



City of Ocala
Recreation & Parks Department
LEAVE IT BETTER PROGRAM

PURPOSE

The City of Ocala’s Leave It Better program is designed to increase community involvement in preserving our city parks. The program is voluntary and is designed for organizations, business, and individuals. Each volunteering group assumes the responsibility for an assigned park or section of a park and agrees to participate in approved park improvements. The City of Ocala, Recreation and Parks department will work with the Leave It Better group to select a park, outline a project and provide guidelines.

LEAVE IT BETTER PIONEERS

- Each group will choose a site they want to work in.
- The group will make a site visit and prepare a work day plan. (A department representative would be happy to accompany the group.)
- The group will submit the plan to Ocala Recreation and Parks for approval and scheduling.

LEAVE IT BETTER SPONSORS

Do you think something is missing in the park? Have an idea for designated area and interested in helping fund these improvements? Then you need to be a Leave It Better sponsor!

- Grass, plants, trees and other landscaping
- Irrigation system
- Playground equipment
- Picnic Shelters
- Benches, picnic tables, etc.
- Walking trail
- Exercise equipment

GUIDELINES

The Leave It Better program is a voluntary program and is designed to contribute to the enhancement of our city parks.

For Work Day Plan Implementation:

- Each Organization, company, business etc., must have a contact person that will deal directly with the Recreation and Parks department.

- Children under the age of eighteen(18) are required to have emergency contact information accessible at the work site. One adult supervisor is required for every five (5) children. Children under the of eight (8) are not permitted to volunteer with the group.
- For volunteers logging community service hours, a log sheet or other appropriate forms detailing the hours worked with the individuals name must be submitted to the Recreation and Parks department within one week of the completion of your work day to be signed to be validated.
- The group must have prior approval from Recreation and Parks before conducting work at the site.
- The group must notify the Recreation & Parks department in advance if their intended work day needs to be rescheduled.
- Upon receipt of participation log, the City will prepare written certificates of participation as incidated on the log and will return same to organization contact.

The City of Ocala Recreation and Parks Department will:

- Assist the group in identifying projects as needed.
- Provide, minor tools and equipment, and supplies that the group cannot supply on their own..



City of Ocala
Recreation & Parks Department

LEAVE IT BETTER
Agency Registration

Organization Name:			
Organization Contact Person:			
Telephone:		Alternate Phone:	
Mailing Address: (Include City, State, Zip)			
E-Mail Address:			
Estimated # Participants:			
Preferred Location: (If Any)			
Provide a statement indicating what your agency hopes to accomplish through participation.			

STATEMENT OF UNDERSTANDING

As a representative of this organization, I have read and agree to abide by the polices, regulations and terms as put forth by City of Ocala in regard to the Leave It Better program. I understand that the final determination as to whether a group can participate in this program will come from the Recreation and Parks department director.

If the agency/organization is approved, we understand that we/I must submit and/or accept a previously developed Work Day Plan on a form (provide by the Recreation and Park Department) for approval before any voluntary work may be completed within a city park. **The Recreation and Parks department reserves the right to not approve any application or Work Day Plan for any reason(s).**

Signature

Date

OFFICE USE ONLY

Director Signature: _____

Approved

Denied

Comments:



City of Ocala
Recreation & Parks Department

**LEAVE IT BETTER
MINOR PARTICIPANT AGREEMENT**

Organization Name:			
Child's Name:			
Date of Birth:		Age:	
Mailing Address:			
City, State:		Home Phone:	
Emergency Contact Person:		Phone:	
Emergency Contact Person:		Phone:	

I understand, hereby represent that my child(ren) has/have volunteered to participate in the City of Ocala's Leave It Better Program.

I acknowledge and am aware that participation in this program has inherent risks and hazards. I understand that it is my responsibility to be aware of his/her physical condition and refrain from allowing him or her to do any physical activities beyond his/her capabilities.

I agree to defend, indemnify and hold harmless City of Ocala, and its officers and its employees, and hereby release the same, from and against any and all liability, claims, demands, and expenses, including court costs and reasonable attorney fees, on account of any property damage, bodily injury, sickness, damage or other loss of any kind whatsoever which arise out of or are in any manner connected with the work to be performed under the Leave It Better, if such injury, loss or damage is caused in whole or in part by, the act, omission, or other fault of my child(ren).

Date: _____

Parent's/Guardian (Print): _____

Parent's/Guardian (Signature): _____



City of Ocala
Recreation & Parks Department

**LEAVE IT BETTER
WORK DAY PLAN**

ORGANIZATION NAME:			
PARK SITE NAME:			
WORK DAY DATE:		ESTIMATED # OF VOLUNTEERS	
CONTACT PERSON:		PHONE:	
DATE SUBMITTED:			
ALL WORK DAY PLANS SHOULD INCLUDE ONE DAY OF WORK. FOR MULTIPLE DAYS, SUBMIT MULTIPLE PLANS			
JOB TASK DESCRIPTION: <i>(Include details such as location, and type of work)</i>			
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DONATED ITEMS: <i>(Equipment, plants, trees, tables, benches, etc.)</i>			
ITEMS NEEDED FROM CITY: <i>(Small equipment, installation assistance, etc.)</i>			
<p>Please include the location within the park that each job task is to be completed at. For installation of new items such as equipment, flower beds, trees, etc. the contact person may be required to meet with a representative from the Recreation and Park Department for location approval. <u>All Work Day Plans must be approved by the Recreation and Parks Department before they are executed.</u></p>			



City of Ocala
Recreation & Parks Department

**LEAVE IT BETTER
WORK DAY PLAN**

Departmental Approval

PARKS MAINTENANCE MANAGER			
NAME:	Jeff Kerley, <i>Parks Operations Supervisor</i>		
COMMENTS:			
CONCERNS:			
SIGNATURE		<input type="checkbox"/> APPROVE	<input type="checkbox"/> DENY
PARKS DIVISION HEAD			
NAME:	Bill Rodriguez-Cayro, <i>Parks Division Head</i>		
COMMENTS:			
CONCERNS:			
SIGNATURE		<input type="checkbox"/> APPROVE	<input type="checkbox"/> DENY
RECREATION & PARKS DIRECTOR			
NAME:	Kathy Crile, <i>Director</i>		
COMMENTS:			
CONCERNS:			
SIGNATURE			
<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	<input type="checkbox"/> RE-SUBMIT	<input type="checkbox"/> PENDING