



**BALTIMORE CITY**  
**RECREATION & PARKS**

# **Friends of Parks Manual**

*How to create a sustainable Park Friends Group*

**Baltimore Park Friends Group Manual**

## INTRODUCTION

This document is the Friends of Parks Manual created by Baltimore City Recreation and Parks. It aims to guide individuals and/or groups through the process of creating a Park Friends Group and help sustain that new group by providing resources, support, and information. This manual is a living document in which it is expected to continually change in order to meet the needs of the park volunteers.

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## CREATING YOUR FRIENDS GROUP

## **What is a “Friends” Group?**

A Friends Group is a community based volunteer group officially affiliated with the Baltimore City Department of Recreation and Parks (BCRP). The Friends Group agrees to holistically plan and recruit resources to support the city in its efforts to maintain and program the park in its entirety, not just a specific area of a park. It is recommended that the Friends Group recruit members and officers from all communities surrounding the park

Working in partnership with BCRP, Friends Groups create welcoming park spaces and positive experiences with nature at the neighborhood level. Successful Friends Groups also engage with community residents and external partners (businesses, schools, foundations) to achieve these goals and serve as the “community” voice for the park.

Friends Groups are essential to the health, cleanliness and vitality of the City’s Parks. Friends Groups invest time and resources to sustain healthy and welcoming park spaces that connect neighbors, build community identity and enhance property values in their neighborhood. Through service projects, fun events, and commitment, Friends Groups enhance their community’s quality of life through their neighborhood park.

## **The Value of Stewardship**

Parks have an enormous impact on the health of a community and the residents living within the community as well as provide economic and environmental benefits for the surrounding neighborhoods. Baltimore City’s parks are available to all city residents and visitors and are used by many people on a daily basis. With the amount of usage these parks receive, it can make it difficult for one agency to meet the needs of all the parks in the city.

A Friends Group can make a tremendous difference in the health of their park and their community’s quality of life by mobilizing volunteers for service days and hosting community events.

## **How do I start a group?**

The first step in creating a new Friends Group or revitalizing a new Friends Group is to contact the Volunteer Office at Baltimore City Recreation and Parks. We would be happy to assist you in forming a Friends Group with your park’s specific community needs taken into consideration.

Volunteer Office  
Baltimore City Recreation and Parks  
Tel:(410) 396-7020  
Email: mary.hardcastle@baltimorecity.gov

The BCRP Volunteer Staff will guide you through the process of creating a new Friends Group and how to sustain your group over time. Through this partnership, your Friends Group will be provided with resources, park information, community engagement tips, and support.

### **Community Input and Needs Assessment**

Being able to understand your community and park needs will help your Friends Group be successful. It may be in the best interest to the group to reach out to individuals who have been very involved within the community and are able to help with assessing the needs of the neighborhood. Although, it would also be beneficial to receive feedback from the broader community in order to have a more inclusive understanding of the community's needs. This can be completed through community meetings and/or a neighborhood survey. Listed below are some ideas to consider when holding a community meeting and utilizing neighborhood surveys.

#### 1. Community Meetings

- *Spread the word* : Post flyers in public libraries, a neighborhood Rec Center, grocery stores, laundromats, etc
- *Choose a central location* : A Rec Center, library, school, church, etc
- *Reach out to local groups* : Community Associations
- *Create a list of any park issues*
- *Take notes during the meeting*
- *Have a Sign-Up Sheet* : Meeting notes can be shared via email
- *Recreation and Parks can provide you with a short history of your Friends Group's park*
- *Announce important dates*: The next Friends Group meeting, upcoming events, etc.

#### 2. Neighborhood Survey

- *Clear and concise survey questions*
- *Create a clear system for collecting data*
- *Encourage people to attend future Friends Group meetings*
- *Provide results for the community*

## **Creating a Mission Statement**

The mission statement will help your Friends group effectively communicate the purpose of the group not only to the community, but also to other Friends Groups and city residents. The mission should be established by the group as a whole with the help of the community input and needs assessment. There are five items to consider when deciding on a mission statement. These items listed below will help your group simplify your mission statement.

1. Needs and Opportunities to Address
2. Ways to Address These Needs and Opportunities
3. Values to Guide Your Group's Work
4. Short- and Long-Term Goals Included in the Mission
5. Group's Actions Reflected in the Mission

The mission statement should be submitted to the Volunteer Coordinator for feedback and approval. After receiving feedback and approval, the mission statement will be listed on the Recreation and Parks website under your Friends Group description.

## **Requirements and Guidelines**

1. Form a committee (at least 5-8 people)
2. Contact information for your Friends Group (e.g. creating an email address)
3. Mission statement, goals (which can change every year), and objectives for your Friends Group
4. Develop and adopt 'by- laws' for your group
5. Meet and work with park manager
6. Attend Friends meetings, twice a year (Spring and Fall meeting)
7. Report on volunteer hours completed and number of volunteers in park to Recreation and Parks Volunteer Coordinator via email or phone

## **Group Organization**

The organization and delegation of tasks within your Friends Group is essential for having a successful group. It is in the best interest of Friends Groups to have specific leadership roles, such as President, Vice President, Secretary, and Treasurer. By having these roles, it will

increase sustainability and efficiency within the group as well as encourage individuals to take ownership of their park.

## **Planning Projects and Service Days**

Planning projects and service days will be completed by the core members of the Friends Group in coordination with Recreation and Parks. It takes time and substantial planning in order to create a successful event.

It may be a good idea to start with a small project, which can be easily handled, then move onto a larger project. When community members see how successful a small project can be rather than seeing work going undone, they may be more inclined to attend future projects and service days.

### Service Days

Service days are important for keeping up with park maintenance and engaging the neighbors in community service. These planned service days can help encourage neighbors to spend the day outside and to keep coming back to the park if they find it to be a safe, clean, and healthy environment for themselves and their family. These service days can occur on a regular basis, such as the first Saturday of every month, in order to keep up with the maintenance of the park and encourage the community to participate.

In order to have a successful service day, it is essential to plan the event with the needs of the community members and park in consideration. Listed below is a *Service Day Checklist* to help your Friends Group plan your upcoming service day.

#### *Service Day Checklist:*

1. Prioritize projects within the park
2. Seek in-kind donations, such as snacks and water for volunteers and tools, from local businesses for the service day
3. Notify BCRP (Volunteer Office) about your volunteer day
4. Create a potential volunteer list and send out reminders for upcoming service days
5. Post flyers around the community

6. Email blast the day before the event to remind those who are attending of the time, appropriate clothing, and any items they should bring
7. Welcome table at the service day to greet and register (sign-in sheet and waiver forms) volunteers as well as offer Friends Group membership information
8. Potential bathrooms volunteers can use during the service day
9. Water source for volunteers
10. Introductions the day of the event, include information about the Friends Group, restroom and water source locations, safety when using tools, waiver forms, etc
11. Make it a fun experience for your volunteers

### Community Programs and Events

Community programs and events are a great way to attract community members to your park and socialize with other neighbors. Community events can be a good opportunity for your Friends Group to do some fundraising, which could range from selling beverages and snacks to t-shirts and bags with your Friends Group logo.

#### *Considerations for Community Programs & Events:*

- Demographics
- Timing
- Permits
- Frequency
- Budget

## MOVING FORWARD

### Growing your Friends Group

Growing your Friends Group will allow for more opportunity within your park. There are several ways to increase the involvement in your Friends Group, many of these methods have already been mentioned in previous sections; however, listed below are some methods to consider when growing your group.

*How do I grow my Friends Group?*

- Having regular meetings at central locations (advertising these meeting times)
- Posting flyers in the community
- Hosting events in the park
- Handing out informational material about your Friends Group
- Creating committees (can help people have responsibilities and take ownership)
- Social media (Facebook, blog, twitter, etc)
- Weekly email updates (have people sign up for the email list at events)

### Promoting your Park

The more community events and regular service days held at your park, the more familiar people will become with the park. Social Media is also another great way to create awareness about your park. These forms of social media range from creating a simple email address to creating your own Friends Group website. All of these options vary depending on how committed the core members of your Friends Group are and how often they are able to volunteer.

When considering your Social Media options, it is best to only start a form of Social Media when you know your group is able to commit to that form. The reason for this commitment is because it could create confusion about where to access your Friends Group information and you always want to have updated information available to the public.

*Primary Internet Communication Forms:*

- *Email:* A general email account is a great choice for any Friends Group and will allow for people to easily communicate with your group. It would be in the best interest of your group to designate one member to monitoring and managing your email account. Creating a Gmail account is free and easy to use! Gmail accounts allow for people to share documents, calendar events, and more.

- *Facebook:* Facebook is an effective way to communication with a large number of people. You are able to create a Facebook page and/or a Facebook group. A Facebook page is very easy to manage and monitor, especially if you are planning on posting about a lot of community events and service days. Creating a page also allows for you to see how many people “like” your Friends Group and those people will receive updates about your group in their “news feed”.
- *Blogging:* A blog is a great way to inform people about events and display pictures for people to view as well as sharing stories for people to read. There are plenty of free blogs available online, such as wordpress.org and tumblr.
- *Creating a Website:* If you have the resources and time commitment, creating a website may be a good option for your group. Websites can range from simple and free to complex and a monthly fee. For an example, Friends of Patterson Park is well established group and in result has created a great website, pattersonpark.com

*Online Resources:*

Facebook Tutorial: <https://fb-public.app.box.com/s/8dxyv66biabfnesvr3jj>

## **Community Involvement**

In order to have sustainable community involvement, it is essential to create purposeful work that will engage the community members. If they feel as if their work is making a difference and interesting to them, then they will be more likely to come back to the park to continue to do service.

### Service Days

Service Days are great opportunities to engage your community in projects that will have a positive impact on the environment. They also provide a good time to record the impact the projects are having on the park -- *How many trees are being planted in the park? How many bags of trash have been collected in one day?* -- These measures along with volunteer hours served can help Recreation and Park gage the impact in each individual park and then in a broader scope, their impact on the health of the Chesapeake Bay.

An important aspect of having volunteers at Service Days is acknowledging everyone’s hard work and dedication. This can be done by hosting a volunteer recognition ceremony/celebration or having a picnic in the park. There are plenty of ways to celebrate your Friends Group and park’s volunteers. The more the volunteers are thanked and appreciated by

you, the more they will be encouraged to be a part of the Friends Group and volunteer in the park.

### Events

Community events are terrific ways to draw in people from the community, especially for people who may not enjoy doing physical work outdoors. Events are typically planned for one-day, but often with the purpose of attracting a larger crowd. During these events, it may be beneficial to your group to have an informational table, display visuals, make announcements (to draw attention), and introduce the Friends Group.

### Programs

Programs are effective ways to get more families involved in the park as well as promote the park as a safe, healthy environment for children. These programs can be creative and cater to the needs of the community. It may be beneficial to complete a community needs and skills assessment, which would involve asking the neighbors what programs they would like to see happen and what skills they have to offer.

## **Building Partnerships**

There are several opportunities for your Friends Group to collaborate with organization, such as schools and local businesses that will help your group thrive. Strong partnerships often occur due to a shared vision has developed and the two partners have a similar interest and concerns. Building partnerships is not always easy and often requires time commitment and investment with the partner.

### *Tips for Building a Successful Partnership:*

- Good communication is essential
- Show appreciation, saying “thank you” can go a long way
- Stay committed, patient, and flexible
- Celebrate the work you and your partners have done
- Focus on shared goals and how to accomplish them

## **Gaining Support from Elected Officials**

It’s important for Friends Groups to build strong relationship with your local Elected Officials. If your Elected Officials become more involved in your park, then they can speak on behalf of your park and community in order to draw positive attention to the park and Friends Group.

By helping these Officials make parks a positive issue that is in need of community attention, and then your Friends Group could become more involved with important issues affecting the park. Be sure to invite them to community events, programs, and service days occurring in the park.

## **Fundraising**

Fundraising is an important aspect of becoming an effective and sustainable Friends Group. The funds raised by Friends Group can go directly towards park improvements, events, and programs which will have a positive impact on your community. The most essential part of fundraising is having the confidence in the work you and your group is doing and being able to express that value to others.

### *Setting Financial Goals:*

Before asking for donations, your Friends Group must be organized and have a good plan for spending the funds. It is also important for your plan to be discussed with your park manager and for him/her to approve it. The park manager can assist your group with the amount of funding needed for specific park maintenance projects.

### *Where do I begin fundraising?*

- Individuals
- Community Institutions (banks, colleges, hospitals, etc)
- Local Businesses (cash or in-kind donations)
- Fundraising Events (raise money and generate publicity)
- Government Officials
- Website (fundraising website or donation link)
- Community Grants

### *Fundraising Tips:*

- Share your story
- Set a fundraising goal
- Link fundraising page to social media websites
- Thank you cards and/or gifts for donors
- Send out fundraising letters
- Donor recognition on website, flyers, etc (display organization's logo)
- Focus your efforts towards a targeted audience (if fundraising for a specific project)
- Ask the BCRP Volunteer Coordinator for help
- Look for grant opportunities

### *Fundraising Guidelines:*

- The group must meet with park manager before and after the fundraising to discuss priorities for using the funds in the park and to help assist with creating a plan
- Thoroughly plan the project, event, or program you would like to host by creating a timeline, location, budget, and implementation
- Determine % of funds raised can go towards community events and programming
- Determine % of funds raised can go towards park maintenance
- Assign the role of managing the funds to a responsible and reliable Friends Group member
- Create a fundraising committee (which will help share the responsibilities)

### **BCRP and Friends Group Partnership**

#### *Guidelines for Partnership:*

- An 'Adopt-a-Park' agreement will be created and used to establish the responsibilities of the Park Friends and the Department of Recreation and Parks.
- The Park Friends must use the Park Project Guidelines, found in the Forms and Documents section, in order to take the appropriate steps to completing a park project.
- Mary Hardcastle will be the primary point of contact in the department for all of the Park Friends. She will also be able to connect the Park Friends with the appropriate staff member within the department.

#### *GROW Workshops:*

There will be about 5-6 GROW Workshops throughout the year alternating between different park locations. The purpose of the workshops is to provide Park Friends with the information and resources to help build their group's capacity. The topic choice of each workshop will be fueled by the needs and requests of the Park Friends.

#### *BCRP Resource List:*

- Trees – provided through TreeBaltimore arranged through Volunteer Coordinator
- Mulch for garden beds and trees
- Wood chips for garden paths
- Tree pruning, dead tree removal
- Paper lawn bags for park clean-ups
- Tools– BCRP has a wide variety of tools for a park work day (shovels, rakes, hand trowels, bulb planters, brooms, etc.)
- Benches and picnic tables if available
- All playground equipment repair and painting needs to be implemented by Rec & Parks



## **FORMS AND DOCUMENTS**

## Baltimore City Recreation and Parks (BCRP)



### Park Project Guidelines

Support for park maintenance is welcome and valued. The following guidelines are intended to help partners and BCRP work together in an effective manner to ensure that a project of any size is time and effort well spent.

Communication is essential for establishing clear expectations about a project. Communication can be as simple as an email/phone call to the BCRP Volunteer Coordinator (VC). For example, even for a small trail maintenance project, the VC can verify that a crew has not already been scheduled to maintain the site. The VC will consult with the appropriate park divisions before a project is implemented (Park Maintenance, Capitol, Forestry, Outdoor Recreation, etc.) and provide coordinated feedback. In addition, the VC will check with the Permits Office to make sure a public event is not taking place during the same time of day. Finally, the VC may be able to provide resources and volunteers for the project. For larger projects, the Volunteer Coordinator will arrange a site visit that includes the appropriate BCRP staff.

There are 3 major steps for planning a successful park project. Whether you are a volunteer group or a non-profit, you will work closely with the Volunteer Coordinator. The VC is your BCRP point person and can connect you to other staff as needed. Mary Hardcastle can be contacted at [mary.hardcastle@baltimorecity.gov](mailto:mary.hardcastle@baltimorecity.gov) or 410-396-7020.

One of the goals of every park project is to maintain or enhance a space through sustainable efforts. Projects can be completed by individuals or groups, but most often a group of volunteers or a non-profit dedicated to greening and improving community health will implement a project.

*Step 1 – Does your project fulfill a high priority for park maintenance and/or would it be an enhancement that your group can maintain once it is completed?*

- a) The Volunteer Coordinator will receive your proposed idea then consult with the appropriate park staff (District Park Manager, Forestry, Capital, Outdoor Recreation, etc.).
- b) The VC will provide feedback and either give you an immediate go ahead or ask for a scope of work that has details commensurate with the size of the project.
- c) When appropriate (tree plantings, gardens, dog parks, etc.), create a maintenance plan. A well thought out maintenance plan is required for the long term sustainability of the project. This plan must include the names of the committed individuals, a maintenance

schedule for the next two years, and contact information for all of the individuals involved in the project. It is important to provide enough detail so the department is assured that the project will be maintained by your group, not by BCRP staff stretching their capacity and altering their work schedule.

*Step 2 – Determine the full scope of the work including the timeline. The VC can assist with this. Timeline considerations might include soil testing, calling MISS Utility to mark underground utilities in the case where digging is involved, locating a water source, or hiring a contractor if needed (and approved by BCRP).*

*Step 3 - Once the scope of the work has been determined, identify the available resources.*

a) If your project involves a clean-up work day (stream clean up, trash pick-up, weeding, etc.), BCRP can provide most of the tools needed as well as paper lawn bags.

b) For tree planting and tree care, the VC will coordinate with the TreeBaltimore program to determine a site plan and provide free trees up to 2.5 inches in diameter. Mulch, stakes, tree tie and fencing is provided.

c) For any landscape alteration (asphalt removal, grading, wall installation, major building repairs, etc.), the department's Capital Improvement Division will review the scope of work. They will refer to park master plans or consider how the enhancement will serve the community before approving. Since community members usually know their parks well, the proposal provided in Step 1 should include the case for why an enhancement would serve the community. A Right of Entry document may be required and the VC will provide instructions on how to obtain it through the department's legal office.

d) For trail restoration (tree removal, grading, bridge building, etc.), the department will review the master plan or consult with a trail expert to determine best practices for successful implementation.

e) For any other materials needed for the project that the department cannot provide, please consider applying for a Partnership for Parks Grant awarded twice a year.

**Adopting a park or some element in a park:**

If your group makes a commitment to "adopt" a park and become a Park Friends group, you will fill out a registration form with BCRP. If/when the group forms a 501 (c)3, it can request a more formal agreement with the department. Individuals and groups can also "adopt" smaller sections or features of a park (bench, garden, tree grove, fountain, etc.). Individuals or groups adopting a section or feature should consult with the Friends of Park group if one exists.

**Park Project Form**

Date of Project: \_\_\_\_\_ Time of Project: \_\_\_\_\_

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

Project Organizer: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Tools or Materials	Quantity	Source	Tool/Materials Picked Up

Project Details: \_\_\_\_\_  
\_\_\_\_\_

*Volunteer Group Information:*

Group Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

*Project Reporting:*

Number of Volunteers: \_\_\_\_\_

Number of Volunteer Hours: \_\_\_\_\_

Number of Trash Bags Collected: \_\_\_\_\_

Number of Trees Planted: \_\_\_\_\_

Pounds of Trash Removed: \_\_\_\_\_

Amount of Acreage Covered: \_\_\_\_\_



Baltimore Park Friends Annual Registration Form

**Group Contact Information**

Friends Group Name: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Secondary Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Would you like your contact information shared in the Baltimore Friends Directory? Yes No

**Group Meetings, Workdays, and Events**

Do you have regular group meetings? Yes No

If 'yes', please provide the day, time, and location for your meetings:

\_\_\_\_\_

Do you have regularly scheduled workdays? Yes No

If 'yes', please provide the day, time, and location for your meetings:

\_\_\_\_\_

Do you plan on hosting any events in [insert year]? Yes No

If 'yes', please provide the day, time, and location for your meetings:

\_\_\_\_\_

Do you plan on hosting any programs in [insert year]? Yes No

If 'yes', please provide the day, time, and location for your meetings:

\_\_\_\_\_

Please fill out this form electronically and send via email to Mary Hardcastle,  
[Mary.Hardcastle@baltimorecity.gov](mailto:Mary.Hardcastle@baltimorecity.gov) or print this form and mail is to the address listed below.

Mary Hardcastle, Volunteer Coordinator,  
Baltimore City Recreation and Parks  
3001 East Drive Baltimore, MD 21217

Thank you for taking the time to fill out this form! We look forward to working with you.



**Appointments for Recreation Center volunteers only:** 410-396-7605 (Human Resources Division), 3001 East Drive (Druid Hill Park), Mon.-Fri. 9:00 a.m. - 4:00 p.m. You must call the Human Resources Office for an appointment prior to visiting the office. The last appointment of the day will be at **4:00 p.m.** **YOU MUST BRING A VALID ID (MD STATE DRIVERS LICENSE OR MD ID CARD OR A SCHOOL ID ARE ACCEPTABLE)**

## Volunteer Application



### Contact Information

**BALTIMORE CITY**  
RECREATION & PARKS

Name:	
Street Address:	
City ST ZIP Code:	
Home Phone:	
Company You Work For:	
Work Phone:	
E-Mail Address:	

### Availability

During which hours are you available for volunteer assignments?

- |   |   |
|---|---|
| <input type="checkbox"/> Weekday mornings   | <input type="checkbox"/> Weekend mornings   |
| <input type="checkbox"/> Weekday afternoons | <input type="checkbox"/> Weekend afternoons |
| <input type="checkbox"/> Weekday evenings   | <input type="checkbox"/> Weekend evenings   |

What hours would you like to work? FROM \_\_\_\_\_ (AM / PM) TO \_\_\_\_\_ (AM / PM)

What days of the week would you like to work?  Monday  Tuesday  Wednesday  
 Thursday  Friday  Saturday

### Interests

Tell us in which areas you are interested in volunteering (you can check more than one):

- |  |                                    |
|--|------------------------------------|
| <input type="checkbox"/> Recreation Centers              | Which recreation center(s)?        |
| <input type="checkbox"/> Aquatics                        | Which location?                    |
| <input type="checkbox"/> Special Events                  | Where?                             |
| <input type="checkbox"/> Sports                          | Which special events interest you? |
| <input type="checkbox"/> Parks / park cleanups           | Which sports?                      |
| <input type="checkbox"/> Tree Plantings                  | Which park?                        |
| <input type="checkbox"/> Howard P. Rawlings Conservatory | Where?                             |
| <input type="checkbox"/> Cylburn Arboretum               | Which park(s)?                     |
| <input type="checkbox"/> Youth Development               |                                    |
| <input type="checkbox"/> Parent Advisory Council         |                                    |

- Mentoring youth
- Helping people with disabilities
- Senior Citizens
- Fundraising
- Tutoring/Homework assistance
- Computers
- Field trips
- Horticulture/gardening
- Marketing/publications
- Volunteer coordination
- Special facility/soccer arena
- Other

Are you a parent of a Center youth?  Yes  No

Area of expertise?  
 Subject matter expertise?  
 Area of expertise?

Which facility would you like to serve?

### Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports. Attach an additional sheet if necessary.

### Previous Volunteer Experience

Summarize your previous volunteer experience.

### Person to Notify in Case of Emergency

Name:	
Relationship to You:	
Street Address:	
City ST ZIP Code:	
Home Phone:	
Work Phone:	
E-Mail Address:	

Cell phone:	
Do you have any health issues or medications that we should know about in an emergency? Yes _____ No _____	
If yes, please identify issues and medications _____	
_____	

**Background Information**

Have you ever been convicted of a felony?	___ Yes ___ No
To ensure the safety of our children, the Department of Recreation and Parks requires that all volunteers and staff who work directly with youth must be fingerprinted and undergo a background check with the Maryland State Police.	
Do you consent to do this?	___ Yes ___ No

**Agreement and Signatures**

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Volunteer Name (printed)	
Birth Date	
Signature	
Today's Date	
Parent Signature if Junior Volunteer (age 14 or under)	

**References**

One personal and one professional reference are required in order to be considered for a volunteer position with Baltimore City Recreation and Parks.

Name:	
Relationship:	
Phone Number:	
Email Address:	

Name:	
Relationship:	
Phone Number:	
Email Address:	

### Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

### Completed Application Instructions

Thank you for completing this application form and for your interest in volunteering with us. If you are volunteering at a Recreation Center, call for an appointment at 410-396-7605 (Personnel Unit) Mon.-Fri. 9:00 a.m. - 4:00 p.m. For all other volunteers, email application to [mary.hardcastle@baltimorecity.gov](mailto:mary.hardcastle@baltimorecity.gov) or drop off at Baltimore City Recreation & Parks, 3001 East Drive, Baltimore, MD 21217.

Center/Park Director Signature	
Center/Park/Unit Name	
Date	

#### OFFICE USE ONLY:

Date Fingerprinted: \_\_\_\_\_ by \_\_\_\_\_  
Cleared: \_\_\_\_\_ Not Cleared \_\_\_\_\_  
(date) (date)

## CONTACT LIST

### Forestry

Erik Dihle, Chief of Forestry: 410-396-6110, [Erik.Dihle@baltimorecity.gov](mailto:Erik.Dihle@baltimorecity.gov)

Stephanie Helms, Weed Warriors: 301-503-2557, [stephaniem.helms@baltimorecity.gov](mailto:stephaniem.helms@baltimorecity.gov)

Charlie Murphy, TreeBaltimore: 410-458-7888, [Charles.murphy@baltimorecity.gov](mailto:Charles.murphy@baltimorecity.gov)

### Outdoor Recreation Programs

Peter Childs, Canoeing/Kayaking Coordinator: [peterchilds83@gmail.com](mailto:peterchilds83@gmail.com)

Molly Gallant, Outdoor Recreation Programmer: [molly.gallant@baltimorecity.gov](mailto:molly.gallant@baltimorecity.gov)

### Parks

Tom Jeannetta, Chief of Parks: [tom.jeannetta@baltimorecity.gov](mailto:tom.jeannetta@baltimorecity.gov)

Bill Vondrasek, Deputy Director: 410-396-7931, [William.Vondrasek@baltimorecity.gov](mailto:William.Vondrasek@baltimorecity.gov)

### Park District Managers

John Vickers, West and South districts: 410-599-8859, [john.vickers@baltimorecity.gov](mailto:john.vickers@baltimorecity.gov)

David Carter, Druid Hill Park, Central and North: 410-292-2816,  
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You can also use a general BCRP volunteer email: [bcrp.volunteers@baltimorecity.gov](mailto:bcrp.volunteers@baltimorecity.gov)