



Date: _____

Project not approved: _____

Project Approved: _____

Project Volunteer Request

Project Leader Name: _____ Age if under 21: _____

Phone: _____ Email: _____ Date: _____

Address: _____

Describe the volunteer project you are interested in performing: _____

List Names of Supervision: _____

Number of volunteers: _____ Approx. age range: _____

List materials that will be needed to perform this service:

_____	_____
_____	_____
_____	_____
_____	_____

Association Use Only

List of members received

Material purchased

All Waivers on File

Deposit Returned

Deposit Received

Deposit not returned

Comments: _____

Guidelines for Special Project Requests

These guidelines are being established and should be followed for any organized groups that want to volunteer for projects outside of the Ashburn Farm Association committees' efforts. This includes, but is not limited to groups such as Boy scouts, Eagle Projects, Girl scouts, School – public or private, religious organizations or social clubs, etc.

1. The Project Leader (requester) must be an Ashburn Farm Homeowner.
2. A project plan need to be submitted by the organized group (this could be as simple as a letter) noting what the group wants to do, materials needed, names and ages of the children participating.
3. All projects need to be supervised by the organized group. At minimum, supervision includes one adult per 4 children under the age of 10, and one adult per 10 children ages 11 thru 18.
4. All members of the organized group, those supervising and those participating, must sign a waiver and have it on file at the Association Office prior to the date of the volunteer event. Parent signatures on the waiver are required for minors.
5. If the project requires the Association to purchase and supply materials, the organized group leader will provide a \$50.00 (check) deposit prior to the purchase of these supplies. This deposit will be returned when the project is completed.
6. Ashburn Farm Association requires a two-week notice for all project requests.
7. Project members shall not serve or permit the use of alcoholic beverages or drugs.
8. The project shall be performed during day-light hours only
9. The volunteers are responsible for the clean up and all trash removal once the project is completed. If the project spans the period of a few days, cleanup must be performed at the end of each day and at the completion of the project.

Signature of Project Leader (Must be an Ashburn Farm Homeowner).

Date Submitted: _____

General Notes: