

# PROJECT SUMMARY AND PROPOSAL

## PERSONAL INFORMATION:

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

If 17 years of age or younger, date of birth \_\_\_\_\_ (month/year)

## INFORMATION ABOUT YOUR SPONSORING ORGANIZATION (IF ANY):

Name of sponsoring organization \_\_\_\_\_

Address \_\_\_\_\_

Troop Number (if any) \_\_\_\_\_

## ADVISOR INFORMATION (IF ANY):

Advisor name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

## PROJECT INFORMATION:

A. Project Title \_\_\_\_\_

B. Is your project listed on the Project List provided by the Township? Yes \_\_\_ No \_\_\_

C. Proposed Location for Project (with nearest cross street): \_\_\_\_\_

\_\_\_\_\_

D. Describe the project and the work that will be performed (attach additional sheets if necessary):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





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## CONDITIONS AND REQUIREMENTS

I, \_\_\_\_\_ (name of volunteer) agree to the following conditions and requirements:

I will demonstrate leadership skills through facilitating communication, arranging meetings, etc. between the sponsoring organization representative or advisor, and municipal staff and volunteers.

I will work with my Township Representative to schedule all meetings between staff and any committee, board and/or commission members.

I am responsible to ensure that all the safety procedures are followed and that the necessary supervision is supplied before and during project implementation.

I will contact my Township representative at least two weeks in advance to confirm the actual dates the work will be conducted.

I will not knowingly infringe on environmentally fragile areas including streams and wetlands without the permission of the Township and any permits that are required by the State of NJ. If I suspect that my project is in a sensitive area, I will consult with the Township Engineer.

I will investigate the need for and obtain any necessary municipal or state permits such as a building or sign permit (municipal) or wetland or stream-crossing permit (State) that have been identified as requirements or conditions of the Township's approval of the project. I will also obtain any other permits or approvals that may be identified as necessary during the course of the project.

I understand that the Township has approved my project based upon the project's description and summary, and the time frame that I have indicated for its completion. I further understand that it is important that I take full responsibility for completing my project in the manner and the time frame that the Township has approved.

I agree to be bound by any and all requirements and conditions imposed by the Township on its part of approval.\*

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

\_\_\_\_\_  
Date

**\* In the event you are under the age of 18, you must also obtain your sponsoring group's acknowledgement or, if you do not have a sponsoring organization, your parent's (or guardian's) acknowledgement as set forth on the following page.**

**In the event you are under the age of 18 and your service project is being undertaken for he Girl or Boy Scouts, or any other organization or group, you must obtain your organization's acknowledgment:**

## **SPONSORING ORGANIZATION ACKNOWLEDGEMENT**

I/We, \_\_\_\_\_ (Authorized Representative of Sponsoring Organization) of \_\_\_\_\_ (Organization Name) will support \_\_\_\_\_ (Name of Volunteer) in his/her service project and ensure that he/she takes full responsibility for this work, including the satisfaction of any maintenance or other requirements that have been imposed as conditions of the Township's approval.

\_\_\_\_\_  
Signature of Authorized  
Representative of Sponsoring Organization

\_\_\_\_\_  
Date

**In the event you are under the age of 18 and the service project is not being undertaken for any organization or group, you must obtain your parent's (or guardian's) acknowledgment:**

## **PARENT/GUARDIAN ACKNOWLEDGMENT**

I/We, \_\_\_\_\_ (parent(s)/guardian(s)), will support my(our) child in his/her leadership endeavor and ensure that he/she takes full responsibility for this work, including the satisfaction of any maintenance or other requirements that have been imposed as conditions of the Township's approval.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date