

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.