



Tools, Materials and Volunteer Event Request

Contact Information

Park name:		Date of event:		Start time:	
Group hosting event:				End time:	
Event name:		Site Name:			
Date request is submitted:		Contact Name:			
Phone:		Cell:		Email:	

Volunteer Event Advertising

Is this Event open to the public? (y/n)		Do you want us to advertise this event (y/n)		
# of volunteers expected?		# of volunteers Desired?	Min:	Max:
Age Group?	Ages OK (y/n)	Adults (y/n) All	Children (y/n)	

Provide the following information if you would like GEP to advertise your event:

Brief Description of project (make it fun!):

Time:

Where to meet:

What to bring:

Address and directions to site:

Where to park:

Contact info for interested volunteers (name/phone/email):

Tool Request (estimate 1 to 1.5 tools per expected volunteer)

Quantity	Tool	Quantity	Tool
	Gloves		Wheelbarrow
	Loppers		Bucket
	Hand Tillers (Adze)		Hard Rake (Garden)
	Hand Pruners		Other special event requests
	Pruning Saw		<i>Other:</i>
	Pitch Fork		<i>Other:</i>
	Shovel (Digging)		<i>Other:</i>
	Tarp		<i>Other:</i>

Tool Delivery or Pick up: Tools can be picked up from a Parks facility during weekday business hours (8am-3pm) or GEP will try to arrange for the tools to be delivered to your site.

Are you able to pick up tools (y/n)?		If not please describe delivery location and time below with materials.
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Material Request (Please select all that apply and provide the quantities needed)

Mulch (cu. yds.)		Burlap Coffee sacks (estimated square feet.)	
Debris Pick up (before or after event)		Port-o-potty (events over 30 TBD as resources allow)	
Other			

Material/Tool Delivery Location

(Provide clear description where the materials/tools are to be delivered, attach or imbedded map preferred)

Project Description

(Provide a brief project description for staff to know the types of activities and where you are planning to work)

This request form should be submitted at least 30 days in advance of the event or expected delivery date. Please understand that GEP staff will make all efforts to fill your requests but all tools, materials, and assistance are based on available resources and will be subject to approval.

Email completed form to: jnelson@forterra.org

Questions? Call Joanna Nelson de Flores 425-238-0065 / 206-905-6913