

# CRANBURY TOWNSHIP

## VOLUNTEER SERVICE PROJECT

### GUIDELINES AND FORM



***Adopted by Resolution of the Cranbury Township Committee on May 22, 2023.***

Thank you for considering Cranbury Township as the place to complete your volunteer service project. The Township Committee appreciates the contribution that volunteers and service organizations have made throughout the Township and we look forward to considering your proposal.

Any individual or organization who seeks to undertake service projects on Township property must first obtain approval from the Township Committee. This may be over and above any approval required by the volunteer's own organization. The following guidelines will help volunteers understand the process involved with undertaking a service project on municipal property.

#### **APPROVAL PROCESS**

- **Step 1: Volunteer submits the attached "Service Project Summary and Proposal".** This can be done in person or via email to [twpcclerk@cranbury-nj.com](mailto:twpcclerk@cranbury-nj.com) (preferred). Only completed forms will be considered.
- **Step 2: Project Review Committee reviews the proposal.** The Project Review Committee consists of the Mayor, one member of the Township Committee, the Township Administrator, and may include a relevant representative from a Board or Commission. The Committee may reject the proposal, request revisions to the proposal, or directly recommend it to the Township Committee for approval. The Committee will assign a point of contact for the project. The volunteer will maintain good communication with the point of contact.
- **Step 3: Township Committee approval.** The volunteer will be asked to give a brief (approximately five minute) presentation to the Township Committee, requesting formal approval and permission to proceed. This should be 5-10 minutes, includes pictures, diagrams, or visual aids where appropriate. The Committee may ask to clarify elements, provide suggestions, or provide additional guidance.

## CRANBURY TOWNSHIP SERVICE PROJECT SUMMARY AND PROPOSAL

<b>VOLUNTEER INFORMATION</b>	
Name	
Address	
Phone Number	
Email Address	
<b>SPONSORING ORGANIZATION (IF APPLICABLE)</b>	
Name of Sponsoring Organization	
Sponsoring Organization Rep Name	
Sponsoring Organization Rep Phone	
<b>ADVISOR INFORMATION (IF APPLICABLE)</b>	
Advisor Name	
Advisor address / Telephone / Email	
<b>PROJECT INFORMATION</b>	
Project Title	
Project Location (Park / Preserve / Street, etc.)	
Project Description	
Please describe any ongoing maintenance required after this project is completed, and who will be doing that maintenance.	
What municipal services (if any) are required for this project?	

## ADDITIONAL INFORMATION

Will any building or DEP permits / sign permits be required (Y or N)?	
Estimated Project Cost? (\$)	
How much do you intend to raise through donations? (\$)	
Scheduled start date for this project?	
Duration of project (# of weeks / frequency / ongoing)	

***I certify that I will demonstrate leadership skills through facilitating communications, arranging meetings, etc. between my sponsoring organizational representative or advisor, and municipal staff and volunteers.***

***I will work with my Township Representative to schedule all meetings between staff and any committee, board and/or commission members.***

***I am responsible for ensuring that all safety procedures and environmental regulations will be followed, and that all necessary supervision is supplied during the project.***

***I understand that the Township has approved my project based upon the above description and summary, and the time frame indicated. I further understand that it is important that I take full responsibility for completing my project in the manner and time frame that the Township approved.***

\_\_\_\_\_  
***Signature of Volunteer***

\_\_\_\_\_  
***Signature of Parent  
(if Volunteer under 18)***

\_\_\_\_\_  
***Date***

***(IF APPLICABLE) The sponsoring organization will support this volunteer in their service project and will ensure that they take full responsibility for this work, including the satisfaction of any maintenance or other requirements that have been imposed as conditions of the Township's approval.***

\_\_\_\_\_  
***Name of Sponsoring Organization***

\_\_\_\_\_  
***Signature of Sponsoring  
Organization Representative***

\_\_\_\_\_  
***Date***