



## 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, 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: Metro Parks Volunteer Office, PO Box 37280, Louisville KY 40233-7280,  
or fax to: 502/456-3247. Questions call 502/456-3256 or email parksvc@louisvilleky.gov.**

Group name: \_\_\_\_\_

Park adopted: \_\_\_\_\_

Group contact person: \_\_\_\_\_ Email: \_\_\_\_\_

Day phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_

Proposed task date: \_\_\_\_\_ Alternate task date: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Please Check One for Each Possible Need:

Maintenance staff supervision & instruction .....  Yes  No  Unsure

Special tools or equipment (Supply Request Form may be necessary) .....  Yes  No  Unsure

Debris pick-up .....  Yes  No  Unsure

Scheduled time to meet with staff member prior to date to discuss details .....  Yes  No  Unsure

Additional volunteers (will be added to publicly viewed calendar).....  Yes  No  Unsure

***I understand that non-routine work may not be performed until approved by a Metro Parks staff member.***

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

\_\_\_\_\_  
Date

### Office Use Only:

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

Explanation if denied: \_\_\_\_\_

\_\_\_\_\_

Meeting necessary with operations staff member?  Yes  No

Supervision required?  Yes  No      Supervision provided by:  Volunteer program  Operations staff

Training Required?  Yes  No      Training Provided by:  Volunteer Program  Operations Staff

Operations staff assigned to train/supervise task: \_\_\_\_\_

Volunteer Office staff assigned to train/supervise task: \_\_\_\_\_