



## ADVANCED TASKS REQUEST FORM

**Please complete and return this form by mail or fax if you or your group would like to perform an advanced task at your park or trail. (Please return at least 4 WEEKS PRIOR to proposed task date.)**

Advanced Tasks are tasks that will require approval and/or supervision from AAP/AAT or Park Maintenance staff, as well as special training, equipment that is not regularly stocked by AAP/AAT, and debris removal. These tasks include: planting projects or plant removal, major weed removal or pruning, painting over graffiti, re-painting of park fixtures, walls or buildings and any other task as described in the AAP/AAT Training Handbook.

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

Group Contact Person: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Park(s) or Trail(s): \_\_\_\_\_

Proposed Task Date: \_\_\_\_\_ Alternate Task Date: \_\_\_\_\_

Please describe your proposed project: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will you need:

Maintenance Staff Instruction and Supervision: Yes / No / Not Sure

Special Tools or Equipment (don't forget to submit a *Supply Request Form*): Yes / No / Not Sure

Debris Pick-up? Yes / No / Not Sure

Additional Volunteers? Yes / No / Not Sure

Can you meet with AAP or Park Maintenance Staff ahead of time to discuss the details of this proposal?  
Yes / No / Not Sure

I understand that I may not perform this task until this form is approved by AAP/AAT or Park Maintenance staff and that AAP/AAT or Park Maintenance staff may deny this task at any time.

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

\_\_\_\_\_  
Date

**For office use only:**

Will group leader need to meet with Park Maintenance Staff prior to approval: Yes / No

Will this task require supervision and training: Yes / No Training / supervision provided By: AAP/AAT / Park Maintenance

Approved / Denied (Circle) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Explanation for Denial: \_\_\_\_\_

\_\_\_\_\_

Park Maintenance Staff Assigned to Train / Supervise Task: \_\_\_\_\_

AAP/AAT Staff Assigned to Project: \_\_\_\_\_