



## Individual Service Project Supplemental Information

Individuals interested in becoming more involved in the maintenance of Park areas must follow some additional requirements.

Included are individuals interested in:

- Proposing a service project that you could perform, and helping to plan the project (may involve donation of materials).
- Offering to perform park maintenance on a regular basis.
- Suggesting any other proposal which does not fit into the information provided for general group service projects

### **Staff Contact**

Before performing an individual service project at Three Rivers Park District, the individual must contact the Volunteer Coordinator or field staff responsible for the park area where the proposed project will occur or the management of its natural resources. Field staff contact may occur after referral by the Volunteer Coordinator or through channels already established with staff. Individuals new to the Park District should first contact the Volunteer Office for general information on service projects. The Volunteer Coordinator's role is to assist with the coordination between the volunteer and Park District staff.

Additional contacts and on-site meetings may also be required.

### **Special Permits, Requirements, Limitations**

All plans, materials and scheduling of project must be approved by designated District staff member(s) before the project may be performed. Staff may choose to prepare a written agreement for any project of a complex or sensitive nature. This agreement may include any donation of materials or funds, tools needed and restrictions.

For some projects, the Park District may require the individual performing the service to submit a certificate of insurance with Three Rivers Park District named as an additional insured for general liability coverage.

Specific limitations:

*Equipment* - Volunteers will not use power tools, motor vehicles or hazardous materials of any kind without special authorization.



## Individual Service Project Interest Form

| Contact Information                 |  |
|-------------------------------------|--|
| Name:                               | Phone (include area code):<br>Alternate Phone (include area code): |
| Group Name (if applicable):         | Email:   |
| Street:                             | City, Zip:   |
| Tell us what you are interested in: |  |
|                                     |  |

**Please complete and return to:**

Three Rivers Park District Volunteer Office  
12615 County Road 9  
Plymouth, MN 55441