



**Lancaster County
Department of Parks and Recreation**

Group Volunteer Project Application

Application Instructions

1. Please complete this application in its entirety and return it, at least 30 days prior to the date of the proposed project, to the Park and Recreation Office at 1050 Rockford Road, Lancaster, PA 17602.
2. Submission of this application does not guarantee a project approval.
3. Do not initiate project until you receive official approval from the Department of Parks and Recreation.

Booking Information

Group name: _____

Type of project desired and location: _____

Proposed project date and time: _____

Has a similar volunteer project been completed by your organization before? _____

If yes, when and where? _____

Contact Information

Contact name: _____

Address: _____

Telephone numbers Day: (717) _____ Evening: (717) _____

Email: _____

Group Specifics

Number of volunteers: _____

Age range of volunteers: _____

Age range of supervisors: _____

Supervisor-to-worker ratio: _____

What specialized skills does your group possess: _____

Please list all materials that will be provided by your group: _____

What additional materials and/or services will you require from the Parks Department: _____

Insurance requirements

Note: Prior to approval of your project, we will require submission of a Certificate of Insurance in the amount of \$1,000,000 naming the County of Lancaster as Additional Insured. In addition, any outside partners will also be required to provide certificates in the amount of \$1,000,000 naming the County of Lancaster as Additional Insured. Please be prepared to submit this certificate prior to your volunteer project.

Certification

I hereby certify that I am authorized to represent the organization noted on this application. I also certify that all information provided on this application is, to the best of my knowledge, truthful and accurate, and that my organization shall be liable for any consequential damages, including the County's incurrence of any costs and attorney's fee, resulting from misrepresentation or fraudulent information on this application, or in any other written communication with the County. Furthermore, the County reserves the right to revoke or amend any issued permits, contracts, or letters of agreement, and to increase any assessed fees for County services and equipment, with the organization in the event the services to be provided, coordinated, or sub-contracted by the organization as stated in this application are reduced or eliminated.

Signature

Date

Office Use Only

Recommendation Section

Date Received by Recreation Coordinator: _____

Date Received by Division Head: _____

Division Head Recommendation: Approve _____ Disapprove _____

Comments: _____

Signature: _____

Date Returned to Recreation Coordinator: _____

Approval Section

Executive Director: Approved _____ Denied _____

Signature: _____

Recreation Coordinator: Approval letter sent to volunteer group _____

Copy of approved application sent to volunteer group _____

Copies of both sent to Division Head _____

Evaluation Section

Project Completion Date: _____

Division Head Project Evaluation: _____

Signature: _____