



## **Volunteer Project Application**

*For improvements on District-owned property Project less than \$15,000*

Thank you for your interest in volunteering for a project that will improve and enhance a park, field and/or facility in the Cordova Recreation & Park District (CRPD). These projects help stretch our resources and assist us in maintaining high-quality standards. Planning a successful project involves making arrangements, keeping everyone informed, and cooperation and participation from many people including CRPD employees. This application will help you identify equipment, services, and activities early in the preparation stages which may minimize last-minute challenges that could impede progress.

The application is designed to obtain information about ANY type of small project, so if sections of the application do not apply to your project, simply indicate that the question is non-applicable (N/A). All projects will be reviewed by the District's Park Planning Department. Once the application is complete, please submit it to your district liaison who will provide the application to Park Planning. If you don't have a district liaison, you may apply directly to the District's Park Planning Department, 2729 Prospect Park Drive Ste. 230, Rancho Cordova, CA 95670. It will be circulated and reviewed by all affected parties within the district. You may be contacted for clarifications or additional information. Please note that the application may take up to 30 calendar days to review. You can help expedite the process by completing your application in full before submitting it for review. You may include additional sheets of paper if you need more space to adequately describe your project or if the application does not provide enough fields. You will be notified of the action taken on your application after 30 calendar days. If you have any questions, please call your district liaison or the District office at 916-842-3300.

**Thank you for completing the Cordova Recreation & Park District's Volunteer Project application. We look forward to working with you!**



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### Permanent Improvement

(i.e. construction project, bench install, painting, structural erection, flag poles, etc.)

### Temporary Improvement/Event

(i.e. one day volunteer event, park/open space clean-up, plant tree(s), field/turf work/improvements, etc.)

**Note:** Volunteer projects involving more advanced construction methods and equipment may require an **Encroachment Permit** – if you have any questions, please contact Park Services for more information.

### 1. Project Information

Purpose of Project: \_\_\_\_\_

Description of Project: \_\_\_\_\_

Proposed Project Installation date(s):

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_  a.m.  p.m. End Time: \_\_\_\_\_  a.m.  p.m.

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_  a.m.  p.m. End Time: \_\_\_\_\_  a.m.  p.m.

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_  a.m.  p.m. End Time: \_\_\_\_\_  a.m.  p.m.

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_  a.m.  p.m. End Time: \_\_\_\_\_  a.m.  p.m.

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_  a.m.  p.m. End Time: \_\_\_\_\_  a.m.  p.m.

Location(s): \_\_\_\_\_

Anticipated number of participants/volunteers: \_\_\_\_\_

Sponsoring group (if any): \_\_\_\_\_



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### ***2. Applicant Information & Authorization***

Applicant's Name: \_\_\_\_\_ Title (if any): \_\_\_\_\_

Address: \_\_\_\_\_ City and Zip Code: \_\_\_\_\_

Phone(s): \_\_\_\_\_ Email: \_\_\_\_\_

Organization Affiliation: \_\_\_\_\_

Address: \_\_\_\_\_ City and Zip Code: \_\_\_\_\_

Phone(s): \_\_\_\_\_ Email: \_\_\_\_\_

If the project is sponsored by more than one organization, please provide information for each organization and the representative.

**Please attach a letter from the organization authorizing you, the applicant, to apply for this volunteer project on its/their behalf.**

If a conflict develops among sponsoring organizations, who has the authority to substantially change or cancel the project? (this applies if there are two or more sponsors for the project)

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City and Zip Code: \_\_\_\_\_

Phone(s): \_\_\_\_\_ Email: \_\_\_\_\_

### ***3. Insurance***

Please attach an original certificate of insurance to this application. Insurance coverage must name **Cordova Recreation & Park District** as additionally insured and minimum requirements are:

- Bodily Injury - \$1,000,000/occurrence
- Property Damage - \$1,000,000/occurrence
- Personal Injury - \$1,000,000/occurrence



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### 4. Health, Safety and Security Procedures

Will use of water systems be required?  Yes  No

If yes, please explain water use and connection: \_\_\_\_\_

\_\_\_\_\_

Will use of equipment be required?  Yes  No

If yes, list each type of equipment and who will operate it. *Note: large heavy power equipment is not allowed to used / operate by anyone other than District employees. If your project requires the use of such equipment, please note it in Section 5 (District Services, Staff and Equipment):* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe your proposed procedure(s) for setup, installation, security and clean-up: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How will you publicize and direct people to your project location? List any signage you plan to use: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Please consult with the Marketing & Communication Specialist from CRPD about these plans: [communications@crpd.com](mailto:communications@crpd.com)*

Medical services and/or first aid will be provided by:

Name: \_\_\_\_\_ Agency (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_ City and Zip Code: \_\_\_\_\_

Phone(s): \_\_\_\_\_ Email: \_\_\_\_\_



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### 5. District Services, Staff & Equipment

Please describe any/all district services, staff and equipment requested for your project. Examples include: barricades, cones, paint, tools, facilities, temporary storage, park maintenance staff, electricity, large heavy power equipment (*i.e. tractors, backhoes, turf mowers, tree lifts, chippers, etc.*), etc. The ability to fulfill your request may depend on funding, staff availability and timing of your project.

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### 6. Map

Please attach a map showing the location of the proposed project. If the proposed project adds a physical component to the park/area/facility, attach a sketch of the component you wish to contract. Also, check off items listed below that will apply to your project:

- Access route from main/major street
- Permanent/portable restrooms available
- Project participant parking area(s)
- Utility connection locations (*i.e. power, water, etc.*)
- Trash containers
- Materials drop-off and/or storage \_\_\_\_\_
- Other (*please describe*): \_\_\_\_\_

### 7. Proposed Sign text - Sign must be approved by the District prior to ordering:

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**8. Cost Estimate of Project:** \_\_\_\_\_

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**9. Proposed Cost Sharing/ Donations:** \_\_\_\_\_

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### **10. Cleanup Procedures**

Name: \_\_\_\_\_ Agency (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_ City and Zip Code: \_\_\_\_\_

Phone(s): \_\_\_\_\_ Email: \_\_\_\_\_

Number of District supplied trash containers/dumpsters required for waste disposal: \_\_\_\_\_



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### 11. Additional Information

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**In addition to this application, CRPD may require other forms be completed and signed (i.e. waivers, permits, etc.). CRPD may revoke a volunteer project if the conditions set forth in the application are not being followed.**

**APPLICANT AND GROUP/ORGANIZATION/BUSINESS APPLICANT REPRESENTS UNDERSTANDS, SUPPORTS AND AGREES TO COMPLY WITH ALL REQUIREMENTS, FEES, PROCESSES, RULES AND REGULATIONS ESTABLISHED BY CORDOVA RECREATION AND PARK DISTRICT. APPLICANT AND GROUP/ORGANIZATION/BUSINESS APPLICANT REPRESENTS ASSUMES ALL RISK FOR LOSS, DAMAGE, LIABILITY, INJURY, COST OR EXPENSE THAT MAY ARISE DURING, OR BE CAUSED IN ANY WAY BY PERFORMING THIS VOLUNTEER PROJECT**

**APPLICANT AND GROUP/ORGANIZATION/BUSINESS APPLICANT REPRESENTS AGREES TO INDEMNIFY AND HOLD HARMLESS CORDOVA RECREATION AND PARK DISTRICT, ITS OFFICERS, AGENTS, EMPLOYEES, AND VOLUNTEERS FROM AND AGAINST ANY INJURY, DAMAGE, CLAIMS, ACTIONS OR SUITS ARISING OUT OF THE VOLUNTEER PROJECT, INCLUDING THOSE CAUSED BY THE PASSIVE NEGLIGENCE OF THE PARTY BEING INDEMNIFIED AND/OR ANY DANGEROUS CONDITION OF PROPERTY OF THE PARTY BEING INDEMNIFIED, AND**

**APPLICANT AND GROUP/ORGANIZATION/BUSINESS APPLICANT REPRESENTS FURTHER AGREES TO DEFEND AND INDEMNIFY CORDOVA RECREATION AND PARK DISTRICT FROM AND AGAINST ANY INJURY, DAMAGE, CLAIMS, ACTIONS OR SUITS ARISING OUT OF OR CONNECTED WITH THE VOLUNTEER PROJECT**

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Signature and Date

**Approved by:**

\_\_\_\_\_  
Park Planning and Development Manager

\_\_\_\_\_  
Signature and Date