



## About Buffalo Bayou Partnership

Founded in 1986 by Houston Mayor Kathy Whitmire, Buffalo Bayou Partnership's (BBP) geographic focus is the 10-mile stretch of Buffalo Bayou from Shepherd Drive to the Port of Houston Turning Basin. Over the organization's 29-year history, the BBP board and staff have raised and leveraged more than \$150 million in private and public funds for the bayou's redevelopment and stewardship—spearheading award-winning projects such as Sabine Promenade and Sesquicentennial Park, protecting land for future parks, constructing hike and bike trails, and operating a comprehensive clean-up program. BBP recently completed the \$58 million Buffalo Bayou Park project that includes major destinations, natural landscaping, footpaths, trail lighting, water features and pedestrian bridges. BBP also seeks ways to activate Buffalo Bayou through pedestrian, boating and biking amenities; volunteer activities; permanent and temporary art installations; and wide-ranging tours and events that attract thousands.

## About Buffalo Bayou Park

Buffalo Bayou Park offers 160 acres of beautiful scenery and skyline views, artwork, a nature play area, the “go-to” dog park in the city, hike and bike trails, and gathering places for visitors to enjoy outdoor activities as well as live, artistic performances. Stretching from Shepherd Drive to Sabine Street between Allen Parkway and Memorial Drive, it is fulfilling its potential as one of the country's great urban parks.

Each year, volunteers contribute thousands of hours removing invasive plants, picking up trash and debris and spreading mulch to help maintain the green space's appearance. These efforts lead to a healthier environment and a more aesthetically pleasing amenity while fostering bayou stewardship. Volunteers also provide vitally needed support at Buffalo Bayou Partnership's signature events.

## Volunteering Policies

- All volunteers must read and sign a waiver form prior to volunteering with Buffalo Bayou Partnership. Forms can be submitted via:
  - BBP's website at [buffalobayou.org/get-involved/volunteer](http://buffalobayou.org/get-involved/volunteer)
  - Emailed to [smcintire@buffalobayou.org](mailto:smcintire@buffalobayou.org)
  - In-person to the Volunteer Supervisor upon arrival to the event
- Buffalo Bayou Partnership has the right to use photographs or video of volunteers in marketing or public relations material, unless otherwise noted on the volunteer waiver form.
- Unchaperoned volunteers must be at least 18 years of age to volunteer with Buffalo Bayou Partnership. Youth volunteers ages 9-17 years are welcome with a chaperone 21 years of age or older. **There must be one adult per ten youth present.**
- Group leaders are responsible for making certain that all participants in their group follow instructions and abide by Buffalo Bayou Partnership's volunteer policies. Groups must agree to arrive in a timely manner.
- Closed-toe shoes or boots and long pants are required. Attire should be comfortable, weather-appropriate and able to get dirty. Optional items include hat, bandana, sunglasses and gloves. Gloves will be provided to volunteers in groups smaller than 50 people

- Volunteers must supply their own water, snacks, insect repellent, and sunscreen. If volunteering as an individual or in a group larger than 50, volunteers must also provide their own gloves.
- Most volunteer projects are scheduled for 9 – 11 am, Monday through Saturday. Saturday mornings are reserved for groups with 15+ volunteers.

### Group Opportunities

Buffalo Bayou Partnership will assign each group to areas wherever their services are most needed during their volunteer event. The following are types of work volunteers will be completing:

- **Gardening** – Plant and weed flower beds, prairie and wildflower areas; spread mulch; and help maintain plant health
- **Invasive Species Removal** – Assist with identification and removal of invasive plants in wildflower areas
- **Trash Pickup** – Pick up trash and debris along trails, stuck in trees and plants, etc.
- **Trail Cleanup** – Shovel silt off trails to ensure safe use for pedestrians
- **Trail Resurfacing** – Fill in bare areas of trails with crushed granite to ensure a level, safe trail for pedestrians
- **Natural Surface Trail Repair** – Assist with making repairs on eroded surfaces, trimming branches and twigs, and picking up trash along trails

### Individual Opportunities

- **Monthly Volunteer Day** – Complete a variety of tasks needed to maintain Buffalo Bayou Park. Events are held on the 3<sup>rd</sup> or 4<sup>th</sup> Saturday of each month. Volunteers will be assigned to small groups and spread throughout the park.
- **Johnny Steele Dog Park** – Help maintain the large and small dog parks by sweeping high-traffic areas, restocking poop bags and making sure pet owners are picking up after their dogs. Volunteers are needed on a weekly or bi-weekly basis.
- **Trash Pickup** – Collect trash and debris during your walk through the park. Stop by either the Lost Lake or the Wortham Insurance Visitor Centers to pick up a trash bag to get started.
- **Special Events** –
  - **Buffalo Bayou Partnership Regatta** – Help with registration and check-in, direct vehicular and boat traffic, and set up/tear down finish line festivities.
  - **KBR Kids Day** – Help with check-in, set up and tear down, help direct families to event location, distribute BBP materials, and lead children’s activities.
  - **Office Work** – On occasion, BBP will need assistance with a large mailing, filing, and other administrative work.

### Contact Information

<p>Sarah McIntire          Volunteer Supervisor          Buffalo Bayou Partnership  <a href="mailto:smcintire@buffalobayou.org">smcintire@buffalobayou.org</a>          Office: 713-752-0314 ext. 303</p>
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## Frequently Asked Questions

### **What will we be doing during our volunteer shift?**

Buffalo Bayou Partnership (BBP) will strive to determine exact focus areas the week prior to your volunteer event. However, as conditions change due to regular use or weather-and/or water-related reasons, your help may be needed in a different area. Most volunteers will assist with pulling weeds, spreading mulch, clearing trails of silt, and picking up trash. We ask that you remain flexible and open-minded should volunteer responsibilities change prior to your arrival.

### **What tools/equipment does BBP provide?**

BBP provides all necessary equipment and materials for the project area (i.e. rakes, shovels, etc.). If you have them, please bring your own work gloves.

### **What do I/we need to bring?**

All individuals must complete a waiver online prior to volunteering, or bring a signed waiver with you. Also, please bring water and any snacks, sunscreen or bug spray that you or your group may need.

### **What should I/we wear?**

Clothing will vary depending on the time of year you are volunteering. BBP recommends that volunteers wear loose fitting clothes that are comfortable and will protect the body from possible snags and briars you may encounter if working in overgrown areas. Closed-toe shoes or boots, hats, bandanas and sunglasses are also recommended.

### **Is there a place to store my belongings?**

BBP does not have a space for you to store your personal items. Please make sure you have a secure space for them prior to working your shift.

### **Can we bring children with us to volunteer?**

Yes, however, due to the nature of our work, children must be **at least 9 years old** to volunteer alongside you. If you are coming with a group, please notify the group leader that you will be bringing children with you prior to your shift.

### **Where do I/we meet?**

- Group Volunteers: The Volunteer Supervisor will provide the group leader with a specific meeting location a week prior to your event.
- Individual Volunteers: Meet the Volunteer Supervisor in front of The Water Works location (105 Sabine Street). You will then walk to the site you are assigned.

### **Are restrooms available?**

While there are two public restrooms located at both ends of Buffalo Bayou Park – Lost Lake Visitor Center (3422 Dunlavy Street) and Wortham Insurance Visitor Center (105 Sabine Street) – they will likely not be close to where you/your group will be working. Please make sure to take care of any needs prior to working your shift.

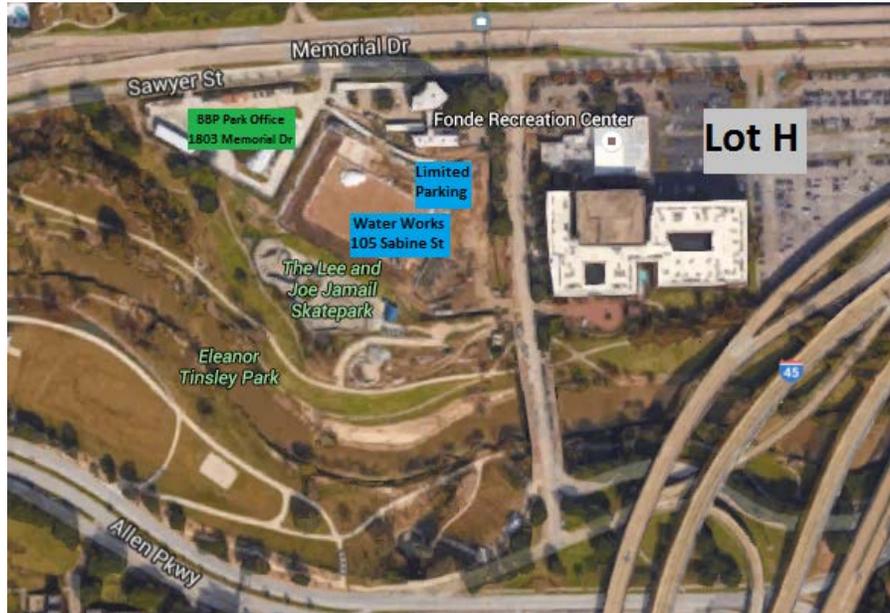
### **What does a volunteer shift look like?**

Schedules will vary depending on the number of volunteers, responsibilities assigned, weather conditions, etc. Below is a sample schedule:

- **8:30 – 9 am** – Check-in with Volunteer Supervisor; gather materials and move to work site
- **9 – 11 am** – Work at designated location
- **11 – 11:30 am** – Gather materials, clean up and exit

### **How do I get to Buffalo Bayou Park Water Works Building?**

The Water Works building is located on the East Side of Buffalo Bayou Park at 105 Sabine Street, Houston TX 77007. Below is a map for your reference. Our office is on the west side of Sabine Street.



### **Where do I park?**

Parking location will be determined by the Volunteer Supervisor approximately one week prior to your event. For larger groups, you will often park along or near Sabine Street. Limited parking is available at The Water Works (105 Sabine Street). Overflow parking is available at City Lot H (1643 Memorial Drive) located behind the Marquis Lofts on Sabine. To get to City Lot H, take the Sabine Street exit from Memorial Drive headed east toward downtown. You will drive past Sabine Street and Fonde Recreation Center; turn right into Lot H. If asked, make sure to tell the parking attendant you are with Buffalo Bayou Partnership.

## Group Leader Checklist

### 1 month prior to event

- Set date, time, and approximate number of volunteers with Volunteer Supervisor
- Recruit volunteers

### 1 week prior to event

- Send final number of participants to Volunteer Supervisor
- Finalize meeting and parking location with Volunteer Supervisor
- Distribute Volunteer FAQ, waiver form, and parking/meeting location to participants
- Ensure all participants are familiar with the parking/meeting location, have adequate transportation to volunteer site, and have an understanding of the type of work being completed

### 48 hours to event

- Send reminder email to participants, including website link to find and submit the waiver form
- Encourage participants to wear appropriate attire and to bring water. Ensure snacks and gloves re obtained (if necessary)

### During volunteer event

- Check-in with Volunteer Supervisor to ensure all participants have submitted a waiver
- Ensure all participants are following instructions and staying on task
- Remind participants to take water/snack breaks as needed
- Take time at the end of projects to clean up and help load tools, trash and debris



BUFFALO BAYOU  
PARTNERSHIP

### Volunteer Waiver

I, \_\_\_\_\_, agree that I hereby indemnify and hold harmless Buffalo Bayou Partnership, its officers, agents, and assignees, from any and all liability or claims of injury or property damage of whatsoever nature which may be incurred by me as a result of my voluntary participation in the project sponsored by Buffalo Bayou Partnership on (date) \_\_\_\_/\_\_\_\_/\_\_\_\_. Activities include, but are not limited to, the following:

*Mulching in designated areas; using a rake, hoe, shovel, machete, or pruning shears to assist in the cleanup and planting process; bagging litter along designated sites and/or collecting piles of trash brush and litter to be bagged; and transporting debris to a collection point.*

I further represent and certify to Buffalo Bayou Partnership, its officers, agents and assignees that I am physically able to do the various activities enumerated above without limitation, and that I have no disabilities which might prevent me from doing the same.

I certify that either I am 18 years of age or older, or that my parent or court-appointed guardian has full knowledge of my participation in this event and has given me permission to participate, as evidence by his/her signature below. Accordingly, I sign this waiver of my own free act and will.

\_\_\_\_\_  
PARTICIPANT SIGNATURE (If not age 18 or older, parent/guardian must co-sign below.)

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
ORGANIZATION/AFFILIATION

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
EMERGENCY CONTACT

\_\_\_\_\_  
PHONE NUMBER

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### Publicity Release

My signature below allows Buffalo Bayou Partnership to use photos or videos of myself for Buffalo Bayou Partnership public relations and marketing purposes.

\_\_\_\_\_  
PARTICIPANT or PARENT SIGNATURE

\_\_\_\_\_  
DATE