



Individual Service Project General Information

Three Rivers Park District provides an opportunity each year for individuals 16 years or older to perform community service work in the parks.

Individual service projects normally occur from April through October, or until it snows. The kinds of service projects performed include: garden construction, prairie seed collection, wood-chipping trails, mulching planting sites and assisting with research projects or development initiatives. Actual projects depend on the time available, skill level, park location and season.

We will try to match you with a service project that comes closest to meeting your request. Some projects may not be available at the time of your inquiry. Please allow at least two weeks to organize a clean-up project and three to four weeks to organize more involved projects. This lead time is important to allow time for contacting field staff, arranging for materials and mailing information.

When arranging for an individual project at Three Rivers Park District, call the Volunteer Office, 763-559-6706, and complete the registration form at the end of this information sheet.

The Park District is not able to supervise you directly but will provide directions on performing your project either by discussing the project with you in advance, or by meeting with you in the park at the start of your project. The success of your project depends greatly on you.

**Three Rivers Park District Volunteer Office
763-559-6706**

12615 Co. Rd. 9
Plymouth, MN 55441

www.ThreeRiversParks.org/volunteer

Fax 763-557-4943

Email: Volunteer@ThreeRiversParkDistrict.org

Noreen Buhmann, Volunteer Resources Manager: 763-694-2042
Deb Vosler, Volunteer Resources Coordinator: 763-559-6704
Brad Blackett, Volunteer Resources Assistant: 763-694-1104

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

Included are individuals interested in:

- a) Proposing a service project that you could perform and helping to plan the project (may involve donation of materials).
- b) Offering to perform park maintenance on a regular basis.
- c) 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 the 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/Registration Form**

Contact Information

<i>Name and mailing address:</i>	<i>Phone (include area code):</i> <i>Alternate Phone (include area code):</i>
<i>Group Name (if applicable):</i>	<i>Email:</i>

Tell us what you are interested in (include park location and any special requirements or project goals):

Tell us about yourself (your age if under 18, availability, skills, special needs, etc.):

Please complete and return to:

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763-559-6706

12615 Co. Rd. 9, Plymouth, MN 55441

Fax 763-557-4943

Email: Volunteer@ThreeRiversParkDistrict.org

Noreen Buhmann, Volunteer Resources Manager: 763-694-2042

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Service Record

Park Location:			Supervisor:
Date	Shift time	Description of Service	Hours
Total hours of service			