

# How to Host an IT'S MY PARK SERVICE PROJECT for Local Park Groups



## 1) Plan the project



Host a meeting with park users and community members interested in working together to help care for the park. Identify potential project activities, available dates, times, and the targeted number of people. Determine roles and responsibilities for group members- submitting the It's My Park application, day of coordination, project greeter, media promotion, elected official communication, event promotion, posting flyers, fundraising if necessary, and gathering any additional resources needed.

## 2) Submit an It's My Park application



Submit an It's My Park application for the proposed service project. Applications must be submitted at least 2 weeks before the intended project date at [ItsMyPark.org](https://www.ItsMyPark.org). Reach out to the appropriate Partnerships for Parks (PfP) staff member if you need assistance.



## 3) Review confirmation packet and PfP check in

It's My Park applications are processed at least one week before the intended project date. Check in with a PfP staff member to discuss any questions and the application status. If approved, review the confirmation packet and coordinate a time to receive It's My Park promotional materials, if requested.



## 4) Prepare and finalize logistics

Share the good news with group members and confirm group member responsibilities for the project including outreach, greeting, and leading activities. Print and review any necessary documents, such as permits, sign in sheets, project confirmation, PfP staff member contact information, etc.



## 5) Spread the news

Start recruiting volunteers! Share event information through flyers, postcards, social media, press releases, community based organizations, and elected officials. Keep in mind that supplies will be allocated for the number of approved volunteers from the It's My Park application.



## 6) Check in

Connect with the appropriate PfP staff member the week of the It's My Park project for final confirmation details. Discuss a plan for rain, confirm volunteer numbers, discuss visiting elected officials, and convey any other important information.

# THE DAY OF THE EVENT

If you're posting on social media,  
don't forget to link to us!



@pfpnyc, #itsmypark



Partnerships for Parks  
#itsmypark



@PartnershipsforParks  
#itsmypark

## 1. Come prepared

Come ready to work! Arrive 30 minutes to one hour before project start time to post event day flyers around the park, set up sign-in area, introduce yourself to Parks staff members if present, and take a complete inventory of all PFP provided supplies. While posting flyers, remember to invite park users to help out. Organize supplies for volunteers to easily get started on project activities.

## 2. Welcome park users and project participants

Welcome project participants at a sign-in area and then gather volunteers together for a quick orientation. Thank volunteers, explain the project activities and tool safety recommendations, and remind volunteers to let a group leader or Parks staff member know if they find any potentially harmful products. Distribute tools and go to work beautifying the park! Remind volunteers of tool-safety while distributing. Ask volunteers to return tools to the appropriate spot and place garbage bags on the designated curb area for removal.

## 3. Show us your impact

Remember to take before and after photos to show the difference you've made! Try to get natural shots of volunteers in action as well as posed group shots to share with PFP, social media, and project participants.

## 4. Check in and track progress

Check on the progress of volunteer projects. You may need to circulate the park to ensure that the volunteers are comfortable with the work they're doing, everybody is clear on directions, and also have whatever tools or materials they need.

## 5. Wrap up project and record outcomes

Start project clean up and tool collection about 30 minutes before the project end time. Ask volunteers to return tools to the designated tool pick up spot and tie off garbage bags and move them to the designated pick up spot by the curb. Submit a record of what was accomplished using the IMP outcomes form (number of bags of leaves, length of fence painted, number of bags of garbage collected, number of bulbs planted, etc., as well as participant numbers and hours and whether press or elected officials stopped by the project).

## 6. Admire your work

Gather everybody together, thank volunteers, and give yourselves a round of applause. If you have another project date already set up, invite volunteers to come!

## 7. Follow up

Connect with the appropriate PFP staff member to share how the project went, project accomplishments, and photographs.

## 8. Debrief with group

At the next group meeting, discuss how the project went and what the group was able to accomplish. Strategize areas for improvement with your next It's My Park project.