

Individual Volunteer Record



Name: _____

- Role: Adopt habitat steward Youth steward
 Habitat volunteer Forestry volunteer Wildlife volunteer
 Facilities Adopt-a-Park Sign volunteer

Staff liaison: _____

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Thanks so much for volunteering!

Before beginning any activities at your site, please set up an appointment with your staff liaison to develop a project plan and schedule any training (or confirm past training) related to your role.

Record your hours and activities each time you volunteer at your site.

Please report regularly. (You'll receive a reminder email in June and December.) This helps staff maintain a fairly current tally of volunteer participation and impact. You can send a copy to the address below:

*Christine Petersen, NR Engagement Coordinator
 Minnetonka Public Works
 11522 Minnetonka Blvd.
 Minnetonka, MN 55305*

Alternatively:

- You can scan the completed form and email to cpetersen@minnetonkamn.gov. (If you don't have a scanner, you can use free phone apps like Adobe Scan.)
- If you are an Adopt habitat steward, you can use Volgistics (our online volunteer management system) to track your hours and activities. It's quick and easy! Contact Christine to learn how.

DATE	TIME begin	TIME End	HOURS	LOCATION OF WORK (park, outlot or facility name)	ACTIVITIES

