Tulare County Parks

Strategic Outreach Plan
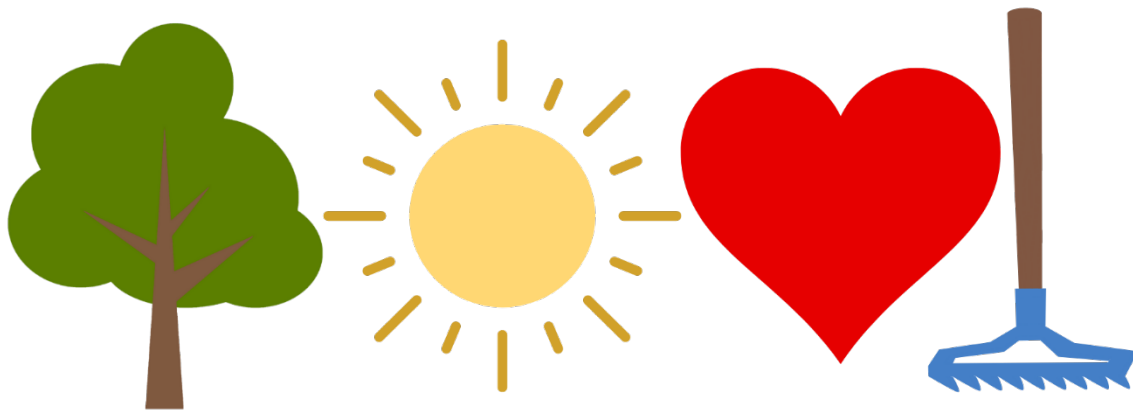
May 10, 2022

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BACKGROUND AND INTRODUCTION

Tulare County Parks is steward of 11 public parks spanning over 639 acres countywide. These Parks improve water quality, protect groundwater, prevent flooding, improve the quality of the air we breathe, produce habitat for wildlife, and provide a place for children and families to connect with nature and recreate outdoors together.

Parks are a tangible reflection of the quality of life in a community. They provide identity for citizens and are a vital resource in the community in which they are located. Generations of county residents have enjoyed these parks and each has a rich history.

Since 2010, the Parks Division has been managed by the General Services Agency (GSA). Prior to 2010, it was a part of the Resource Management Agency (RMA).

Tulare County Parks Fun Facts	
Oldest Park	Mooney Grove Park founded in 1909
Newest Park	Community Park of Goshen established in 2018
Largest Park	Balch Park with 160 acres
Smallest Park	Alpaugh Park with 3 acres
Playgrounds	11
Arbors	50

In 2015, the Board of Supervisors established the Parks Advisory Committee (PAC) as a forum for public engagement and citizen input into matters of the County Parks system, including funding, improvements, and maintenance. The vision for this 7-member Committee is to allow for interested members of the community to have input on Parks and to ultimately enhance the experience of Parks.

In 2016, a Parks Strategic Business Plan (Plan) was created to evaluate the status of the Parks system, business operations, and future opportunities to improve the viability of Parks. The Plan provided information regarding the operational budget, major threats, and a proactive list of strategies for consideration designed to materially improve Tulare County Parks. Recommendations of the Plan included several initiatives to improve the condition of the Parks system which included:

1. Establish a Maintenance and Improvement Program (MIP) to ensure Parks are maintained and improved at necessary levels;
2. Annually evaluate the availability of a dedicated source of one-time project funding;
3. Increase public engagement and outreach through targeted community meetings; and
4. Improve customer service efforts for employees in the Parks System.

The Plan's goals are a work in progress and have been completed to varying degrees. This specific Strategic Outreach Plan is intended to provide a framework toward achieving Goal 3 of the Plan, to increase public engagement and outreach.

STRATEGIC OUTREACH PLAN OBJECTIVES
The objectives of this Strategic Outreach Plan (SOP) seek to address the need for investment in Parks by:
1.   Involving businesses, organizations, and individuals through the investment of time and/or financial resources.
2.   Inspiring volunteerism by instilling a sense of community ownership.

Both objectives will be accomplished using specific communications tools and strategies to bolster support for initiatives and programs which support Parks, via community involvement, individual participation, and financial investment. This includes:

- Corporate Sponsorship Program
- Individual Membership Program
- Adopt–An-Arbor Program
- Memorial Tree & Bench Program
- Annual Fundraising Event
- Volunteer Program

BRANDING, COMMUNICATIONS TOOLS, AND STRATEGIES

The Parks strategy to engage the community is focused to ensure communication efforts will be optimized. This will be accomplished by raising awareness, identifying targeted audiences, and the creation of meaningful messaging.

Section I: Communication Tools & Strategies Goals and Objectives

	1. Raise Awareness: This will be accomplished through improving the public's perception and increasing awareness of Parks.	
Action	**Responsible Party**	**Due Date**
1.1 Adopt new logo	GSA Administration	Completed
1.2 Create branding strategy	GSA Administration	Completed
1.3 Publish quarterly newsletter	Parks Manager & Community Outreach Specialist	July 1, 2022 and ongoing
1.4 Regularly create new content for website to ensure it is dynamic and current	Community Outreach Specialist	Ongoing
1.5 Develop community outreach presentation materials	Parks Manager & Community Outreach Specialist	July 1, 2022
1.6 Increase social media presence by adopting the use of additional platforms	Parks Manager & Community Outreach Specialist	July 1, 2022
1.7 Develop educational materials such as infographics	Parks Manager & Community Outreach Specialist	August 1, 2022 and ongoing
	2. Identify Target Audience: Expand network to connect with Tulare County residents and businesses who value Parks.	
Action	**Responsible Party**	**Due Date**
2.1 Create and maintain master contact list of all current and potential community partners	Community Outreach Specialist	July 1, 2022 and ongoing
2.2 Conduct outreach to community based, civic, and other organizations	Community Outreach Specialist	Ongoing
2.3 Identify Park Patrons who desire to be involved with Parks on an active level.	Community Outreach Specialist	Ongoing

	3. **Connect Audience with Opportunities:** Provide individuals and organizations tools and resources to get involved in improving Parks.

Action	Responsible Party	Due Date
3.1 Create online tools such as volunteer forms/applications and calendar of events	Community Outreach Specialist	Ongoing
3.2 Create media such as signs, brochures, and fliers specific to sponsorship and volunteer opportunities	Community Outreach Specialist	Ongoing
3.3 Conduct annual recruitment campaigns	Community Outreach Specialist	Annually
3.4 Conduct renewal campaigns	Community Outreach Specialist	Annually
3.5 Conduct sponsorship campaigns	Community Outreach Specialist	Ongoing

A Branding Strategy has been developed to facilitate this SOP to achieve Parks long-term goals (Attachment A). It includes a new logo, color palette, and other creative elements focused on building brand awareness and brand sentiment.

FUNDRAISING & INVESTMENT

Parks has developed several programs in which the community can help support Tulare County Parks. Friends of Tulare County (Friends), a 501©(3) non-profit organization, will accept monetary and in-kind donations on behalf of Parks to support Park programs.

Corporate Sponsorship

Corporate sponsorship is a way for businesses and partners to assist Parks fulfill its mission to provide safe, healthy, and welcoming outdoor recreational spaces that improve the quality of life for Tulare County residents.

This program is a win-win for all involved. For Parks, the program will increase exposure and awareness, acquire new supporters, and legitimize Parks brand. Conversely, corporate sponsors will benefit by improving brand perception, attract new customers, and increase employee satisfaction. Ultimately, support increases access to in-kind services and/or product donations.

Parks Corporate Sponsorship is an annual program (January through December) and has four levels of participation. Sponsorship categories include a graduated level of benefits as sponsorship amounts increase. See Sponsorship Table below.

Sponsorship Category	Dollar Amount	Benefits
Tule	$1,500	- Certificate of appreciation - Recognition in Parks newsletter - Brand placement on social media and webpage 1 no-cost arbor booking annually 4 Annual Park Passes

Kings	$3,000	• Plaque of appreciation • Recognition in Parks newsletter • Brand placement on social media and webpage • Brand placement on entry signs or banner • 1 no-cost arbor booking annually • 6 Annual Park Passes
Kaweah	$5,000	• Plaque of appreciation • Recognition in Parks newsletter • Brand placement on social media and webpage • 1 no-cost arbor booking annually and waiver of entrance fees for up to 20 vehicles • 8 Annual Park Passes
Sequoia	$10,000	• Plaque of appreciation • Recognition in Parks newsletter • Brand placement on entry signs or banner • Brand placement on social media and webpage • 1 annual no-cost priority event booking • 2 no-cost arbor booking annually and waiver of entrance fees for up to 50 vehicles per event. • Waived entry fee for annual event (subject to capacity limit) • 10 Annual Park Passes • 1 Annual Service Day recognition at identified park

Individual Membership

As with the Corporate Sponsorship program, the Individual Membership Program is an opportunity for Parks to build a base of loyal supporters and draw on a large pool of individuals to help with planning, fundraising, or other tasks. Through this annual program, individuals will receive benefits, privileges, and other advantages over non-members. As a way of building the Parks community, membership will provide each with an "insider" status and assist with developing a sense of identification with Parks, thus strengthening membership support and advocacy.

Membership Category	Dollar Amount	Benefit
	$100	• Membership Card • Newsletter • 1 Annual Park Pass • Calendar
	$300	• Membership Card • Newsletter • 2 Annual Park Passes • Calendar • Water Bottle
	$500	• Membership Card • Newsletter • 2 Annual Park Passes • Calendar • Water Bottle • Entry for 2 to Recognition Event

NOTE: An additional benefit of both the Corporate Sponsorship and Individual Membership is the opportunity to serve. Identified Service Days at specific Parks will provide sponsors a tangible opportunity to invest time and energy into making Parks the best they can be.

Adopt-An-Arbor

The Adopt-An-Arbor Program has been restructured to reflect the cost of the program and ensure value for sponsors. Sponsors will select an available arbor of their choosing and sponsor for a period of three years, with the option to renew.

The following is a cost breakdown by arbor size:

Size	Cost
Small	$3,000
Medium	$6,000
Large	$10,000
Extra-Large	$20,000

As part of the Adopt-An-Arbor program, sponsors will have the opportunity to reserve in advance use of their specific arbor at no-cost for each year sponsored. A sign with the sponsor's logo will say: "This arbor is sponsored by (insert sponsor name/logo here) - Thank you for helping us maintain our arbors". As another feature of this program, we ask sponsors to coordinate with Parks staff to select at least one Adopt-A-Park service date, or an annual day of service of their choice.

Memorial Tree & Bench

Memorial Tree $1,000: Commemorate a loved one with a memorial tree and plaque for $1,000. The tree species, location, and planting date are at the discretion of Parks. Trees ordered from April through October will be planted in the fall.
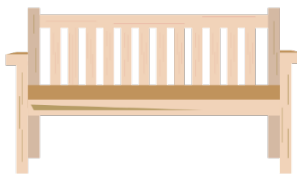
Memorial Bench $5,000: Commemorate a loved one with a memorial bench and plaque for $5,000. The park benches are a predetermined style. A standard plaque is placed on the memorial benches and the name of the loved one will be inscribed on the plaque. Additional wording is subject to further approval.

Trees and benches purchased through the program are planted and placed in County Parks. Donors work closely with Parks staff to determine the ideal location and wording for the memorial.

Annual Fundraising & Recognition Event

Parks will host a pre-sale ticketed fundraising event each year. The event program will include sponsor and volunteer recognition, music, food, and prizes.

In-Kind Donations

In-Kind donations of materials, goods, or services to benefit Parks are encouraged. Individuals and organizations who provide in-kind items/services will be given recognition via social media and newsletter.

Event Partnerships

Staff will explore opportunities to partner with organizations to host large scale events in the Parks. A percentage of event admission could be donated for the cost of staff time and assistance.
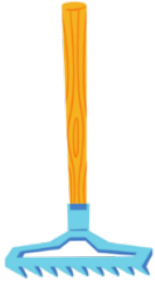
VOLUNTEER PROGRAM

Volunteering enables organizations, families, and individuals to give back to their community. Due to limited staffing capacity, the efforts of volunteers are integral to the success of Parks. The following is information about ways the community can participate.

Preparing for Volunteer Program

Volunteer activities have been identified and classified based on volunteer skills and abilities along with equipment needed. Please see Attachment B: Reoccurring Volunteer Opportunities Assessment for a detailed outline of identified projects for each Park.

Volunteer Supervisors Roles and Responsibilities

Senior Parks and Grounds Workers will be responsible for supervision of all volunteers, from large groups to individuals. Responsibilities include:

- Check-In/Check-Out process
  - Volunteers report to Senior Parks and Grounds Worker
  - Sign In sheet
  - Provide Release of Liability Waiver for signature
  - Safety Training
  - Assign tasks and tools
  - Provide oversight during project

Volunteer Outreach and Recruitment

There are several ways outreach will be conducted for the Parks Volunteer program. The Community Outreach Specialist (COS) will conduct in-person outreach to targeted service clubs and organizations with the intent to stoke interest in volunteering with Park improvement projects. COS, or assigned staff, will develop social media campaigns, promotional media, press releases, and online tools (when appropriate) for recruitment based upon specific aspects of the program. This includes:

- Events
- Single day volunteer opportunities
- Reoccurring service days

Consistent communication will be key to ensure a steady stream of volunteers to assist with this program. Communication tools will include:

- Calendar of events
- Email blasts, phone, and text reminders
- Newsletter

Adopt-A-Park

The Adopt-A-Park program allows citizens, churches, and other organizations to give back to their community by working to beautify a Park. Groups and individuals are encouraged to assist Parks with preserving Tulare County's green spaces through general upkeep and clean up.

Any local group can "adopt" any Park in Tulare County. Some Parks are large and can be adopted by multiple groups or organizations. By adopting a Park, community members are working to maximize Parks maintenance budgets and tax dollars by enabling staff to work on activities that need expert care.
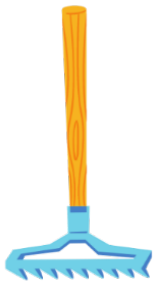
Requirements of Adopt-A-Park

Interested organizations shall complete an Adopt-A-Park application. The COS will follow up to discuss adoption details and create a work plan based on the adopted Park's and group needs. Once work is completed, an informal post event Volunteer Report will be completed and submitted to the COS by the organization's representative.

Type of duties

- Picking up trash and litter
- Raking leaves and pulling weeds
- Fluffing playground woodchips
- Wash playground equipment with water and Simple Green cleaner
- Wash picnic tables and benches with water and Simple Green cleaner
- Sweeping hard surfaces (ie. Sidewalks, arbors, basketball courts, etc.)
- Reporting vandalism, unsafe conditions and/or necessary repairs
- Special projects may be assigned by Parks staff
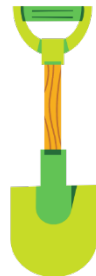
Supplies

Organizations are required to provide their own equipment. A suggested list would include: Shovels, rakes, gloves, dust pans, brooms, buckets and Simple Green cleaner. Parks will provide trash bags for groups cleaning the Park.

Recognition

addition to a clean Park and a sense of community spirit, groups will be recognized after each year of service with a and presentation during the annual fundraising event. In group will be recognized on the Parks website and newsletter.
In adoptive certificate addition, the

Section II: Strategic Outreach Plan (SOP) Goals, Objectives, and Strategies

1. Involve businesses, organizations, and individuals through the investment of time or financial resources.		
Action	**Responsible Party**	**Due Date**
1.1 Develop Corporate Sponsorship Program	GSA Administration	Completed
1.1.1 Create Corporate Sponsorship Program outreach materials and promotional campaign	Community Outreach Specialist	June 30, 2022
1.1.2 Launch Corporate Sponsorship Program	Community Outreach Specialist	July 31, 2022
1.1.3 Conduct and provide 12 presentations to identified partners	Community Outreach Specialist	December 31, 2023
1.1.4 Promote 20 campaign posts on social media	Community Outreach Specialist	December 31, 2023
1.1.5 Secure 5 corporate sponsors	Community Outreach Specialist	December 31, 2023
1.2 Develop Individual Sponsorship Program	GSA Administration	Completed
1.2.1 Create Individual Sponsorship Program outreach materials	Community Outreach Specialist	May 31, 2022
1.2.2 Launch Individual Sponsorship Program	Community Outreach Specialist	June 30, 2022
1.2.3 Attend 5 outreach events to promote individual sponsorship opportunities	Community Outreach Specialist	December 31, 2023
1.2.4 Promote 20 campaign posts on social media	Community Outreach Specialist	December 31, 2023
1.2.5 Secure 50 individual sponsorship members	Community Outreach Specialist	December 31, 2023
1.3 Restructure Adopt-An-Arbor Program	GSA Administration	Completed
1.3.1 Create Adopt-An-Arbor outreach materials	Community Outreach Specialist	June 30, 2022
1.3.2 Launch Adopt-An-Arbor Program	Community Outreach Specialist	July 31, 2022

Action	Responsible Party	Due Date
1.3.3 Conduct and provide 12 presentations to identified partners	Community Outreach Specialist	December 31, 2023
1.3.4 Promote 20 campaign posts on social media	Community Outreach Specialist	December 31, 2023
1.3.5 Secure 10 Arbor Adopters	Community Outreach Specialist	December 31, 2023
1.4 Develop the Memorial Tree & Bench Program	GSA Administration	Completed
1.4.1 Create Memorial Tree & Bench outreach materials	Community Outreach Specialist	May 31, 2022
1.4.2 Launch Memorial Tree & Bench Program	Community Outreach Specialist	June 30, 2022
1.4.3 Conduct and provide 5 presentations to identified partners	Community Outreach Specialist	December 31, 2023
1.4.4 Promote 20 campaign posts on social media	Community Outreach Specialist	December 31, 2023
1.4.5 Secure 10 Memorial Tree and 3 Memorial Bench program sponsors	Community Outreach Specialist	December 31, 2023
1.5 Hold Annual Fundraising & Recognition Event	Parks Manager and Community Outreach Specialist	December 31, 2022 and annually
1.6 Partner with 1 organization to conduct a large-scale event.	Parks Manager and Community Outreach Specialist	December 31, 2023
2. Inspire volunteerism by instilling a sense of community ownership.		
Action	**Responsible Party**	**Due Date**
2.1 Develop Volunteer Program	GSA Administration	Completed
2.1.1 Create Volunteer Program outreach materials	Community Outreach Specialist	June 30, 2022
2.1.2 Launch Volunteer Program	Community Outreach Specialist	July 31, 2022
2.1.3 Conduct and provide 6 presentations to identified partners	Community Outreach Specialist	December 31, 2023
2.1.4 Promote 20 campaign posts on social media	Community Outreach Specialist	December 31, 2023
2.1.5 Host 5 community volunteer events	Parks Manager and Community Outreach Specialist	December 31, 2023
2.2 Develop Adopt-A-Park Program	GSA Administration	Completed
2.2.1 Create Adopt-A-Park Program outreach materials	Community Outreach Specialist	June 30, 2022
2.2.2 Launch Adopt-A-Park initiative	Community Outreach Specialist	July 31, 2022

2.2.3 Conduct and provide 6 presentations to identified partners	Community Outreach Specialist	December 31, 2023
2.2.4 Promote 20 campaign posts on social media	Community Outreach Specialist	December 31, 2023
2.2.5 Secure 2 participating organizations Adopt-A-Park	Community Outreach Specialist	December 31, 2023

CONCLUSION

This SOP provides Parks with a framework to ensure completion of Goal 3 of the Park's Strategic Business Plan: to increase public engagement and outreach. The measurable outcomes will be reported to the PAC and BOS on an annual basis, with the SOP being updated as needed and adapted to future Park needs.

Attachment A

TULARE COUNTY PARKS

BRANDING STRATEGY

MAY 2022

VERSION 1.0

BRANDING STRATEGY GUIDELINES

PURPOSE

The purpose of establishing branding strategy guidelines is to ensure Tulare County Parks (Parks) is promoted in an accurate, consistent, and professional manner to its customers. This document ensures Parks staff has a clear understanding and commitment to the Parks brand. Brand messaging is integrated into all communication strategies and external communications (e.g. letters, website, media releases, public service announcements, social media activities, presentations, grant applications, and promotional materials). Consistent use of brand elements will facilitate raising awareness and increased visibility of Parks.

BRAND ELEMENTS

LOGO

Parks logo is the primary visual identifier of its brand. To ensure Parks is effectively promoted, it is important to use the logo consistently. This logo should be used for media items including, but not limited to: signage, documents, and official memos.

Full Color   vs.   Grayscale

Electronic communications should include the full color logo. Cost of color printing should be considered when determining which logo to use for print materials.

SIZING

When considering optimal legibility, the Parks logo should not be reproduced smaller than 1 inch in width.

(1 inch)

SHARED USE

Certain cases may arise in which another department or community partner expresses interest in publishing the Parks logo in produced media. In such cases, a request for approval should be submitted to the General Services Agency (GSA) Director.

STANDARD TEMPLATES

To build audience recognition and confidence in Parks, the below templates and guidelines should be used for standard forms of communication.

Basic Documents, Memos, and Official Letters

- Font type: Calibri
- Color: Black
- Size: Body: 12 point font; Headings: 16 point bold font; Subheadings: 14 point bold font; Footers and Headers: 8 to 10 point font.

OFFICIAL TULARE COUNTY PARKS COLOR PALLET

New Leaf Green
R153   G204   B103
C44   M0   Y78   K0
#99CC67

Turquoise Blue
R63   G160   B187
C72   M21   Y20   K0
#3FA0BB

FORMATTING CONSIDERATIONS

- Use of white space is encouraged.
- Margins: Use standard 1-inch margins.

- Justify: Use "Justify" setting for all documents to distribute text evenly through the document.
- Pictures: Use "Wrap Text", then select "Square" formatting.
- Page numbers: Insert page numbers right justified in the footer for documents longer than one page.
- Insert the date the document was finalized or published.

PROCEDURE

1. **Implementation procedure required:** The Parks logo will appear on all official materials produced and distributed by Parks such as:

Letterheads   Presentations   Leaflets   Posters   Forms

Advertisements   Official Reports   Brochures   Newsletters

Promotional Items   Press Releases   Business Cards   Flyers

2. **Incorrect Use of Logo:** The Parks logo should not be rearranged, altered, or changed by adding or deleting elements or changing the font type or color. The following recommendations of use will help maintain consistency of logo appearance.

- Legibility - Do not place logo on a dark or highly textured surface that will cause poor visibility and distortion. Do not use second-generation artwork such as photocopy of cut and paste logos from previously printed materials.
- Crowding the Logo - The logo should stand with adequate space around it and should not be boxed, shaded, or have other elements placed closely to it. Do not print anything over the logo.
- Foreign Elements - Additional figures, graphics, photos, or clip art should not be used as part of the logo. No symbols or words may be added.
- Screens and Shadows - Do not print the logo as a fainter, less opaque version. Shadows should not be added.
- Positioning - Do not position the logo on a diagonal or any baseline. The logo should be used in total and should not be allowed to bleed or run off the printed page or framework.

3. Do not rotate logo, use different colors, borders, or backgrounds, distort when resizing, or extend the logo area to include extra text. The following are a few examples of logo misuse:

DO NOT– Skew, Rotate, or Stretch

DO NOT – Add Special Effects   DO NOT – Add Elements   DO NOT – Fill With Patterns

4.   Logo Access & Approval: The approved versions of the Parks logo can be obtained from the Tulare County Parks Community Outreach Specialist.

To ensure proper use of logo, ALL general printed and electronic marketing materials must be reviewed, approved, and signed off by the GSA Director prior to printing.

Attachment B
Reoccurring Volunteer Opportunities Assessment

This assessment tool is to be used by Parks staff to provide examples of how community members and organizations can assist with Park care. However, these are just some examples of reoccurring volunteer opportunities for each Park. Community members are encouraged to work with staff to identify other potential areas not specifically identified.

Park	Project	Skill Level	# of volunteers	Tools/Materials Needed	Storage Location
Alpaugh	Pick Up Trash	Low	2	Trash bags or bucket, hand grabbers	Mooney Shop
	Rake Leaves	Low		Rakes, trash bags, gloves	
	Clean Playgrounds	Low		Rakes, shovel, hand grabbers	
	Clean Arbor	Medium		Blower, cobweb dusters, screw drivers, plyers to remove staples	
Bartlett	Clean Restrooms	Medium	<6	Hand grabbers pickup toilet paper from restroom ground,	Bartlett Shop

				Water hose, need key to add new toilet paper to dispense.	
	Pick Up Trash	Low		Gator, Trash bags or bucket, Hand Grabbers	
	Clean Arbors	Medium		Blower, Cobweb Dusters, Screw Drivers, Plyers to remove staples	
	Clean Playgrounds	Low		Rakes, Hand grabbers	
	Horseshoe Pit	Medium	<4	Gloves, shovel, rakes,	
	Picnic Tables	Low	<6	Gloves, rags, bucket	
Balch	Clean Restrooms	Medium	<4	Hand grabbers pickup toilet paper from restroom ground, Water hose, need key to add new toilet paper to dispense.	Balch Shop
	Picnic Tables	Low		Gloves, rags, bucket	
	Pick Up Trash	Low		Trash bags or bucket, Hand Grabbers	
	Benches	Low	2	Gloves, rags, bucket	
Cutler	Pick Up Trash	Low	3	Gator, Trash bags or bucket, Hand Grabbers	Cutler Shop
	Trim branches	Medium	10	Lampers to tri, trash bag	

	Clean Arbors	Medium	3	Blower, Cobweb Dusters, Screw Drivers, plyers to remove staples	
	Remove Weeds	Low	5	Gloves	
	Clean Arbors	Medium	2	Blower, Cobweb Dusters, Screw Drivers, Plyers to remove staples	
Ledbetter	Pick up trash	Low	3	Gator, Trash bags or bucket, Hand Grabbers	Ledbetter Shop
	Trim branches	Medium	10	Lampers to trim, trash bag	
	Clean arbors	Medium	3	Blower, Cobweb Dusters, Screw Drivers, plyers to remove staples	
	Dust Sidewalks	Low	1	Blower	
	Dust Basketball Court	Medium	1	Blower	
	Remove weeds	Low	5	Gloves	
Kings River	Restrooms	Medium	<4	Hand grabbers pickup toilet paper from restroom ground, Water hose, need key to add new toilet paper to dispense.	Ledbetter Shop
Mooney Grove	Pick up trash	Low	6	Gator, Trash bags or bucket, Hand Grabbers	Mooney Grove Shop

	Spreading wood chips/ or mulch near red barn museum	Low	3	Rakes	
	Paint benches	Medium	6	Gloves, Paint, Brushes	
	Remove trash from pond	High	6	Bags, Nets	
	Trim trees	Medium	10	Lampers to trim, trash bag	
	Raking Leaves	Low	6	Rakes, trash bags, gloves	
	Restrooms	Medium	14	Hand grabbers pickup toilet paper from restroom ground, Water hose, need key to add new toilet paper to dispense.	
Pixley	Pick up trash	Low	<4	Trash bags or bucket, Hand Grabbers	Pixley Shop
	Raking Leaves	Low		Rakes, trash bags, gloves	
	Clean playgrounds	Low		Rakes, Hand grabbers	
	Clean arbors	Medium		Blower, Cobweb Dusters, Screw Drivers, plyers to remove staples	
Woodville	Clean restrooms	Medium	<6	Hand grabbers pickup toilet paper from	Woodville shop

			restroom ground, Water hose, need key to add new toilet paper to dispense.	
	Pick up trash	Low	Gator, Trash bags or bucket, Hand Grabbers	
	Clean arbors	Medium	Blower, Cobweb Dusters, Screw Drivers, plyers to remove staples	
	Clean playgrounds	Low	Rakes, Hand grabbers	