



Parkway Steward Forms Summary

- Work Project Summary:
Please fill out the form completely and promptly after every work project.
- Waiver of Liability & Participation Sheet: (two pages)
The Parks Department requires that all volunteers read and sign this form. It is also used to track information on the number of volunteers and hours worked for reporting purposes. If youth under the age of 18 will be helping with a parent or legal guardian, the parent or guardian should sign on their behalf. If the parent or guardian will not be present, please use the Youth Permission and Waiver of Liability Form.
- Youth Permission and Waiver of Liability:
If youth under the age of 18 will be helping with the work project on their own, a parent or legal guardian must complete and sign the form prior to the work project.
- Youth Activity Summary:
This form is used to track youth hours and should be used in addition to the Youth Permission & Waiver of Liability to record activities of participants under 18 years old.
- Parking Passes:
Parking passes are provided for those working in areas where payment is required to park. Please enter the date and the Steward name and display the pass in your windshield to avoid ticketing. Parking passes are valid for work days only. The ARPF office must be notified of the work group before parking passes can be received.

Please notify Christina Neifer, Steward/Office Manager of ARPF, at (916) 486-2773 of the date, time, and location of your scheduled workday. Contact ARPF if you require assistance with volunteer recruitment. Contact ARPF if there are special instructions to be conveyed to Parks Maintenance.

Trash that is collected can be left in the Parkway dumpsters/trash cans if it will not fill the containers. If it is necessary for you to leave trash elsewhere, please tie the bags tightly and leave them where they will be accessible for the maintenance vehicles, either along the paved trail or in a parking lot and notify ARPF immediately to inform maintenance.

Complete and submit Work Project Summary and Waiver Liability form to ARPF within 48 hours of completing work project either via email, fax, or mail.