



Do you DIG Burbank?

“*Together, we maintain healthy and beautiful parks for people to gather, play, and thrive.*”

  [#wedigburbank](https://www.instagram.com/wedigburbank)

GROUP LEADER MANUAL

 818.238.5300  parksandrec@burbankca.gov

 www.burbankca.gov/digburbank

city of burbank **PARKS**
RECREATION 



George Izay Park

“*Together, we maintain healthy and beautiful parks for people to gather, play, and thrive.*”

 **INTRODUCTION**

Thank you for your commitment to the City of Burbank’s DIG Burbank Program. The DIG Burbank Program was created to empower community residents to help maintain the beauty of our local parks. Volunteers are assigned to various parks and will engage in activities such as litter clean up, weeding, and planting.

As a Group Leader, you have stepped up and taken an active role in helping keep our City parks safe, clean, and attractive for community members. Together, your group is making a difference in our community by beautifying the places where people gather, play, and thrive.

Your Group’s investment in our City parks is a true investment in community. We hope this opportunity is a mutually beneficial one: allowing your Group members to spend time together working toward a common goal and thus allowing the City to be able to leverage its resources on large scale maintenance projects and recreational programming. Your role in DIG Burbank not only benefits your park site, but the City as a whole. Again, we thank you for your commitment and truly value your time and energy.

 **WHY DIG?**

Effective July 2017, the City of Burbank discontinued the use of glyphosate containing herbicides in its public parks for a one-year period. Alternative weed control options such as organic products are currently being explored by City staff. Manual weed pulling is a best practice to remove invasive plants. This helps preserve the conditions of the parks. Your participation in the DIG Burbank program allows us to keep our parks healthy and beautiful for all members of the community to enjoy.



If you have any questions about the **DIG Burbank Program**, contact the Parks & Recreation Department at **818-238-5300** Monday-Friday from 8:00 AM-5:00 PM. You may also email questions to parksandrec@burbankca.gov.

For assistance during your volunteer shift, please contact the phone number provided by Staff.





Johnny Carson Park

GROUP LEADER QUALIFICATIONS

- Interested and willing to assume the responsibility of maintaining a park site.
- Over the age of 18.

GROUP LEADER RESPONSIBILITIES

1. Participate in an initial training with Parks & Recreation Staff. This will include information about program expectations, proper invasive plant removal techniques, and safety standards.
2. Schedule volunteer assignment with Parks & Recreation Staff via email at parksandrec@burbankca.gov or by phone at 818-238-5300. Volunteer shifts are normally 2 hours on Saturday mornings.
 - Parks are assigned on a first-come, first serve basis. Adoption by one group does not preclude adoption of another area of the same park.
 - **Cancellations:** If the group is unable to fulfill its requirements on the scheduled date, please contact Parks & Recreation Staff immediately to reschedule for another date and time.
3. Recruits and schedules volunteers for each assigned volunteer shift. A minimum of 4 volunteers are required for each shift. Ensure each volunteer has read and signed the waiver forms. Minors must have parents/guardians sign form prior to volunteer shift. Information to share with volunteers is available online at: www.burbankca.gov/digburbank
4. Provide volunteers with training and review of safety procedures at each volunteer shift.
5. Submit a **Volunteer Reporting Form** (see Appendix) after every scheduled volunteer shift. Include "Before" and "After" photos from each shift.

VOLUNTEERS

Almost anyone can volunteer! Consider forming a team with your organization, business, social group, or with family and friends!

PRE-REQUISITES:

- Comfortable working outside, sometimes on uneven ground. Willing to get dirty.
- Able to lift 25 lbs.
- Able to perform physical activities that require considerable use of arms, legs and entire body, such as balancing, stooping, bending, and handling materials.
- The recommended age for volunteers is 7 years and above. One adult supervisor (aged 18 or over) must be present for every five minors over the age of 7 years.

RECOGNITIONS

DIG Burbank Volunteer Groups who have committed to a minimum of 3 volunteer shifts will be publicly acknowledged on the City webpage, any print materials associated with the program, and social media outlets. Additionally, Groups will be invited to receive a certificate of recognition at a designated Parks & Recreation Board meeting or City Council meeting.



RECOMMENDED SUPPLIES

Groups are asked to furnish their own supplies. The City will furnish safety cones, trash bags and 5 gallon buckets to dispose of weeds.

Suggested items for Groups to provide include: See Appendix for sample items.

WORK TOOLS:

- Work Gloves (MaxiFlex nylon/lycra fitted gloves recommended)
- Hammer and Screwdriver are sufficient tools, however you may also find hand weeders and other tools at hardware stores (e.g. terra weeder, dirt ripper, etc.)
- Knee Pads

WORK ATTIRE:

- Long pants/sleeves
- Closed-toes shoes
- Hats
- Sunglasses

OTHER:

- Sunscreen
- Water and Snacks
- First Aid Kit

DAY OF CHECKLIST

- Ensure each volunteer has completed the **Burbank Volunteer Program liability and waiver form**.
 - Individuals may not volunteer if they have not completed this form.
 - All volunteer participants should be over the age of 18 or accompanied by an adult supervisor.
- Group leaders are responsible for conducting a briefing on proper techniques and safety standards before each volunteer shift. Make sure volunteers are comfortable with the assignment before they perform work.
- Identify the planter beds listed on your map and work in designated areas only. Planter bed areas are labeled at each park (designated by A, B, C, etc...). Completion of one (4'x12' size) planter bed will take approximately 1 hour with 4-5 volunteers.
- Remember to remind volunteers to take frequent breaks. Do not over-exert yourself and rest as needed.
- Complete the **Volunteer Reporting Form** and send it in within 5 days of your volunteer shift.
- Your volunteer service does not need to be just about work, it can be about fun and teambuilding! Consider coordinating a picnic or activity following your volunteer service or at another time at your designated park.



SAFETY DOs & DON'Ts

The safety of our DIG Burbank participants is always the utmost consideration. The DIG Burbank Program is designed so common sense safety will prevail. DIG Burbank participants will work without direct City of Burbank supervision.

Participants bear individual responsibility for personal safety and appropriate behavior when working within the boundaries of a City park.

Signed liability waivers are required before work is performed. Participants agree to hold the City of Burbank harmless for injuries, illness, or debilitating physical conditions arising from any inappropriate action or nonconformance with these safety requirements.

DO:

- Begin with a review of safety procedures and proper techniques.
- Wear proper clothes and closed-toes shoes and gloves.
- Stay within your designated project site.
- Be aware of your surroundings at all times.
- Stay away from traffic.
- Drink plenty of water and take breaks often.
- Have a first aid kit on hand for minor emergencies.
- Call 911 if someone is seriously injured.
- Supervise youth under the age of 17 at all times.
- Have fun!

DO NOT:

- Do not touch broken glass or anything that may be toxic/hazardous (i.e. oil, paint, etc.). Report all suspected hazardous/toxic materials to 818-238-3000.
- Do not use power tools such as mowers, chain saws, etc.
- Do not work in inclement weather.
- Do not try to pick up heavy objects (e.g. tree limbs, park furniture, etc.).
- Do not overexert yourself.



“*Together, we maintain healthy and beautiful parks for people to gather, play, and thrive.*”

APPENDIX

In this Section

- i. DIG Burbank Group Application
- ii. Burbank Volunteer Program Enrollment Form
- iii. Volunteer Reporting Form
- iv. Park Map & Site Identification Marker sample
- v. Recommended Supplies





City of Burbank Parks and Recreation Department

150 North Third Street Burbank, CA 91502 | ParksandRec@burbankca.gov | Phone: 818.238.5300 | Fax: 818.238.5321

APPLICANT INFORMATION

Date
Applicant Name Organization
Estimated Number of Volunteers: in your group: for each volunteer shift:
Phone Number Alternative Number
Email Address
Mailing Address Address City ZIP
How did you hear about DIG Burbank?

PARK PREFERENCES

Please rate your park choices from 1-4:
McCambridge (1515 N Glenoaks Blvd) Verdugo (3201 W Verdugo Ave) Johnny Carson (400 S Bob Hope Dr) George Izay (1111 W Olive Ave)
Please rate your schedule preference:
1st Saturday 2nd Saturday 3rd Saturday 4th Saturday
Estimated Number of Volunteers: _____

TERMS OF APPLICATION

I certify that I possess the authority to execute this application on behalf of the organization. I understand this is an application for the DIG Burbank Program and a representative from the City of Burbank Parks and Recreation Department will contact me to finalize an agreement.

Print Name Title
Signature Date

FOR OFFICE USE ONLY

Application Approved Assigned Park Week
Application Denied Comments

Staff Initials Date



CITY OF BURBANK VOLUNTEER PROGRAM



Burbank Volunteer Program Enrollment Form

1301 W Olive Ave, Burbank CA 91506
Phone: (818) 238-5370



Submit completed form to:
by email BVP@burbankca.gov
or via fax: (818) 238-5388

VOLUNTEER APPLICATION

Date:
Name: Male: Female:
Street: City: Zip:
Phone: E-mail Address:
Birth Date:
Are you a U.S. Veteran?
Physical Limitations you wish to disclose?
I Drive Driver's License #
I am insured by Auto Insurance Company:
I do not drive I use Public Transportation

In an EMERGENCY contact:

Emergency Contact Name:
Relationship:
Street: City: Zip:
Phone Number:

Have you ever been convicted of a crime other than a minor traffic violation?

Please Note: Background checks, such as Live Scan, will be utilized for some placements.

I understand that if I use my personal automobile traveling to and from and during my volunteer service and want to be covered by BVP Excess Automobile Liability Insurance, it will be my responsibility to keep in effect my automobile liability insurance equal to the minimum required by the State of California and to keep my driver's license current.

PLEASE SIGN BELOW

BVP Volunteer Signature Date BVP Staff Signature Date

TO BE COMPLETED UPON RECEIPT OF APPLICATION

Acknowledgement and Signature

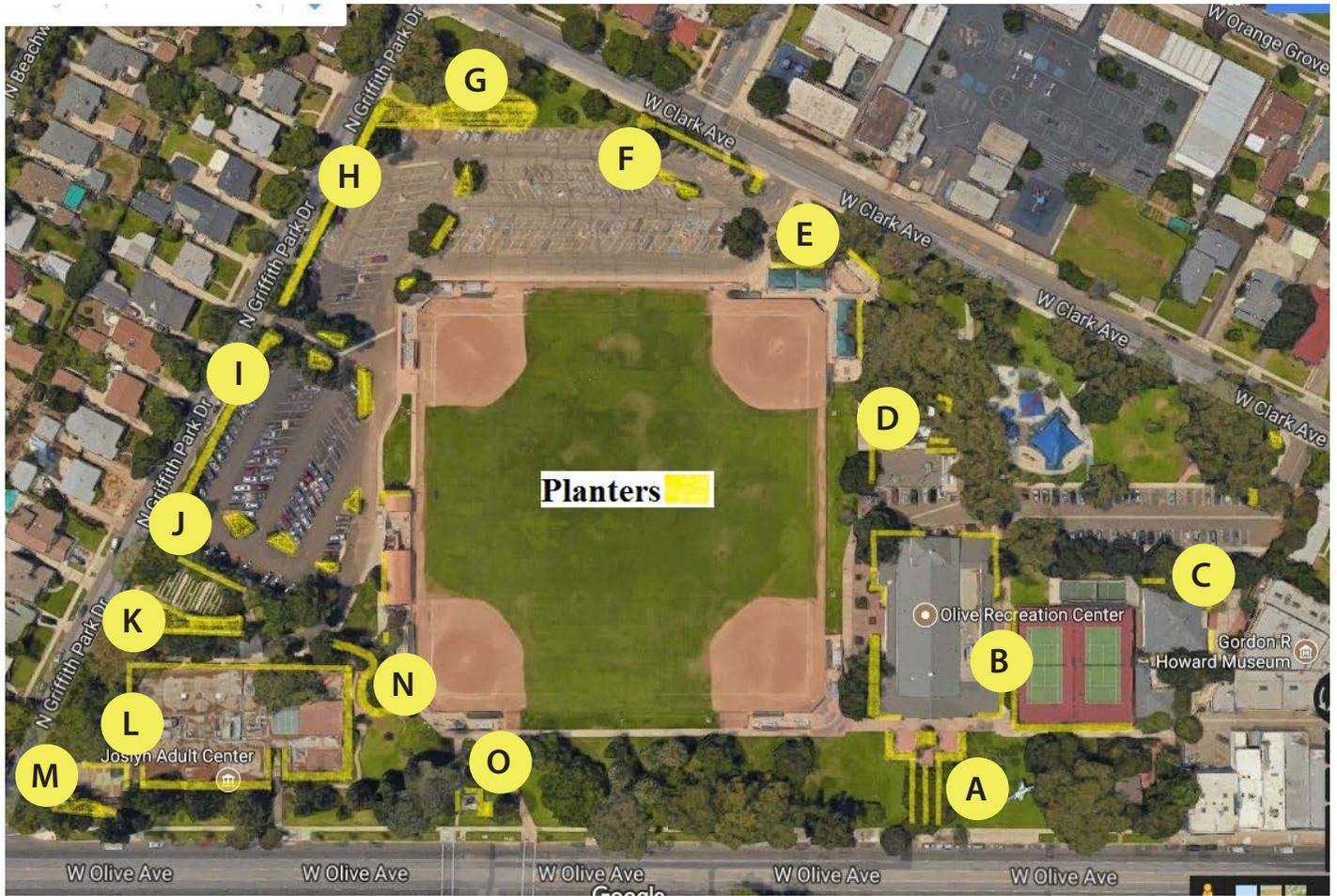
I acknowledge the following:
I have received a copy of the Burbank Volunteer Program Operations and Volunteer Handbook and I have read and understand the handbook.

BVP Volunteer Name (PRINT) Date BVP Volunteer Signature Date





George Izay Park

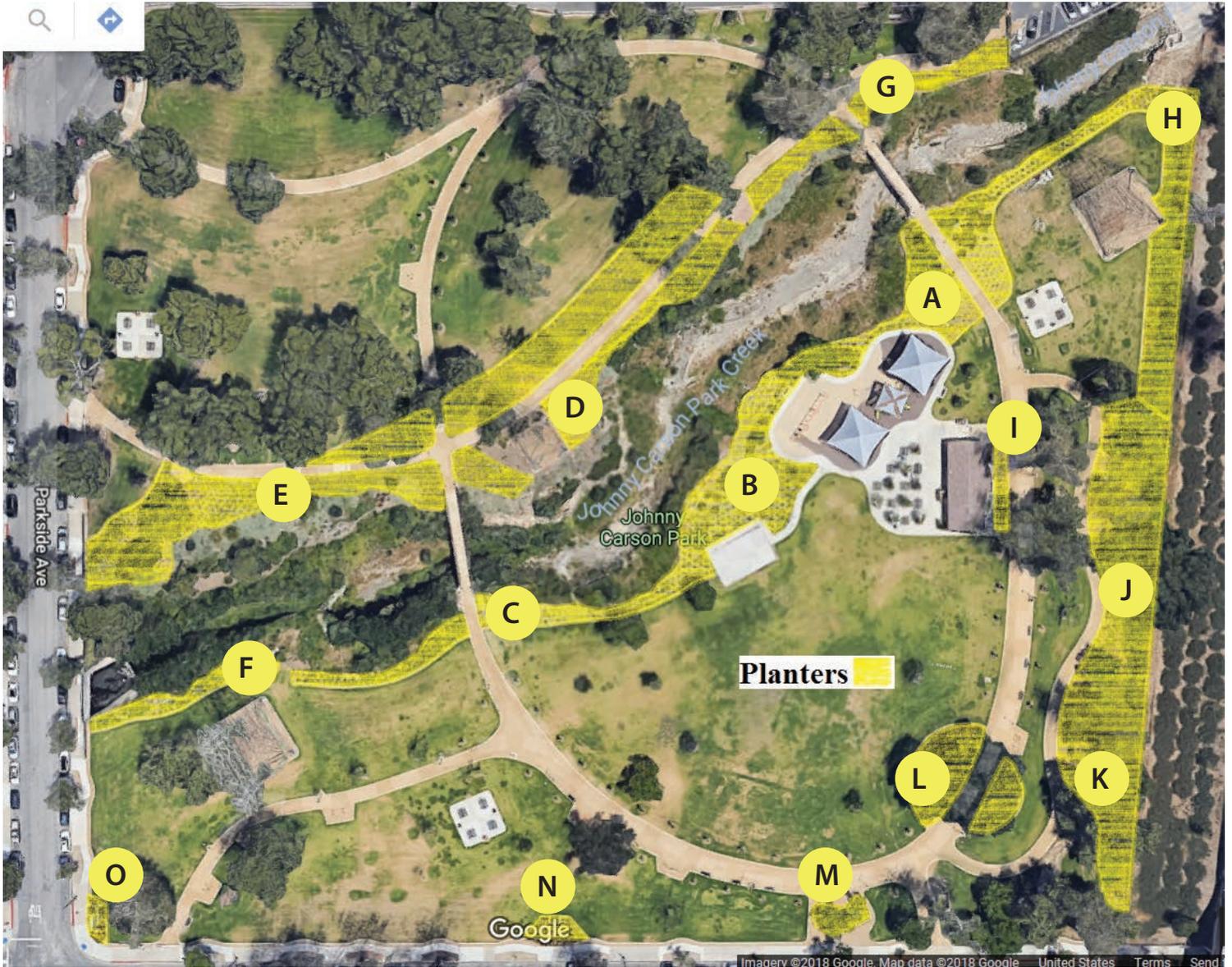


George Izay Park - 1111 W. Olive Ave. Burbank, CA 91506





Johnny Carson Park



Johnny Carson Park - 400 S. Bob Hope Dr. Burbank, CA 91505





McCambridge Park



McCambridge Park - 1515 N. Glenoaks Blvd. Burbank, CA 91504





Verdugo Park



Verdugo Park - 3201 W. Verdugo Ave. Burbank, CA 91505





Sample Site Marker

A vertical rectangular graphic representing a site marker. It features the DIG Burbank logo in the top left corner. A horizontal grey band across the top contains the text 'IZAY AREA A' next to a small green leaf icon, which is circled in red. Below this, the text 'THIS SITE IS MAINTAINED BY COMMUNITY VOLUNTEERS' is written in large, bold, white capital letters. Underneath is a small green leaf icon, followed by the text 'Do you DIG Burbank?' and 'We're Always Looking for Additional Volunteers!' in a smaller font. At the bottom, the website 'www.burbankca.gov/digburbank' and phone number '818.238.5300' are listed. The bottom of the graphic features a green grass-like border and the 'city of burbank PARKS & RECREATION' logo.

Site Marker
Park Name
Area





Recommended Supplies

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- Knee Pads

WORK ATTIRE:

- Long pants/sleeves
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- Hats
- Sunglasses

OTHER:

- Sunscreen
- Water and Snacks
- First Aid Kit

WORK GLOVES

nylon/lycra fitted gloves



TOOLS

hand weeding tools



dirt ripper



hand weeder



terra weeder

KNEE PADS



