



HORTICULTURAL APPRENTICESHIP PROGRAM PROJECT REQUEST FORM

Name of SFRPD staff submitting request: _____

Name of employee(s) that will be onsite leading the project: _____

Phone Number: _____ Date: _____

PROPOSED PROJECT INFORMATION

Project location:		Estimated time of project completion	
Proposed start date/season:	M Tu W Th F <small>Check all possible days project can be scheduled.</small>	Total days:	Total hours:

Detail description of proposed work: Include an approximate number of 3410s needed.

Knowledge and techniques to be learned:

Please list the skill set and techniques that can be obtained through the implementation of this project. The Apprenticeship Program's College curriculum/syllabus is attached for your reference. (OH 50, OH 53A-B see attached)

Names of **ALL** 3417's Working Project: _____

S.F. PARKS & OPEN SPACE AREAS

Print Name	Signature
(3422)	
(0922)	

Field Operation Office Use Only

<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Apprenticeship Manager	Signature	Date
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3410 Survey

Complex Staff Survey

0922 Completion Verification

APPRENTICESHIP PROGRAM

The Horticulture Apprenticeship Program is a San Francisco Recreation and Park Department program in collaboration with various state and local agencies, inclusive of Local 261. The year 1 gardener apprentices (3210s) are led by a Program Manager, a Program Supervisor and a Park Services Captain. Through Project Request Forms, SFRPD will determine and prioritize work assignments that meet the criteria for the overarching apprenticeship goal, which bridges class room theoretical education and the direct application of such out in the field. For more information about the program, please visit <http://sf261.blogspot.com/> or call the program supervisor or manager.

INSTRUCTIONS TO COMPLETE FORM

Please accurately complete all fields on the form, as indicated below. If you have any questions and/or concerns, you may contact Erin Anderson, Field Operations Analyst at (415) 831-6840.

1. Proposed group projects can be submitted to the Annex mailbox of Shawn Sevenski. Group projects include the participation of Apprentices with Gardener Complex staff members.
2. Clearly indicate the actual physical location within a park and/or a natural area where the project will take place. i.e. Alamo Park – south-east corner
3. Indicate the anticipated start date of the proposed project along with the year's season as well as the days of the week your staff is available to complete the project in the event your desired date cannot be granted.
4. Provide estimation or your best projection of the total number of full days and the total number of labor hours. The daily number of hours in the field by the Apprentices is approximately 7 hours inclusive of breaks. Expect a 7:00am – 7:45am start time.
5. Provide a detailed description of your proposed project. It would be helpful to identify your project with a specific name. i.e. athletic field annual renovation.
6. The work of the Apprentices will be coordinated in collaboration between the 3422's/Park Services Supervisors. The Gardener leading the project is required to work side by side with the Apprentices for the duration of the project.
7. The proposed project is an important opportunity for the Apprentices to learn the profession by working side by side with our gardeners. Your project will need to incorporate gardeners to work alongside the Apprentices. Please list the names of gardeners that will be working with the Apprentices on your proposed project.