Division of Parks and Recreation
Park Steward Program Application

Please fill out this application and return to:

Park Stewards
C/O Matt Reinartz
300 City Hall Annex
25 West Fourth Street
Saint Paul, MN 55102

Phone: 651-266-6430
Fax : 651-292-7405

Please fill out the below information for the main volunteer contact, whether applying for a group or as an individual.

First Name:		**Last Name:**
Address:		
City: St. Paul	**State: MN**	**Zip Code:**
Home Phone ( )		**Work Phone ( )**
Email Address:		

If you are applying as a group, please also fill out the below information for your group.

Group Name:	**Group Size:**
Will your group have participants under 18? **Yes / No**	If yes, can you provide adequate supervision? **Yes / No**

At which park would you like to be a Park Steward ?
(There may be more than one Steward group in any given park)

Park Stewards' core responsibilities:

1) **Litter pick-up on a regular basis and/or as needed.**
2) **Report any vandalism or damage in the park.**
3) **Weeding around sidewalks, play areas; gardening/landscaping etc.**
4) **Other responsibilities as discussed and approved by your staff contact (s) .**

Next Steps/Procedures:

- **Once your application is received,** the Program Coordinator will forward your information to a Parks and Recreation Division employee site contact who will get in touch with you to set up a site meeting at your Park.

- **Site and Core responsibility Introduction -** At your site meeting, your staff contact (s) will introduce you to your site, answer any questions you may have, discuss your Park Steward responsibilities and sign the **Park Steward Agreement Form**. If there are duties outside the Core responsibilities which you and your staff contact (s) identify as appropriate, these will be added to the Agreement Form during your site meeting.

- **You will receive a copy of the signed Agreement Form** which should be kept on your person during your volunteer time at your park.

- **You should coordinate your volunteer efforts with your Parks and Recreation staff contact.**

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