



## PROJECT PLANNING FORM – NEIGHBORHOOD PROJECTS

**Project** \_\_\_\_\_ **Date(s)** \_\_\_\_\_

Alternate Dates\* \_\_\_\_\_

\* Please list as many alternate dates as possible so we can attempt to accommodate your project.

**Project Coordinator/Representative** \_\_\_\_\_

**Coordinator Contact Phone** \_\_\_\_\_ **Alternate Phone** \_\_\_\_\_

**Coordinator Contact Address** \_\_\_\_\_ **City/State** \_\_\_\_\_

**Zip** \_\_\_\_\_ **Coordinator Contact Email** \_\_\_\_\_

Tasks Involved

Location(s)

Approx. Number of Volunteers

Tools/Materials

Time frames, schedule

Safety Planning

Budget Planning

Other (note)

Email this form to [info@sanrafaelvolunteers.org](mailto:info@sanrafaelvolunteers.org) or send to your contact at San Rafael Public Works or mail it to the Volunteer Program, City of San Rafael, 1400 Fifth Avenue, San Rafael, CA 94901. No project is confirmed until a Volunteer Service Agreement and Addendum are signed by Public Works and/or Volunteer Program Coordinator.

Date Received: \_\_\_\_\_