



## Non-Routine Work Request Form

Please complete and return this form 4-6 weeks prior to the date your group would like to perform non-routine work. Non-routine work includes but is not limited to mulching, painting projects, repairs or modifications to structures, landscape changes, and construction/ maintenance of unpaved trails. For more detailed information of actions classified as “non-routine” please refer to your Adopt-A-Park Handbook.

**Return by mail to: Louisville Parks Volunteer Office, P.O. Box 37280 Louisville, KY 40233 or email to [LMPRvolunteer@louisvilleky.gov](mailto:LMPRvolunteer@louisvilleky.gov). Questions? Call 1-502-574-6403 or email [LMPRvolunteer@louisvilleky.gov](mailto:LMPRvolunteer@louisvilleky.gov).**

**Group Name:** \_\_\_\_\_ **Park Adopted:** \_\_\_\_\_

**Group Contact Person:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Proposed Task Date/Time:** \_\_\_\_\_ **Alt. Task Date/Time:** \_\_\_\_\_

**Please describe your proposed project:** \_\_\_\_\_

**Please check one for each possible need:**

Maintenance staff supervision & instruction	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
Special tools or equipment (Supply Request Form may be necessary)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
Debris pick-up	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
Scheduled time to meet with staff member prior to date to discuss details	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
Additional volunteers (will be added to publicly viewed calendar)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

*I understand that non-routine work may not be performed until approved by the Volunteer Office.*

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

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

Office Use Only:

Approved Denied    Staff signature: \_\_\_\_\_ Date: \_\_\_\_\_

Training Required?    Yes No If yes, what training: \_\_\_\_\_

Supervision Required? Yes No

Operations Staff assigned to train/supervise: \_\_\_\_\_