

**Township of Cranbury
County of Middlesex, State of New Jersey**

**GUIDELINES FOR
VOLUNTEER SERVICE
PROJECTS
IN CRANBURY TOWNSHIP**

*Adopted by Resolution of the Cranbury Township Committee
on December 6, 2004. Revised January 2006.*

I. INTRODUCTION

Thank you for considering Cranbury Township as the place to complete your volunteer service project. The Township Committee greatly appreciates the contributions that the Boy Scouts, Girl Scouts, other service and community organizations and individual volunteers have made throughout the Township and we look forward to considering your proposal.

Boy Scouts, Girl Scouts, other service and community organizations and individual volunteers (collectively referred to hereafter as "Volunteer(s)") who seek to undertake service projects on Township property must first obtain approval from the group of elected officials who govern the Township, known as the Township Committee. This may be over and above the various approvals that are required by an organization's leadership. The Township Committee relies on volunteer committees and municipal staff to advise Volunteers in the development and implementation of their projects.

The following guidelines will help Volunteers understand the process involved with undertaking a service project on municipal property.

II. PROJECT SUMMARY AND PROPOSAL

The first step in obtaining the Township's approval is for the Volunteer to submit to the Township a completed "Project Summary and Proposal" requesting that the Township consider the service project. By completing this form, the Volunteer will be able to explain the details of the project and confirm that the Volunteer understands and accepts the Township's general requirements and conditions for the service project. **Completed forms shall be filed with the Township Administrator.**

The Township has developed a list of projects covering a wide range of topics, such as public health and safety, recreation and the environment. **We strongly encourage Volunteers to select projects that reflect their interests and expertise.** Volunteers may propose project ideas that do not appear on the Project List, but must understand that not all requested projects can be accommodated by the Township. Only fully completed forms will be accepted and processed.

III. PROJECT APPROVAL

A. Preliminary Review – Project Review Committee

The Project Review Committee will be responsible for initially reviewing proposals and making recommendations to the Township Committee as to whether to grant or deny any given proposal. The Project Review Committee will consist of a member of the Township Committee, the Township Administrator, and representatives from the Parks Advisory Commission and the Environmental Commission.

The Project Review Committee will have 30 days to review a proposal. During this period, the Project Review Committee may request that the Volunteer make revisions or

modifications to the proposal. The Project Review Committee's decision will be in the form of a recommendation to Township Committee as to whether to approve or deny a proposal.

The Project Review Committee may condition their recommended approval upon the Volunteer's satisfaction of certain requirements and conditions for the project. For instance, in certain cases, Volunteers may be required to execute more extensive agreements with the Township, provide proof of insurance or obtain additional Township approvals, such as the approval of the Construction Department, Parks Advisory Commission, Environmental Commission or Historic Preservation Advisory Commission. Also in some circumstances, approval may be conditioned upon the Township Engineer's and/or Township Attorney's review. Any conditions of approval will be noted on the Project Summary and Proposal.

The Volunteer will then be notified of the Project Review Committee's recommendation and any requirements or conditions. If the project is not one the Township can accommodate, the Volunteer will be asked to select another project.

B. Final Approval – Township Committee

Following the Project Review Committee's recommendation to approve a proposal and satisfaction of any requirements or conditions, such as receiving additional Township approval(s), the Volunteer will be notified when the Township Committee will consider the Volunteer's proposal. At the scheduled time, the Volunteer will be asked to give a brief (approximately 5 minute) presentation to the Township Committee. Also at this time, the Volunteer will ask the Township Committee for formal permission to proceed with the project.

IV. COMMUNICATING WITH TOWNSHIP

When the Project Review Committee recommends a service project for approval, the Committee will also designate a Township representative for the project. At all times during the process of project development and project implementation, the Volunteer must maintain good communication with his or her assigned Township representative.

PROJECT SUMMARY AND PROPOSAL

PERSONAL INFORMATION:

Name _____

Address _____

Telephone _____ Email _____

If 17 years of age or younger, date of birth _____ (month/year)

INFORMATION ABOUT YOUR SPONSORING ORGANIZATION (IF ANY):

Name of sponsoring organization _____

Address _____

Troop Number (if any) _____

ADVISOR INFORMATION (IF ANY):

Advisor name _____

Address _____

Telephone _____ Email _____

PROJECT INFORMATION:

A. Project Title _____

B. Is your project listed on the Project List provided by the Township? Yes ___ No ___

C. Proposed Location for Project (with nearest cross street): _____

D. Describe the project and the work that will be performed (attach additional sheets if necessary):

CONDITIONS AND REQUIREMENTS

I, _____ (name of volunteer) agree to the following conditions and requirements:

I will demonstrate leadership skills through facilitating communication, arranging meetings, etc. between the sponsoring organization 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 to ensure that all the safety procedures are followed and that the necessary supervision is supplied before and during project implementation.

I will contact my Township representative at least two weeks in advance to confirm the actual dates the work will be conducted.

I will not knowingly infringe on environmentally fragile areas including streams and wetlands without the permission of the Township and any permits that are required by the State of NJ. If I suspect that my project is in a sensitive area, I will consult with the Township Engineer.

I will investigate the need for and obtain any necessary municipal or state permits such as a building or sign permit (municipal) or wetland or stream-crossing permit (State) that have been identified as requirements or conditions of the Township's approval of the project. I will also obtain any other permits or approvals that may be identified as necessary during the course of the project.

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

I agree to be bound by any and all requirements and conditions imposed by the Township on its grant of approval.*

Signature of Volunteer

Date

*** In the event you are under the age of 18, you must also obtain your sponsoring group's acknowledgement or, if you do not have a sponsoring organization, your parent's (or guardian's) acknowledgement as set forth on the following page.**

