



it starts with a
playground.



KaBOOM! Project Summary

Please review this summary before speaking with your Client Services Coordinator regarding the responsibilities of a Community Partner if selected for a KaBOOM! funding opportunity.

Organizational Responsibilities:

- Fundraising Contribution:** If you are selected for this opportunity the KaBOOM! Funding Partner will cover over 70% of the project costs. However, your organization is required to provide \$7,500 cash toward the cost of the playground equipment. This contribution is due 30 days before the Build Day.
- Volunteers:** Community Partners recruit 70-150 volunteers to help build the playground on Build Day. Community Partners should strive to have at least 50% of the volunteers be parents of the children who will use the playground. The Funding Partner will also bring approximately 50-100 volunteers to Build Day. Please keep in mind that you will also need to recruit about 15 volunteers to help with preparation activities for the two days before the Build Day. These are the days when all of the deliveries arrive and the holes are dug for the playground. KaBOOM! recommends there be at least 5 volunteers who are comfortable with heavier lifting and know how to cut wood.
- Planning Committee:** Community Partners recruit a planning committee of 12-15 people. Planning committee members should be able to participate in a weekly conference call with the Funding Partner and KaBOOM! Project Manager. At least 50% of the planning committee members must be parents of children who will use the playground. A more detailed summary of the planning committees can be found at the end of this document.
- Land Ownership:** Community Partners must either own their land or be able to obtain a signed letter of permission to build from the landowner using the template from KaBOOM!. **NORD has agreed to build at a list of priority parks. If you are not sure if the park you are applying for is approved please contact Shira Jacobson at sjacobson@kaboom.org**
- Letter of Agreement:** KaBOOM! requires every potential partner (including all necessary decision makers) review and approve the draft letter of agreement before moving ahead in the competitive application process. We cannot fully consider a site until this document has been reviewed and approved by all necessary parties. **You do not need to fill out the template.** Direct any questions or comments to your Client Services Coordinator immediately.
- Insurance:** Community Partners must be able to provide insurance for the playground amounting to one million dollars in commercial liability insurance or equivalent. **NORD will insure the site**
- Food & Water:** Community Partners must provide breakfast, lunch, and water on the 2 preparation days and on Build Day for all of the volunteers. Please be prepared to provide meals for 20 volunteers on preparation days and up to 250 volunteers on Build Day!
- Restrooms:** The Community Partner is responsible for having restrooms available on site for the volunteers on the two preparation days and Build Day.
- Tools:** Community Partners are responsible for providing the tools necessary for the preparation days and for Build Day. KaBOOM! does not use any power tools on Build Day to make the day accessible and safe for everyone. We encourage that communities find ways to gather the required tools through donations, involving other community groups or members in the project and saving the costs of purchasing the tools!

Sample Tool List:

- Spade shovels (25)
- Rock/metal rakes (25)
- 6' step ladder (2-3)
- Wheel barrows (15)
- Manual post hole diggers (2-3)
- Corded drills (2-3)

- Powerful cordless drills (1-2)
- 8-lb. Sledge hammers (3)
- 4-lb. Sledges (4)
- Garden hoses (2-3) with spray nozzle
- 100' extension cords (2-4)
- Digging bars (2-3)
- Tamps (1-2)
- Cement (or garden) hoes (10-15)

10. **Dumpster and Recycling Bin:** A 40 cubic yard dumpster is required to dispose of the packaging and other debris from Build Day. If both a recycling bin and a dumpster are available they can each be 20 cubic yards.
11. **Music:** KaBOOM! Build Days have a very festive atmosphere and music is essential in creating this energy. KaBOOM! asks that Community Partners have music on Build Day. Past Community Partners have used DJs, radio stations, CDs in a boombox or some other music source.

Site Logistics:

1. **Site preparation:** All site preparation is the Community Partner's responsibility. The site must be prepared to a flat, dirt surface with no more than a 1% grade. Site preparation must be **completed at least two weeks** before Build Day. **NORD will complete all site preparation**
2. **Utility Check:** Community Partners must get 2 utility checks completed if they are selected for the project. The utility check should be a free service from the local utility company. The first check must happen right after a site is selected and as close to the Design Day as possible so if there are any utility lines that will affect the design of the playground it is taken care of as soon as possible. The second check must happen shortly before the Project Manager arrives on site for the preparation days and the holes for the playground are dug.
3. **Soil Testing:** If selected for the project, Community Partners must provide a soil test for lead and arsenic. The soil test results are due to the Project Manager within two weeks of the Design Day. Community Partners may identify the lab of their choice as long as they test for lead and arsenic. Past Community Partners have used the following company with success: <http://www.testamericainc.com/locations/locationmap.htm>. **Soil testing is ultimately the responsibility of NORD, but we highly recommend that as the community partner you get a headstart. Many past Community Partners have gone to local universities to have this done.**
4. **Storage:** Playground equipment arrives on site 48 hours before Build Day. If there is a room on site to store the playground equipment close to the site please notify the Project Manager. If there is no secure storage space a mobile trailer will need to be rented.
5. **Age Usage:** Playground equipment is manufactured for children ages 2-5, 5-12, or 2-12. Your Client Service Coordinator will verify the age range suitable for your site.
6. **Signage:** A risk management sign comes with the playground equipment. This sign will have the age range of the playground structure as well as the logo of the Funding Partner. Please notify your Client Services Coordinator immediately if your site has any objections to a corporate logo going on a permanent sign.

Design and Materials:

1. **Design Day:** Design Day happens after a site is selected and is where the fun really begins! Design Day is the big kick-off to the KaBOOM! playground project where you will meet your Project Manager and Funding Partner representatives. It is when we give the play experts—the kids—a chance to tell us what they would like to see in their new playground. Design Day is also the time to rally the community, get them involved in the planning process and get their input on the playground design. Past experiences prove the more community involvement at Design Day, the greater community participation throughout the entire project.

Design Day is a four hour meeting broken up into three stages:

- **Project Manager Arrival and Playground Site Walk** (60 minutes) The main contacts as well as the facilities person who will be responsible for getting the site preparation done should be a part of this site walk.
- **Youth Session** (1 hour) The children will get to draw their dream playgrounds and present them to everyone. A minimum of 15-20 children who will be using the playground must be present. Children will need to separate after this session so the adults can continue the meeting. Please provide free child care so the adults can stay.
- **Adult Session** (2 hours) A minimum of 10-15 parents must attend. As the adults will talk about the planning committees, it is very important to have parents and community members who are ready to get involved to be at this event. It is also important to have an adult who will be responsible for implementing the KaBOOM! Service Learning Curriculum that will keep the children involved throughout the planning process at the Design day. If

there are any specific laws or requirements concerning playground equipment in your city or state, someone who knows those requirements needs to be present as well. The adults will talk about their wish list of play equipment as well as the overall site design of the playspace.

- **Following Design Day** the Project Manager will submit the Community Partner's wish list to the equipment manufacturer. The designers will produce three custom designs and the Community Partner will pick from one of those three designs and let their Project Manager know within three business days.
2. **Playworld Systems:** KaBOOM! currently uses equipment from Playworld Systems Inc (www.playworldsystems.com). Playworld Systems is a national company and their equipment meets all of the current safety standards.
 3. **Safety Surfacing:** KaBOOM! playground projects use engineered wood fiber for safety surfacing. Engineered wood fiber is ADA accessible. The three companies that KaBOOM! partners with for engineered wood fiber are Fibar (www.fibar.com), Zeager Brothers (www.zeager.com), and Sof Solutions. (www.sof-solutions.com).

Planning Committees:

This group should comprise 12-15 energetic community members who will know how to effectively delegate tasks to others and be part of a team effort. The planning committee should be at least 50% parents. Most of the following Planning Committee team captains will have a counterpart from the Funding Partner working with them:

- **Project Co-chairs** - The co-chairs are the coordinators and leaders of the entire playground project. Co-chairs should have adequate time available to lead this project, be organized and resourceful, easily accessible and be available to work with the KaBOOM! Project Manager.
- **Recruitment & Registration Team Co-Chairs** – This person is responsible for recruiting volunteers to build the playground on Build Day. It is an exciting and challenging task that demands a “people person” who isn't afraid to ask others to lend a helping hand. The Recruitment co-chairs are also responsible for organizing the information table for Build Day. The information table is a booth designed to give your community a chance to announce other volunteer opportunities and to publicize all the great programs happening in your community. The Funding Partner and KaBOOM! will also share information about their organizations for this table.
- **Youth Involvement Team Co-Chairs** – This person will develop ways for children to participate in the project from the beginning to the end and incorporate the Service Learning Curriculum. (S)he should be creative, responsible and good with children.
- **Construction Team Co-Chairs** – We're sure you know someone in your community who can build anything. The goal of this person is to prepare for and facilitate the Build, acquiring the tools and materials needed, including but not limited to: shovels, rakes, step ladders, wheel barrows, manual post hole diggers, corded drills, sledge hammers, garden hoses, extension cords, and cement hoes.
- **Resources & Fundraising Team Co-Chairs** – This person is in charge of raising the Community Partner's financial contribution money for the project at grassroots and corporate levels. The more money raised by the community, the more people will feel invested in the project. The Fundraising co-chair also acts as a treasurer and tracks the project's budget.
- **Food Team Co-Chairs** – The way to a volunteer's heart is through their stomach! This person is responsible for launching an all-out effort to feed the volunteers on the two preparation days and on Build Day, which includes breakfast, lunch, snacks, and lots of water. Someone who can solicit in-kind donations from local grocers or restaurants with ease should be considered.
- **Logistics Team Co-Chairs** – This person should know the site inside and out. The logistics team secures a storage area to store the equipment once it is delivered, ensures restrooms are accessible for volunteers, and identifies water and electrical sources. This person also secures a dumpster as well as a recycle bin for recyclable materials, so at the end of the day there will be a brand new playground, free of the flurry of the day's work.
- **Public Relations Co-Chairs** – This person will generate all the press and publicity that lets the wider community, city or state support your project and celebrate your accomplishments. Any fliers, press releases, etc. that go out should be sent to your KaBOOM! Project Manager first.
- **Safety & Maintenance Team Co-Chairs** – This person is responsible for creating and following through with the maintenance plan. They also play an essential role on Build Day by creating an environment on the work site where everyone can work hard without worrying about unsafe conditions or accidents. This person is someone who can work

with all age groups, is understanding, and is not afraid to speak up for safety's sake. **NORD will be responsible for long term site maintenance, but the community should be involved in taking care of the playground.**