



Town of Medway

Volunteer Proposal for Open Space, Parks and Recreation or Trail Project

The Town of Medway benefits in many ways from the work of dedicated volunteers who beautify our public spaces and create opportunities to access our scenic open spaces. We appreciate your interest in contributing your time and talents to your community.

To coordinate your efforts and ensure a rewarding experience, please submit this proposal for your intended project. This form can also be used to request a project.

Applicant Name: _____

Phone: _____ **Email:** _____

Parent or Legal Guardian, Name, Phone and Email (if applicant is under 18):

Organization, if applicable: _____

INSTRUCTIONS: Complete Section A or B, and submit this form to the Town Manager's office, 155 Village St, or ta@townofmedway.org. The application will be reviewed and returned to you for completion of Section C.

Section A: (Complete if you have a specific project proposal)

Brief description of the project:

Proposed Location (also indicate whether you know if this is on school property, in a park, on conservation land, etc.):

Please check any that apply:

- _____ requires coordination of a group of volunteers
- _____ requires use of power tools
- _____ involves a permanent or semi-permanent structure (bench, sculpture, kiosk, trail bridge, etc.)
- _____ requires a permanent or semi-permanent change to plantings or existing habitat (clearing vegetation to create a canoe launch on the water, viewing area, picnic area, or addition of plantings to create a garden, etc.)

_____ may require maintenance after installation

_____ may cause temporary disruption or otherwise impact property abutters or users of the property

Please list materials to be used, including any plants, wood, paints, etc., as there may be restrictions on materials which could impact the habitat, such as crushed stone, pressure-treated wood, chemicals, etc.:

Section B: (Complete if you have no specific project proposal) Check One

Are you looking for a project for yourself or for a group? Self Group

Adult, or youth working under adult supervision? Adult Youth

Would you be interested in joining with another group that is already working on a project? Yes No

Are you looking for a project within a certain time frame or time of year? Yes No

Are you looking for a project that requires skills (carpentry, gardening, etc.) or encourages learning about specific topics (invasive plant management, agriculture, etc.)? Yes No

 If yes, would you like us to match you with individuals who may be willing to offer training?
Yes No

Please add any other information which you think may be helpful in matching you with a suitable project:

You will be contacted with suggestions for projects which have been submitted by other residents or by Town staff.

Section C: Town of Medway Approvals

Project Description: _____

Applicant must obtain approval from the following agencies before beginning the project. Visit www.townofmedway.org for contact information.

Department	Approved by	Date	Conditions (attach)
Public Works			
Conservation			
Parks & Recreation			
Building Department			
Open Space (final review)			
Town Manager (final approval)			