



# Volunteer Project Outline & Service Agreement

Please fill out and return the below project outline and service agreement before you begin your volunteer service. The project outline will help Parks and Recreation staff to assess materials, tools, etc that will be needed to complete your project and the service agreement will serve as an understanding of the basic framework of volunteering in a city park.

## Project Outline

Project Date: \_\_\_/\_\_\_/\_\_\_ Group/Organization: \_\_\_\_\_  
Name of Park: \_\_\_\_\_ Proposed Work Hours: \_\_\_\_\_ (i.e. 10am-1pm)

What type of work would your group like to accomplish?
Does anyone in your group require special accommodations due to physical disability? <input type="checkbox"/> Y <input type="checkbox"/> N (If yes, explain)
Special requests for tools/materials:

Total # of Participants \_\_\_\_\_ How many minors will be volunteering? \_\_\_\_\_

### Primary Point of Contact\* Information:

This is the designated person who will remain on-site during the duration of your group's project.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Secondary Point of Contact Information:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Organization/Group Address: \_\_\_\_\_  
Street City State Zip

### Service Agreement

I, \_\_\_\_\_, and my organization/group, \_\_\_\_\_ agree to the following:  
designated group leader name of organization/group

- We will not conduct any maintenance or improvements on park land without approval from the Parks and Recreation Department.
- We will not plant or remove any trees or plants or use any pesticides/herbicides on park land without consent by the Parks and Recreation Department.
- We will not be considered City of San Antonio employees during our volunteer service.
- We will conduct ourselves in a courteous and civil manner during our volunteer service.
- We will complete and return all requested paperwork before commencing our project.
- We understand CoSA Parks and Recreation reserves the right to merge our volunteer event with more than one group. We understand that the volunteer event may be cancelled or postponed due to inclement weather or other conditions of the worksite that may cause hazard to all involved.
- We will have fun volunteering!

The City of San Antonio Parks and Recreation Department agrees to provide the following:

- Consultation on suggested park enhancements/projects.
- Staff support and project-related training. A Parks and Recreation staff person will be on-site during your project.
- Necessary materials and tools for successful completion of your project such as (but not limited to): gloves, shovels, trash bags, plants, and mulch.

Designated Group Leader: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_  
Signature Print

Parks and Recreation Staff: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_  
Signature Print

Return completed forms to [Gabriela.Tello@sanantonio.gov](mailto:Gabriela.Tello@sanantonio.gov) or [Meredith.Ruiz@sanantonio.gov](mailto:Meredith.Ruiz@sanantonio.gov) or by fax to (210) 207-8444

Office Use Only: Date Form Received: \_\_\_/\_\_\_/\_\_\_ Application Approved \_\_\_Y\_\_\_N