



PRAIRIE HOME CEMETERY VOLUNTEER PROGRAM PROPOSAL

4/22/24



NAME: "Section Angels" Volunteer Program

PURPOSE:

To create a sense of community stewardship by engaging volunteers in the preservation, beautification, and respectful maintenance of our cemetery grounds, fostering a peaceful and welcoming environment for all visitors.

DESCRIPTION:

There are more than 24,000 souls interred in the 60+ acres of Prairie Home Cemetery. The grounds are maintained by a dedicated team, but there are opportunities for community involvement in the beautification of each section of the cemetery.

The volunteers ("Section Angels") will commit to regularly visit and care for their assigned section within the cemetery. Tasks include picking up sticks and trash, weeding, deadheading flowers, and wiping down headstones. Individuals, families, groups, and organizations are encouraged to apply to be "Section Angels".

Orientation sessions and tools will be provided for volunteers. Volunteer hours will be recorded, and volunteers will be recognized.

APPLICATION PROCESS:

Interested individuals and groups can sign up by completing the application on the website or by contacting the cemetery office. The application will be modeled after the WPRF "Adopt a Park/Trail" application. Once approved and assigned a section, applicants will be invited to attend a brief orientation session to understand program guidelines and expectations.

RECOGNITION AND APPRECIATION:

Volunteers will be recognized in the following ways:

- On "Section Angels" signage at the Prairie Home Cemetery office.
- Through the City's website, newsletters, and social media platforms.
- After one year of meeting the "Section Angel" requirements, the individual or group name will be displayed on a small sign attached to the section sign.
- Additional recognition may be provided as the program grows.

PROPOSED GUIDELINES:

- The cemetery sections will be assigned to applicants on a first-come, first-served basis.
- Volunteers will perform tasks in their designated section such as picking up sticks, weeding, deadheading flowers, wiping down headstones, and trash pickup.
- Trash bags, gloves, and necessary tools & supplies will be provided.
- A minimum commitment of one year of service to the assigned section is expected. The individual or group is expected to perform tasks in their section a minimum of one hour per month during the months of March through October.
- Those individuals or groups that cannot fulfill their commitment to volunteer monthly will risk being removed from the “Section Angel” program.
- Work is to be completed during daylight hours only.
- All volunteers are to follow the cemetery policies and procedures. Failure to do so will result in removal from the program.
- Each section coordinator will receive reporting forms to be completed each month to track volunteer hours worked.
- All participants should be over the age of 18 or accompanied by an adult supervisor (i.e. scout and youth groups accompanied by adult sponsors).
- Volunteers are to wear weather-appropriate clothing and footwear. Closed-toe shoes and gloves should be worn at all times. Sunscreen and a hat are strongly recommended.
- Volunteers are not to touch anything they cannot identify. They are to leave it on site and notify the cemetery of any dead animals, medical waste, chemical containers, etc.

This type of program not only contributes to the beautification of the cemetery but also builds a strong sense of community involvement and shared responsibility. The program's effectiveness will be regularly evaluated and adjusted based on evolving needs and the feedback and experiences of both volunteers and cemetery staff.

FINANCIAL REMARKS:

Volunteer supplies and tools will be expensed to account 7800-52450 (Grounds Maintenance & Improvement) or they will be donated. Recognition expenses will come from 7800-53455 (Hospitality expenses) or donations.