



**City of Sunnyvale
Department of Public Works
Parks Division
INFORMATIONAL BULLETIN**



VOLUNTEERISM IN PARKS FOR SUNNYVALE SERVICE CLUBS

Service clubs and community groups occasionally contact the City of Sunnyvale to inquire what their club/group may do to help make Sunnyvale a nicer place to live. Often groups would like to help build community spirit while making a positive difference in the park landscapes and, at other times, they'd like to assist with a community event.

Project ideas may range in size, scope and focus based upon many factors including, but not limited to:

- The service focus of the club or group and their preferred location for service;
- Special technical knowledge or skills of the volunteers or members;
- The number of volunteers or members that may assist in the project;
- The amount of volunteer and/or staff time that is available for a project or event;
- The club or group's ability to fully-fund or co-fund the costs for supplies, materials or special services to assist completion of the project or event;
- The City's budgeted capital funds to assist in completion of the project or event; and,
- The City's budgeted operating funds to assist in future maintenance costs of the completed project or event.

Naturally, with so many variables, the specific details of each project should be discussed among club members, their governing board and various City staffs. To avoid confusion or delays with consideration of parks projects or events, it is best to begin by contacting the Parks Division at (408) 730-7506 and division management will schedule time to discuss the details of any club or group ideas. It is also appropriate to contact us to gather ideas or request a speaker that may address a service club on this topic. After a project is identified, one-time and on-going costs and service impacts will also be considered.

When a project is scheduled, all volunteers and/or club members that will assist must be registered with Volunteer Services. Volunteer Service Coordinators may be reached at (408) 730-7533 or volunteerresources@ci.sunnyvale.ca.us or visit Volunteering.inSunnyvale.com. In this manner, the service club's contribution to the City can be tracked and appreciated on a Citywide level, and participants will be covered in the unlikely event that they somehow are injured in completing the project or event.

For additional information on Sunnyvale parks, call the Parks Division at (408) 730-7506.