the name of the Group or similar identifier.
- c) Signs will typically be placed at the entrance to the park, on the right shoulder. Sign location shall be determined by DCNR.

10) Recycling

- a) Recycling is encouraged, but not required.
- b) Proceeds from the sale of recyclable items shall belong to the Volunteer Group.

11) Hazardous Materials

- a) Volunteers shall not handle hazardous materials or materials they suspect to be hazardous (see list in definitions section).
- b) Volunteers who encounter anything they suspect to be hazardous must not touch it or pick it up but must take appropriate precautions and report the location and description of the material to Parks on the Participant Roster.

Appendix A

THE FRIENDS OF / ADVOCATES OF “ANYTOWN PARK”

ARTICLE I – NAME

Section 1. The name of this corporation shall be The Friends of or Advocates of Anytown Park, Inc., hereinafter referred to as the Association (“Association”).

Section 2. The headquarters of this Association is located at: 250 Chestnut Street, Anytown, WA 98026

ARTICLE II – PURPOSE

Section 1. The purpose of this Association shall be to maintain a nonprofit organization of interested persons to advance and encourage appreciation, understanding, enjoyment, and public use of the _____ Park, and to cooperate and support the Master Plan of said Park and the Mission/Vision of Snohomish County DCNR.

Section 2. This association shall work in conjunction with the officers and staff of DCNR to achieve these ends, to acquaint the community with the needs of the Park, and to help improve their Public Space.

Section 3. The association shall operate in full compliance with IRS Code Section 501 (c) (3)

ARTICLE III – MEMBERSHIP

Section 1. Any person or organization who supports the purposes of the Association may become a member of the Association by (e.g. payment of annual dues in effect at the time.) Members are known as Friends.

Section 2. The dues schedule shall be approved by vote of the Association at its annual meeting.

Section 3. Each member and organizational representative shall be entitled to cast one vote on all matters which come before a meeting of the Association.

Section 4. Each member and association representative shall sign a conflict-of-interest or duty policy intended to help ensure that when actual or potential conflicts of interest arise, the association has a process in place under which the affected individual will advise the governing body about all the relevant facts concerning the situation.

ARTICLE IV – BOARD OF DIRECTORS

Section 1. The management of the Association shall be vested in a board of directors (“the board”) consisting of at least 5 but not more than 10 members, including the officers. An immediate past president continues to serve on the board an additional year.

Section 2. The management as defined in Article IV, Section 1 will serve as the Executive Planning Team to determine and oversee projects and programs that will increase fundraising for the association as well as provide public awareness about the importance of the Park and of the Friends.

Section 3. The term of directors is three consecutive years. They are eligible for reelection for one additional term and then must wait one year before being considered for a new term.

Section 4. One-third of the directors shall be elected by the Association each year at the annual meeting to replace those directors whose terms are expiring in that year.

Section 5. The officers of the Association shall be a president, vice president, treasurer, secretary, each being a board member.

Section 6. The term of the president, vice president and other officers is one year; however, they may continue to serve, if reelected, for an additional term.

Section 7. The president shall appoint a nominating committee chairperson who shall be either a director or a Friend from the general membership. He/she shall appoint at least three Friends to serve on this committee. Included in the committee must be a member from the preceding year. The committee shall present a slate of nominees for election as officers and directors at the annual meeting of the Association. Election requires a majority vote by those present.

Section 8. When a vacancy occurs among the officers, the nominating committee shall present for nomination one or more names of current Friends to fill the unexpired term to the board. Vacancies shall be filled by a majority vote of directors at any duly constituted meeting of the board.

Section 9. Vacancies among the directors may be left open until the next annual meeting, or may be filled at any regular board meeting by a vote of the majority. Directors so elected serve until the next annual meeting, when they could stand for election to a full term as outlined in Section 3 above.

Section 10. Removal Procedure. A board member or officer may be removed for cause by vote of two-thirds of the board members attending a regularly scheduled meeting where the item had been placed on the written agenda distributed at least two weeks prior to the meeting.

ARTICLE V – DUTIES OF THE OFFICERS

Section 1. The president shall preside at all meetings of the Association and of the board and appoint standing committees (membership, program, public relations, etc.) and the chairpersons thereof. The president is an ex officio member of all committees, except the nominating committee. The president is also responsible for the signing of checks.

Section 2. The vice president shall, in the absence or disability of the president, perform all the functions of the president with the exception of the duty of signing checks during such absence or disability.

Section 3. The treasurer shall be responsible for handling all monies of the Association and shall keep appropriate and accurate records. Any check or disbursement must be signed by the president, except in the event of the disability of the president, the treasurer shall be responsible for signing checks. A financial report shall be presented at all meetings of the board and at the annual meeting of the Association.

Section 4. The secretary shall keep a record of all meetings of the board and of the Association. The secretary shall distribute a draft of the minutes prior to each meeting, and record for the permanent record any corrections made at the time of acceptance. At the end of each year, the secretary shall provide a complete set of the official minutes to the Friends Office for long-term retention.

ARTICLE VI – EXECUTIVE COMMITTEE

Section 1. An executive committee shall consist of the officers and the immediate past president and shall meet at the discretion of the president between meetings of the board of directors. Recommendations made by the committee shall be submitted to the board for approval at its next meeting.

Section 2. **ARTICLE VII – EXECUTIVE LEADERSHIP TEAM** The executive leadership team shall be comprised of the board of directors. See Article IV, Section 2 above. The management team will meet quarterly to develop programs and projects that will increase fundraising as well as the visibility of the library and the Friends. The Executive Leadership Team will determine and assign task forces to implement these programs and projects and will oversee their accomplishment.

ARTICLE VII – MEETINGS

Section 1. The annual meeting of the Association shall be held once a year, at a time and place determined by the board. Fifteen (15) members shall constitute a quorum, and action on motions shall be decided by a vote of a majority of those present. Notices of meetings shall be sent two weeks in advance of the date thereof.

Section 2. Special meetings of the association may be called by the president or the board or upon written request of five members. The notice shall be sent at least two weeks prior to the date of the meeting. The business to be discussed shall be stated in the notification to all association members.

Section 3. Regular meetings of the board of directors shall take place at least four times a year. Four (4) board members shall constitute a quorum, and motions shall be carried by a vote of the majority. Notices shall be sent to board members at least one week before the meeting. Special board meetings may be called by the president with at least forty-eight hours notice to board members.

Section 4. The director of the Friends Of, president of the board of the Friend of Park, Inc, and/or other staff members will be invited to participate in board meetings on a non-voting basis.

ARTICLE VIII – FISCAL PERIOD

Section 1. The fiscal year of the association shall start on July 1 and end on June 30.

ARTICLE IX – CONFLICT OF INTEREST

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of the association. No members shall engage in any activity which gives rise to or could give rise to, an appearance or claim in of self-dealing, divided loyalty or conflict of interest by reason of such person's position with the association. Where conflict of interest may be thought to exist for a board member, the member shall inform the Board and abstain from any inappropriate participation in the matter.

ARTICLE IX – AMENDMENTS TO BYLAWS

Section 1. These bylaws may be amended, in whole or in part, by two-thirds vote of those present at a meeting of the Association provided that the meeting notice contains specific notice of Intention and that a summary of proposed change/changes is included.

ARTICLE X – PARLIMENTARY PROCEDURE

When any formality beyond the ordinary courtesies of joint action is required, Roberts Rules of Order (most recent edition) shall govern the proceedings.

ARTICLE XI – DISSOLUTION

Upon the dissolution of the organization, assets shall be distributed for tax exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code