

CITY OF GLADSTONE

PARKS & RECREATION VOLUNTEER PROGRAM

VOLUNTEER PROJECT INFORMATION SHEET

PROJECT INFORMATION

Project Name: _____

Project Location: _____

Project Date(s): _____

Start Time: _____ Estimated End Time: _____

Meeting Location: _____

Primary City Contact: _____

Phone/Email: _____

PROJECT DESCRIPTION

What is the purpose of this project?

What will volunteers be doing?

VOLUNTEER TASKS

Check all that apply:

- ☐ Litter/debris pickup
- ☐ Raking/leaf cleanup
- ☐ Weeding/planting
- ☐ Painting/staining
- ☐ Landscaping/beautification
- ☐ Cleaning
- ☐ General maintenance assistance
- ☐ Event setup/cleanup
- ☐ Other: _____

Specific tasks/instructions:

VOLUNTEER REQUIREMENTS

Number of volunteers needed: _____

Minimum age: _____

Physical requirements: _____

Required clothing/footwear: _____

Personal protective equipment required: _____

Items volunteers should bring: _____

Items the City will provide: _____

SAFETY & SITE INFORMATION

Known hazards or special conditions:

Safety instructions specific to this project:

Emergency meeting/location information:

First-aid/emergency contact information:

SUPERVISION & WORK ASSIGNMENTS

City staff/designated volunteer leader: _____

Volunteers will receive instructions from: _____

Will volunteers work in pairs/groups? ☐ Yes ☐ No

Special supervision requirements: _____

Tools/equipment authorized for volunteer use:

Power tools may not be used by volunteers unless specifically authorized under an approved City policy or procedure and with proper training.

SCHEDULE / COMMITMENT

Expected volunteer commitment:

- ☐ One-time project
- ☐ Recurring project
- ☐ Seasonal project
- ☐ Other: _____

Expected number of volunteer hours: _____

Additional scheduling information:

CITY USE

Parks & Recreation approval: _____

Date approved: _____

Additional notes/instructions:

Completed by: _____ **Date:** _____

This Project Information Sheet is intended to provide volunteers with project-specific information and does not replace the City of Gladstone Parks & Recreation Volunteer Expectations, Guidelines, or Volunteer Liability Waiver.