

Green Kirkland Partnership Tools, Materials and Event Request



Please send this form to Green Kirkland at least 3 weeks before you event date

Park name:		Event Date/s		Start time:	
Volunteer Group (if any):				End time:	
Today's Date:		Event Lead:			
Phone:		Cell:		Email:	

Project Activities: Please check all that apply:

1st time Removal Planting Mulching Maintenance Weeding other _____

Units you will be working in: ____, ____, ____, ____

Volunteer Event Info:

Is this Event open to the public?		Do you want us to advertise this event (y/n)*			
# of volunteers expected?		# of volunteers desired?	Min:	Max:	
Age Group?	Adults		Minors		All Ages OK

*If yes please complete the table: Event information at bottom of page for publicizing your event on City and Green Kirkland website and Facebook

Tools: (1 to 1.5 tools per expected volunteer)

Quantity	Tools	Quantity	Tools
	Gloves		Wheelbarrow
	Loppers		Hard Rake
	Hand Tillers		Table
	Shovels		Pop-up Canopy
	Pitch Fork		First Aid Kit
	Buckets		Other:
	Tarp		Other:
	Weed Wrench		Other:

Staff will determine if tools will be provided by a tool drop or the tool trailer

Materials: (Please provide quantities needed)

Amount	Materials	Amount	Materials
	Mulch (cu. Yards)		Cardboard/burlap (sq. ft.)
	Debris pick up		Portable Toilet
	Other		Other

Material/Tool delivery location and date of delivery (Please describe where you want the materials/tools delivered, or attach a map)

Publicity Information:

NOTE: Information in this table will be available to the general public.

Event title/heading:

Brief description of project (make it fun!):

Time:

Where to meet:

What to bring:

Address and directions to site:

Where to park:

Contact info for interested volunteers (name/phone/email which will be available to general public):

Send or Email completed form to:

Green Kirkland Partnership

123 5th Ave

Kirkland, WA 98033

Email: greenkirkland@kirklandwa.gov

Phone: 425-587-3306

Office Notes