



CITY OF MADISON PARKS DIVISION

Flower Garden Application



Complete and submit application by **Wednesday, April 15, 2020.**

Email: [parksvolunteer@cityofmadison.com](mailto:parksvolunteer@cityofmadison.com)

OR Mail: Flower Gardens, c/o Tracey Hartley, 210 Martin Luther King, Jr. Blvd. Room 104, Madison, WI 53703

Volunteers have been maintaining beautiful and colorful gardens in our community since 1986. Our city, residents, and visitors greatly appreciate the efforts placed on the flower garden maintained. Thank you in advance for your time and commitment. Fill out the information below:

NAME OF GROUP:		
CONTACT:		
ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:	EMAIL:	
LEAD GARDENER:	# OF VOLUNTEERS:	# OF GARDENS:

**PARK INFORMATION**

PARK NAME:	LOCATION IN PARK:
NEW GARDEN: <input type="checkbox"/> YES <input type="checkbox"/> NO	ALDER AND DISTRICT NAME:

Do you need assistance recruiting volunteers to help with your flower garden?  YES  NO  
If yes, please provide specifics on what you need help with.

**FLOWER BED DESIGN**

Do you have any major changes to your flower bed this year?  YES  NO  
If yes, please submit a revised plan by mail or email.

**VOLUNTEER EXPECTATIONS**

- Long-term commitment – Dedicated to maintenance and upkeep of the flower bed(s).
- Maintenance plan – Attend to all required aspects of maintaining; including, site prep work, planting, watering, weeding, mulching, and litter removal.
- Water source – If there is no water source, the expectation is to haul in water for the garden.
- Plant orders – Complete application by deadline requesting type of plants and quantity.

Please contact Tracey Hartley, Recreation Services Coordinator with questions, comments or special request at [thartley@cityofmadison.com](mailto:thartley@cityofmadison.com) or (608) 267-4919.

**VOLUNTEERS**

All volunteers must fill out a Volunteer Release Form and return it to Madison Parks Division office.

Email: [parksvolunteer@cityofmadison.com](mailto:parksvolunteer@cityofmadison.com)

OR Mail: City of Madison Parks Division, 210 Martin Luther King, Jr. Blvd. Room 104, Madison, WI 53703

*Please fill out the back of this form for Flower and Mulch Orders.*

**FLOWER ORDER**

<b>Common Name</b>	<b>Botanical Name</b>	<b>Color/Variety</b>	<b>Quantity</b>	<b>Alternative</b>

**MULCH ORDER**

<b>Mulch Needed (by Cubic Yard)</b>

**WHEN NEEDED**

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**IMPORTANT DATES**

**Wednesday, April 15, 2020**      **Flower Garden Application is due**

**Wednesday, May 20, 2020**      **Flower pickup day**  
**10 am – 1 pm**                      **Olbrich Botanical Gardens**  
   **3330 Atwood Avenue**  
   **Madison, WI 53704**