

January 14, 2023

Revised January 28, 2023: FOR REVIEW ONLY

Stamford Parks and Recreation Commission

City of Stamford Parks Department: Mission Statement

Outline for Parks & Friends Group Agreement with the City of Stamford

1. Definitions included in Agreement
 - A. Friends Group
 - B. Volunteer
 - C. Park Contact – Who would this be?
 - D. Park Maintenance Contact
 - E. Stakeholder
 - F. Work Plan
 - G. Heavy Machinery (not allowed to be used by volunteers)

2. Included information within the Agreement for Friends Groups
 - A. Friends Group Name
 - B. Friends Group Mission Statement: Should communicate purpose to the community, other Friends Groups and residents.
 - C. List of Committee Members
 - D. Contact Information of Committee Members & Volunteers
 - 1) Name (Primary Contact and Secondary Contact)
 - 2) Address
 - 3) Email
 - 4) Phone number
 - 5) Emergency Contact Information
 - E. Responsibilities of the Friends Group
 - 1) Work with the Park Contact to create *work plans* that correspond to the needs of the community and park. Friends Groups Agree to stay within *work plan* unless they have received written approval per #2.
 - 2) Comply with the terms of applicable laws, regulations and City of Stamford policies.
 - 3) Keeping Volunteer Contact information up to date
 - 4) Asking Permission to expand and/or revise the agreed upon *Work Plan* by contacting Park Contact to meet and review for approval prior to work being carried out.
 - 5) Authorize Parks and Recreation Department to use the name and logo of the Friends to promote the Friends and their activities and contributions.
 - 6) All fundraising activities on park property will be coordinated with the Park Contact. Fundraising must include a maintenance plan with how the Friends Group will maintain improvement.
 - Note: The City of Baltimore Parks Department requires the Friends Group to sign a MOU that they will take care of the proposed improvement. If the Group wants to hire an outside company to maintain it, the company must sign everything and be approved by the park contact.
 - 7) Approval required to use an outside company, group and/or hired firm to assist the Friends Group with a project *work plan*.
 - F. Responsibilities of the City
 - 1) Assign Park Contact & Park Maintenance Contact
 - 2) Authorize Friend Group permission to use name and logo of the city for events, programs, and uses that support the Parks mission.
 - 3) Provide Support for mutually agreed upon Friends programs, budgets, projects, fundraising activities, and/or reports.
 - 4) Review and approve or deny all proposed agreements between a Friends Group and a third-party that material bear on the subject matter of this agreement.

- 5) Publicly recognize the work, contributions, services, and/or donations received directly or indirectly from the Friends.
 - 6) Authorize Parks Department employees to undertake the following activities to support the efforts of the Friends Group:
 - 7) Ongoing daily maintenance of Parks including, but not limited to.....
- G. Proposed Park with *Work Plan*
 - H. GIS generated map from City with location of Work Area(s) included.
 - I. Meet and greets with the Friends groups and the Park Maintenance Contact at the beginning of each spring season.
3. Requirements
- A. Annual Registration with the Parks and Recreation Department
 - 1) Submit Registration Form
 - 2) Submit Updated GIS Map
 - B. Annual (policy document says bi-annual) Visit before the Parks and Recreation Commission to review the following:
 - 1) Number of Volunteers
 - 2) Project(s) Update
 - 3) Funding
 - 4) Action Plan
 - a) Long-term goals
 - b) How they will engage in ongoing community outreach, targeting all various resident groups that have an interest in the parks.
 - c) Organization Structure: Need for succession plan for its leadership in case circumstances change.
 - d) Preparations that will be made in case the group needs to dissolve.
 - C. Insurance Policy per City requirements
 - 1) Only an individual volunteer is covered under the City policy
 - 2) All organizations, non-profits and community groups, must obtain insurance policies.

Required Forms/Applications provided by City

1. Friends Group Agreement or Memorandum of Understanding (MOU)
2. Annual Registration Form for Established Friends Groups
3. Application for a single volunteer
4. Updated Contact Lists
5. Park *Work Plan*
6. Volunteer Hours Completed

Database/ Forms to Review:

- Friends Group Contact Spreadsheet
- Park Maintenance Contact Spreadsheets for Parks
- Do we want a short Friends Group Manual that helps volunteers create successful groups?
- Why doesn't the Parks Department have a Parks Masterplan for Benches and Trees? Most Park Departments have one and it helps achieve planting and bench placement where it is needed most.
 - The City of Stamford should have clear guidelines on Tree Memorials
 - The City of Stamford should have clear guidelines on Bench Memorials.

Website:

- If Kevin is the Director of Parks and Recreation, shouldn't the website match the designation with a homepage for Parks and Recreation and the Park Facilities its own page?
- Parks Department Mission
- Friends Groups listed with either webpage and/or contact information.
- How to Volunteer