



## **City of Castroville Parks and Recreation**

### **Volunteer Service Project**

Thank you for considering a volunteer service project for the Castroville Parks including the Regional Park, Regional Park Pool, and Lions Field.

The service project needs to be aligned with the mission of the Castroville Parks:

The Mission of the Parks is to create recreational and educational opportunities for growth and enhancement by developing diverse services and programs that promote citizen involvement and a strong sense of community while striving to increase the social, cultural, and physical well-being of its residents and visitors.

### **Contact**

City of Castroville Parks and Recreation Department (Parks Dept)

<https://castrovilletx.gov/2325/Parks-Recreation>

816 Alsace Street, Castroville, Texas 78009

Phone: 830-931-0033

Hours: 7:30am - 4:30pm

### **Important Details About Applying for a Volunteer Service Project**

- Before filling out an application, please contact the Parks Dept to discuss your project.
- On-going project maintenance is very critical to the approval of your application. Applications will be denied if the Parks Dept cannot easily maintain the new project features.
- Volunteer Service Projects funding will not be provided by the City of Castroville.
- Project funding must be secured prior to submitting your application to the Parks Dept.
- Ensure the personal safety of volunteers during project construction.
- Document the project! Take photos of volunteers starting, during and completion of the project. The project photos can be shared with the community on different media platforms to recognize the effort. Submit the photos to the Parks Dept.

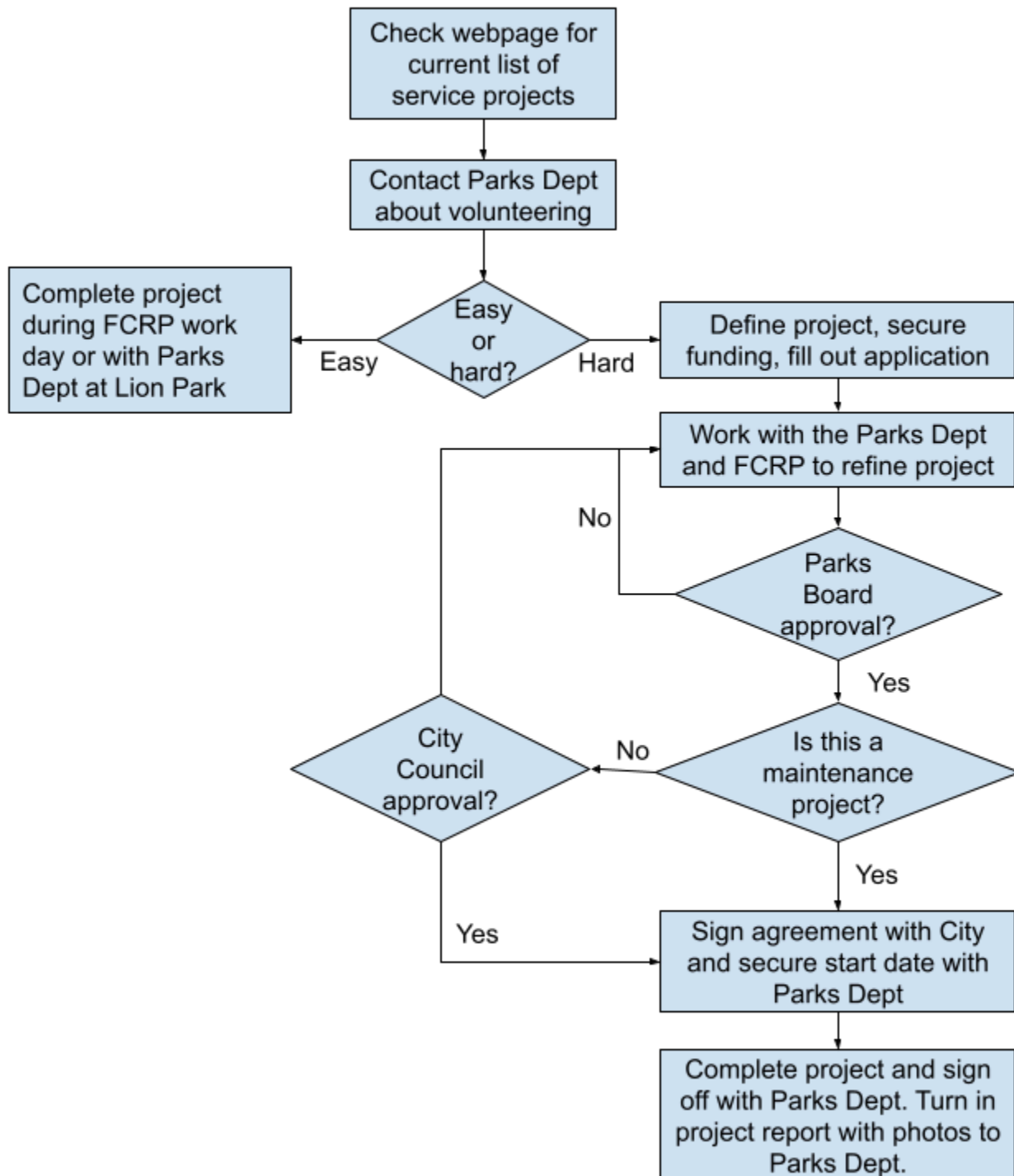
## City of Castroville Parks and Recreation

### Application Process

1. Check the City of Castroville Parks Volunteer webpage for existing projects.
2. Contact Parks Dept for inquiry about the project selection and getting access to the project location.
3. If the project is an easy, maintenance project that can be completed in less than a day with oversight from the Parks Dept and/or FCRP during a work session, schedule that time with the Parks Dept. Or, schedule your group to do its own work session with direction by the Parks Dept. While completing the project document with photos. The service project application is not necessary for this kind of project.
4. If the project requires funding and more than a day of work, then define the project, secure funding, and fill out the application. Scout projects will need to complete their workbooks/proposals first and fill out the application.
5. Work with the Parks Dept (and the FCRP as necessary) to refine the project definition.
6. Submit the project to the Parks Advisory Board for approval. If the project is approved and it's a maintenance project, start the project (step 8). If the project is adding new structures to one of the parks, then get approval from the City Council (step 7). If the project is not approved, return to step 5.
7. Submit the project to the City Council for approval. If approved, start the project with the City (step 8). If not, return to step 5.
8. Sign the agreement with the City of Castroville and secure the start date, insurance, and permits with the Parks Dept.
9. Complete the project and sign off with the Parks Dept. Turn in the project report with photos to the Parks Dept.

# City of Castroville Parks and Recreation

## Application Process Flowchart



**City of Castroville Parks and Recreation**  
**Application for Volunteer Service Project**

Submission Date \_\_\_\_\_

Service Project Name \_\_\_\_\_

Park Location \_\_\_\_\_

Availability Dates for Project \_\_\_\_\_

Estimated Time for Completion \_\_\_\_\_

Scout Troop Number or Organization Name \_\_\_\_\_

Project Lead \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

Mobile Number \_\_\_\_\_

Other Volunteers on the Project Team \_\_\_\_\_

\_\_\_\_\_

**Please Attach Separate Numbered Pages**

- Summary of the Project
- Qualifications and Motivations for the Project
- References
- All Plans, Drawings, Diagrams, Designs, Photos and anything that helps define and describe the project
- Specifications for the project, including: material list, estimated cost, construction schedule, maintenance process
- If this is a Scout Project, provide the completed Scout Project Workbook or proposal

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Office Use Only

Approved By \_\_\_\_\_

Date Approved \_\_\_\_\_

Service Project Number \_\_\_\_\_