

Caroline Playground Community Build May 9-10, 2008

Community Build Overview

Schedule

See the detailed schedule of the May build provided by Parkitects.

April 19	Dismantling and excavation of all existing playground structures and equipment by ICSD Facilities, with volunteers from a Cornell fraternity
April 19–May 9	Preparation of the site by ICSD Facilities
May 9–10	Community build days! Parkitects will provide supervision and direction for our <i>construction</i> volunteers (12 skilled volunteers on 5/9 and 100 volunteers on 5/10). All heavy equipment will be operated exclusively by ICSD Facilities employees.
May 11	Date for spreading wood fiber surfacing if task is not completed May 10
May 17?	Grand opening celebration

Our Responsibilities

The Caroline Site Based Council and Caroline Playground Committee will:

- Recruit all volunteers (construction, food & beverage service, childcare, cleanup)
- Borrow tools, equipment, and supplies specified by Parkitects (in coordination with ICSD Facilities, which will provide all heavy machinery and some tools) and other equipment and supplies necessary to support the build (i.e., tents, tables, chairs)
- Acquire donated food and beverages and arrange for it to be served (continental breakfasts, lunches, dinners, and snacks and beverages throughout the build)
- Arrange for childcare or childcare solutions so as many parents can participate as possible (beware liability and cost may be insurmountable)
- Manage communications and public relations

New Community Build Committees

- Volunteer Recruitment Committee
- Security, Tools, and Equipment Committee
- Food & Beverage Committee
- Childcare Committee
- Public Relations Committee

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Committee Objectives & Responsibilities

Volunteer Committee

- Recruit volunteers

<u>Volunteer Area</u>	<u>Number</u>	<u>Date & Time</u>	<u>Description</u>
Construction	?	April 19	remove all existing equipment, surfacing, and concrete footings (a Cornell fraternity has volunteered)
	?	May ?	unload semi truck (driver will call Parkitects 24 hours prior to delivery to schedule a time)
	12	May 9, 8am-6pm	stake out the area and dig footings, sort parts, drill holes, and pour footings
	100	May 10, 8am-7pm	assemble and install play equipment, mix and pour concrete, and spread wood fiber surfacing
	12	May 11	spread wood fiber surfacing <i>if not completed on May 10</i>
	12	May 13, 2pm-5pm	hang swings and tighten Spacenet
	12	?	host ribbon cutting and grand opening celebration
Food & beverage service	4	May 9	serve breakfast, lunch, and dinner to 25 people plus provide snacks and beverages throughout the day
	20	May 10	serve breakfast, lunch, and dinner to all (~150 people) plus provide snacks and beverages throughout the day
Childcare	?	May 10	assist with childcare and children's activities
Cleanup & restroom	2	May 10	Cleanup build area and periodically clean restrooms

- Find volunteers: Caroline families (coordinate mailing with PR committee), bus drivers (Alaine), Cornell Greek system, Cornell Public Service Center, local home schoolers, local construction businesses (Rich Bros., Austin Construction, Sunnybrook, Cayuga Country Homes), fire departments, alumni, Challenge Industries, Finger Lakes Independence Center, Franziska Racker Center (promote accessibility features of playground). For more ideas, see <http://www.kaboom.org/BuildAPlayspace/TheKaBOOMToolkit/ToolkitVolunteerRecruitment/FindingVolunteers/tabid/451/Default.aspx>

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- Pre-register volunteers by
 - collecting contact information: name, phone, email, mailing address, and for backpack mail, the name of the student and teacher
 - confirming they can be there the entire time (and if not, what time)
 - determining whether they need child care (number of children and ages)Volunteers are not required to pre-register (they didn't the last time Caroline did a playground community build) but it's *very helpful* in tracking volunteers and ensuring targets have been met.
- Manage volunteer check-in May 9 and 10, and issue name tags and T-shirts.
- Confirm with Alaine and ICSD the minimum age to be a construction volunteer (15 or 18) and the minimum age to volunteer elsewhere like food & beverage service (10, 15, or 18). ICSD has indicated no one under 18 can enter the construction site.
- Send informational packet to all volunteers the week of April 28.

Security, Tools and Equipment Committee

Members should have some construction skills and contacts in building trades.

- Review and confirm which tools and equipment will be supplied by ICSD facilities.
- Borrow tools and equipment specified by Parkitects and keep records on all lenders (name, organization, telephone, mailing address, what was donated).
- In addition to items specified by Parkitects, acquire:
 - 4 tents (tools and equipment area with 5 tables, eating area with tables and chairs for 150, food prep area with 10 tables, volunteer check-in with 2 tables and 4 chairs)
 - T-shirts for all volunteers
- Inform local police of delivery and build schedule and request increased patrols.
- Secure the build site (see recommendations by Parkitects).
- Specify what tools volunteers should bring, including ratchet, rake, shovel, and sunscreen (the Volunteer Committee will send a packet to volunteers the week of April 28).

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Food & Beverage Committee

- On May 9 and 10, feed all volunteers breakfast, lunch, and dinner and provide plenty of beverages and snacks throughout both days; expect 25 people on May 9 and 150 people on May 10.

Note: A breakfast (bagels, muffins, donuts) is not required, but would be very appreciated by volunteers and make good snacks throughout the day.

- On May 17?, serve celebratory snack (cake & ice cream?).
- Obtain all food & beverages and through donations, plus table cloths, plates, napkins, utensils, and serving utensils, warmers, coolers, and ice.
Suggested organizations/companies to tap include: Varna and Brooktondale fire departments (they've done all-inclusive chicken BBQ dinners in the past), P&C (often donates paper supplies, bottled water, and food), Dunkin Donuts, McDonald's (have donated large containers of drinks in the past), sandwich shops for subs, Big M for pizza, Moe's.
- Keep records on all donors (name, organization, telephone, mailing address, what was donated).
- Maintain food tent and wipe tables.
- Bring snacks and water out to the work areas to ensure everyone is fed and hydrated.

For more ideas, see

<http://www.kaboom.org/BuildAPlayspace/TheKaBOOMToolkit/ToolkitFood/tabid/515/Default.aspx>

Childcare Committee

- Arrange for childcare and activities for children ages 2+ (must be potty trained).
- Considering having childcare volunteers come in half-day shifts.
- Have parents who need childcare sign up in advance to ensure proper staffing.
- Have parents sign in and out and provide emergency contact information and identify special needs (dietary, etc.).

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Public Relations Committee

- Publicize the build and volunteer opportunities through various media and community meetings and organizations (local radio stations; electronic mailing lists for Caroline Elementary, Ellis Hollow, and Brooktondale; organizations such as Girl Scout/Boy Scout troops, 4-H clubs, churches, area nursery schools, and daycares; and local newspapers—Ithaca Journal, Ithaca Child, Tompkins Weekly, PennySaver, possibly Cornell Chronicle (editor is Joe Wilensky, 2nd grade parent) and Pawprint (editor is Dennis Stein).
- Create and/or assist committees in creating and distributing flyers about the build that help recruit volunteers, solicit food and beverage donations, and acquire tools, equipment and supplies.
- Formally thank all volunteers, donors, and lenders — everyone who plays a role — and find other creative ways to recognize them.
- Arrange for photographers, videographers (ICSD media?).
- Arrange for media check-in during the build.
- Create an informational website.
- Produce and publish regular project updates.

For more ideas, see

<http://www.kaboom.org/DoltYourselfResources/ToolstoDoltYourself/SponsorsandMedia/tabid/587/Default.aspx>