



Group Service Events at Columbia Springs

Thank you for your interest in hosting a Group Service Event at Columbia Springs! Please read this document to learn more about Columbia Springs and how we engage with different organizations.

Columbia Springs is a non-profit organization working to connect our community to the natural world and inspire stewardship. We do this by maintaining a 100-acre natural park and historical site, which is open to the public every day. Complete with two miles of hiking trails, informational and historical displays, wildlife viewing platforms, and a visitor center – we engage tens of thousands of guests each year. In addition, we engage over 7,000 students on field trips at our site throughout the school year. Our programming reaches into the community in many ways - to learn more about us, please visit www.columbiasprings.org/about.

In order to continue to provide the community with environmental education, habitat restoration, and recreational opportunities, we rely on volunteers. That's where your organization comes in! Organizations can partner with Columbia Springs to host a Group Service Event that improves our grounds, adds habitat for wildlife, and more.

We work with churches, community groups, schools, other non-profits, governmental agencies, and corporations. Depending on your organization and the project you are interested in completing, we may ask for your organization to help purchase materials to support your service event.

Previous Group Service Projects completed at Columbia Springs

- Plant native trees and shrubs (\$5 per plant)
- Perform basic trail maintenance, such as clipping back plants and laying new wood chips
- Perform basic landscaping projects, such as cleaning up a garden, trail, or specific part of the park
- Remove invasive plants
- Install interpretive signage along a trail with plant names and facts
- Build picnic tables or benches
- More technical projects, such as building a walking platform, bridge, or viewing platform

What we provide for you

- Tools & gloves
- Public restrooms
- Water (we prefer if you bring a reusable water bottle)
- Project coordination, including purchasing supplies if needed
- Project leadership. We typically provide 1-2 trained volunteers to help facilitate the event
- An opportunity for team members to have a shared work experience, develop community, and give back to their environment
- If time permits, a tour of our facilities

Expectations for your organization

- Please plan on contacting Columbia Springs at least **two-three months** prior to when you would like to host a service event. We generally require time to meet, plan, and coordinate the project. We plan our calendar far in advance, so please contact us as far in advance as possible.
- Our office hours are Monday-Friday from 8 a.m. – 5 p.m. and we are closed on federal holidays. We often coordinate work days during the week or on Saturdays. Keep in mind that we serve field trips 10:00 am – 2:00 pm, Tuesday – Friday on week days, so we often are restricted in what we can do during those times.
- You are responsible for raising funds or securing donations for the materials needed for your project unless otherwise specified.
- You are responsible for recruiting volunteers from your organization. At work parties, you must have all volunteers sign-in.
- You are responsible for conducting all communications with the Volunteer Manager in a timely manner. All instances where you need to meet with a Columbia Springs' staff member should be scheduled at least two weeks in advance, including signing paperwork.

Typical Timeline

2-3 Months before event

- Select an available project date from our [calendar](#)
- Submit your request using this [form](#)
- Payment is due once project is approved

1 Month before event

- Volunteer Manager will touch base regarding materials/supplies

2 weeks before event

- Confirm number of expected participants (this is necessary so that our Volunteer Manager can recruit project lead support and finalize the day's agenda)

~1 week before event

- Volunteer Manager will provide maps and detailed agenda for the day

Additional Participant Information

- Folks are welcome to volunteer with their infant, but please be aware that many of our volunteer projects are outdoors, physical, and 2+ hours. If you need to step away to nurse or care for your child, simply tell your contact or supervisor. Children ages 7-17 are also welcome to volunteer with their parent or guardian.
- Volunteers are asked to bring a water bottle, wear closed-toe shoes, and dress in outdoor/work-appropriate clothing.

Thank you for choosing to work with Columbia Springs!

For questions please contact our Volunteer Manager

volunteering@columbiasprings.org

360-882-0936 ext 222