

Application for Volunteer Services/Goods

Name of Individual/Group/Entity _____

Contact Name _____ Phone _____

Address _____

Email _____

Describe in DETAIL the proposed project/donation. Include pictures, drawings, detailed lists, as necessary, to fully explain the project/donation. Please indicate the timeframe for completing the project. (Attach additional sheets if needed)

Please list all volunteers and the task(s) they will perform. (Attach separate sheet)

Does the individual/group/entity have liability insurance? ____yes ____no

If yes, Insurance company _____ Policy # _____

Estimated cost of the project: _____

And/or

Estimated value of the donation: _____

Source of funds (attach bank statement or other documentation to verify available funds necessary to complete the project)

Policy regarding volunteer individuals/groups/entities requesting to work on public property in the Borough of Riverton or donate goods

- All requests to fix, modify, upgrade, beautify, amend, change, enhance or otherwise alter any public property or space (land, structure, vegetation, etc.) must be submitted in writing for consideration by the Borough Council prior to any work commencing.
- Proof of available funds sufficient to successfully complete the project must be presented with the request.
- Any request for funds from the Borough, must be requested in writing and received by January 31 of the requested year to be considered in the budget. The Borough makes no guarantees, expressed or implied that it will fund completely or partially, any volunteer project.
- Any request for the assistance of Borough employees to work on any part of the project must be approved by the Borough Council. No group, individual or entity may approach any employee of the Borough to request his/her assistance with any volunteer effort.
- The Borough must review any plans and all material to be used to ensure the durability/suitability for the purpose and safety to the public
- Any item that a group, individual or entity wishes to donate to the Borough must first be approved by the Borough Council. The Borough reserves the right to decline to accept any donation.
- Before any project is considered, an Application for Volunteer Services/Goods must be completed and reviewed by the appropriate Council committee.
- Once the application is deemed complete by the Council Committee, the application will be heard at the next scheduled Council meeting.

This policy is in place to ensure the safety of the residents of Riverton and the protection of public property.