

# **Volunteer Handbook**



## **Friends of Silverwood Park**



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## **A LETTER TO YOU**

Dear Volunteer,

Thank you so much for your willingness to spend some of your time supporting Friends Silverwood Park through its many volunteer opportunities. As a nonprofit organization, the Friends of Silverwood Park relies heavily on its volunteers to further its mission of education and regenerative agriculture. No matter how you choose to get involved, your efforts will make a difference here at the park, and we are so grateful.

As you prepare to get involved, I invite you to reflect upon what drew you into volunteering at Silverwood. Perhaps you have felt a special connection with the land, or a desire to combat climate change through regenerative growing practices. You may be a community member who has enjoyed time at the park for a special event, when hiking our trails, or paddling or fishing on Sweet and Rice Lake. Maybe you find meaning in being of service, or you look forward to the like-minded and like-hearted people you will connect with while spending time at the park. Whatever has led you here, hold that close and let it guide you in your endeavors at Silverwood.

The board members, project leaders, and contractors at Silverwood will do their best to support you as a volunteer. Please remember that many of these leaders are also volunteers who are passionate about the park, forward-thinking growing practices, and education. You can reach out to me, the volunteer coordinator, regarding any questions, feedback you have, or support you need. The best way to reach me is via email at [volunteer@silverwoodpark.org](mailto:volunteer@silverwoodpark.org).

I hope your time at Silverwood is nourishing, fulfilling, and fun.

With great gratitude,

*Sarah Barlow*

Volunteer Coordinator  
Friends of Silverwood Park

Special thanks to volunteer Sarah White for use of her writings from our website, as well as her time proofreading this handbook.

# **About Silverwood Park**



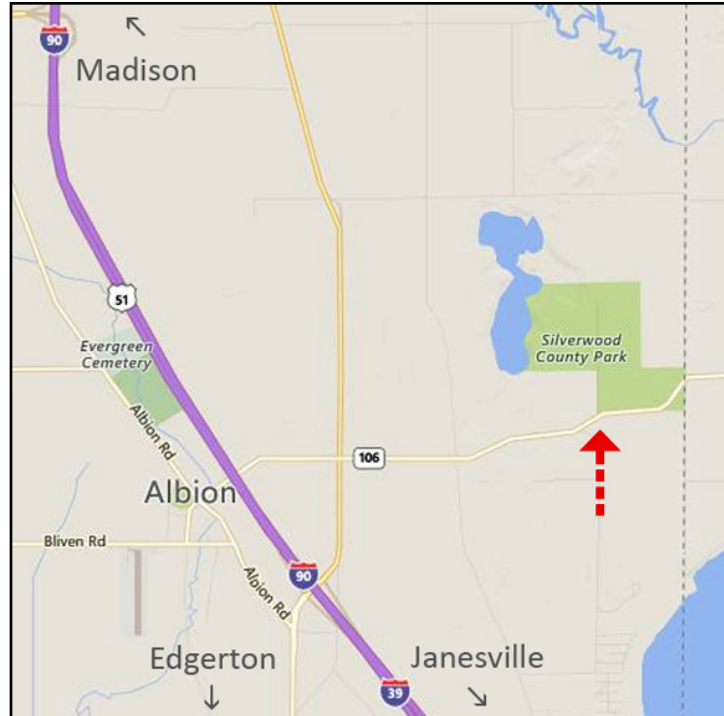
## LOCATION & HOURS

**Park Hours: 5:00AM–10:00PM**

### Located at

771 Silver Lane, off Highway 106  
Town of Albion, Wisconsin 53534

When traveling from I-90, take exit 160 toward WI-73 N, then Hwy 106 E. There are two Dane County Parks signs on Highway 106. The first is located at Turtle & Rice Lake landing, primarily for fishing. The second is at the main entrance, further east. Both are on your left as you head east on Highway 106.



### Official Mailing Address

Friends of Silverwood Park  
P.O. Box 304  
Edgerton, Wisconsin 53534

### Website

[www.silverwoodpark.org](http://www.silverwoodpark.org)

### Facebook Page

[www.facebook.com/silverwoodeducationpark](https://www.facebook.com/silverwoodeducationpark)



## **ABOUT SILVERWOOD PARK**

Silverwood Park is a more than 300-acre farm in southeast Dane County, and part of the County Parks system. The park includes more than 230 acres of tillable land, 60 acres of forest, and more than ½ mile of shoreline on Rice Lake. All tillable land is currently managed by the Friends' Group, while the forest is managed by Dane County with the cooperation of the Friends' Group.

Almost five miles of trails wind through the forest and fields. Mountain biking and off-trail hiking are not allowed.

Silverwood Park is dedicated to sustainable agriculture education and is being developed to provide programs that serve the general public, K-12 students, and new farmers and agricultural job trainees.

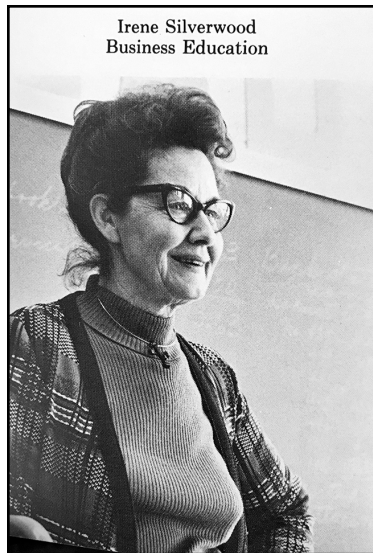
### **Mission Statement**

Silverwood Park educates the public on the broad and diverse aspects of Wisconsin agriculture—past, present and future. The park celebrates the rich cultural history of agriculture in Dane County as well as demonstrating innovative agricultural practices and land stewardship that sustains the land for future generations.

### **Park Goals**

1. Connect people with the land, the natural environment, and each other.
2. Provide assistance through land access, technical education, and teachers/mentors.
3. Educate people about current and future practices for raising plants and animals.
4. Maintain a healthy, diverse, and sustainable natural resource.
5. Promote economic, environmental and social sustainability.
6. Increase the economic capacity of Dane County residents through agriculture.
7. Provide facilities which emphasize access, beauty, conservation, health and sustainability.
8. Cultivate a diverse support community for park preservation which maintains the educational intent, protects the natural resources, and incorporates the agricultural history of the farm

## IRENE SILVERWOOD: THE WOMAN WHO MADE THIS PARK POSSIBLE



*"Education is my life, and I want this land to be used for education."*

### **Donated by the Silverwood Family**

In 2001, former Edgerton High School Teacher Irene Silverwood donated her nearly 300-acre farm to Dane County to create a sizable park in the southeast quadrant of the county, where there was none. This park was to be used for recreation, conservation, research, education, and cultivation. Irene Silverwood specified that the park remain a farm and be dedicated to agricultural education. The farm had been owned by the Silverwood family since 1870. Irene Silverwood, who taught business education at Edgerton High School for 43 years, said on the occasion of the land's dedication as a Dane County Park, "This farm is history to us. Now this property is always going to be here for everybody."

Irene was an Alumna of UW-Whitewater. In 1982, she received Edgerton Rotary Club's Citizen of the Year Award; in May of 2000 she received the Golden Apple Award from the Edgerton School District; and in 2002 she was the recipient of the Stewardship Award given by the Dane County Natural Land Trust (now Groundswell Conservancy). Also in 2002 she was the Tobacco Heritage Days Parade Grand Marshall.

Irene's husband, Russell Silverwood, was a farmer, and chairman of the Town of Albion Board and a member of the Dane County Board from 1949 to 1963. Irene's father-in-law, George Silverwood, purchased the farm in 1902. Irene Silverwood passed away in 2003.

The county continues to rent much of the land to local farmers, but has invested \$300,000 to prepare the park for public use. Buildings have been restored and repaired, prairies planted, trail systems created, and garden plots developed.

The Friends of Silverwood Park coordinate agricultural education programs using the property's many resources.



# **HISTORY OF THE LAND & HOMESTEAD**

## **Ice Age**

The most prominent landscape features around Silverwood Park are the drumlins, kettles, and glacial lakes created by the Green Bay Lobe during the Pleistocene (Ice Age). This was a period in geological history in which the Earth's temperature cooled, leading to the formation of glaciers. The last Ice Age is named the Wisconsin Glaciation, which began about 31,500 years ago. The glacier advanced into Wisconsin over 13,500 years before temperatures warmed again and it began to melt back. It took another 7,000 years before the ice finally retreated from Wisconsin. The tundra that accompanied the glacier was the home of the woolly mammoth at first, then as climate warmed, the mastodon. We hike trails and farm land where these Ice Age animals once roamed.

Several kettles are clearly visible within Silverwood Park's boundaries. Kettle holes are formed when a block of ice, left behind by a retreating glacier, becomes buried in sediment. When the ice melts, a depression remains marking its former location.

Silverwood Park sits just 30 miles west of Kettle Moraine's Southern Unit. The park is within the Glacial Heritage Area where a series of parks, preserves, natural areas, and other conservation lands are linked together to provide outdoor recreation and preserve wildlife and water resources.

## **Indigenous Peoples**

Paleo Indians inhabited the Koshkonong area as many as 12,000 years ago arriving after the glaciers left. The indigenous people hunted and collected food, often returning to the same locations seasonally. They lived in semi-permanent villages, used the bow and arrow, and made and used pottery. These native peoples were mound builders; the nearby Lake Koshkonong area once had 23 effigy mound groups, composed of about 500 individual mounds, dated as early as 2500 B.C.

We do not know much of the thousands of years between the mound builders and the arrival of white settlement in the early 19th century, but we do know that around 1200 AD a time of profound change took place. According to David Mollenhoff's *Madison: A History of the Formative Years*, that change included "new groups of Indians moving into the area, and that... Late Woodland people stopped building mounds when extensive corn cultivation prompted people to develop religious rituals focused more on the fertility of the soil."

## **European Arrival**

The first white settlers found the Ho Chunk tribe (then known as the Winnebago) returning to the area seasonally to harvest rice from the marshes that would later be channeled into the Rock River. A treaty signed by Winnebago Chief White Crow after the Black Hawk War of 1832 ceded the area to the United States government. Today the Friends of Silverwood Park are stewards of the ancestral lands of the Ho-Chunk people.

Norwegian immigrants were the most numerous to arrive in southeastern Dane County, but the area around Silverwood Park was settled by Yankees. The first European-American settler was



## **HISTORY OF THE LAND & HOMESTEAD**

Freedman Sweet, who emigrated from Oneida County, New York in 1841. Other settlers began arriving that fall and established what would become the hamlet of Albion. In the 1800s, Albion was a retail center with a general store, a wagon and blacksmith shop, a steam mill that manufactured wagons and sleighs, a harness shop, and a hotel. The Albion community organized a Seventh Day Baptist Church in 1843, which founded Albion Academy in 1854, considered one of the first co-educational colleges in Wisconsin.

### **Silverwood Family Farm**

George Silverwood came from Yorkshire, England, in 1849 and purchased 100 acres of uncultivated land on the Albion Prairie. John Bullis and his family had come from New York in 1848 and begun farming an adjacent parcel. In 1900 George H. Silverwood purchased the Bullis farm to expand his own. He was primarily a stock farmer, breeding cattle and hogs. He was active in community and public affairs. A son, also named George, took over the farm after George H.'s death. His son, Russell, succeeded him at Silverwood farm, making three generations of the Silverwood family to farm here. Russell Silverwood, born in 1909, died in 1988. His wife Irene Silverwood donated the property to Dane County in 2001.

The Stonehouse Visitor's Center, previously the Silverwood family home, was built pre-Civil War of locally quarried limestone. Operation Fresh Start of Madison carried out its renovation in 2016 for use as a visitors center.

The farm acreage of Silverwood County Park offers a significant opportunity for agricultural education and demonstration for school groups and the general public. A number of agricultural research projects have been initiated since the park opened in 2015.

## **FRIENDS OF SILVERWOOD**

The Friends of Silverwood Park, Inc. (FoSP) is a 501(c)(3) nonprofit organization registered with the federal IRS, and a non-stock corporation registered with the Wisconsin Department of Financial Institutions.

In October 2013, the Friends formed when the park was officially dedicated by Dane County Executive Joe Parisi. The FoSP Board of Directors and other community volunteers then assisted Dane County in developing the Silverwood Master Plan from 2014 to 2016.

FoSP is dedicated to the development and maintenance of Silverwood Park.

FoSP began leasing agricultural land from Dane County in 2015, and today leases all tillable acreage at Silverwood for, 1) sub-leasing to the park's Grower Partners or, 2) development of planned park features which demonstrate principles of regenerative agriculture and permaculture.

The Friends also assist the Dane County Parks Division with maintenance and care of the Silverwood Farmstead, which includes two large sheds (south and north), historic farm buildings, and the Stonehouse, formerly the Silverwood family's home.



### **Mission**

The Friends of Silverwood Park support the development and maintenance of the Park which includes advocating for the mission of regenerative, forward-thinking agriculture education, and managing a portion of the park's lands with public stewardship at the forefront.

As Silverwood Park educates the public on the broad and diverse aspects of Wisconsin agriculture—past, present and future—the park celebrates the rich cultural history of agriculture in Dane County and demonstrates innovative agricultural practices and land stewardship that sustains the land for future generations.

## **FRIENDS OF SILVERWOOD**

We will:

- Provide educational facilities, job training, and resources for the public, farmers, and youth to learn how food, fuel, and fiber are grown, processed, and distributed.
- Provide access to a demonstration farm which offers opportunities for agriculture research to grow crops that have cultural, historical, and economic significance.
- Support the production of food, fuel, and fiber to demonstrate environmental health, economic profitability, and social and economic equity.

### **Master Plan**

Most Dane County parks have guiding documents—Master Plans—that plan for the development of the park, its physical facilities, resources and potential uses. The Silverwood Park Master Plan was approved by the Dane County Board in September 2016. The plan is a result of a 2.5-year process that included public meetings, negotiations and lots of brainstorming. While details of the master plan may be altered over time to provide for inclusion of new resources or focus, the general direction outlined in the master plan is what guides park development. Implementation of the plan rests with you, the community, and Friends of Silverwood Park, Inc.

### **Planning a Forward-Looking Public Park**

Planning is a major activity for the Friends of Silverwood Park (FoSP). Because we have prime responsibility for "development and maintenance" of Silverwood, FoSP Board members, staff, and volunteers must consider a wide variety of park uses while focusing, at the same time, on a primary vision of regenerative agriculture education.

### **Agricultural Features**

Silverwood's agricultural demonstration areas are still in their infancy. The Friends of Silverwood Park work with Dane County and other partners in creating these features with three target audiences in mind: the general public, K-12 students, and new farmers and agricultural job trainees.

### **Future Facilities**

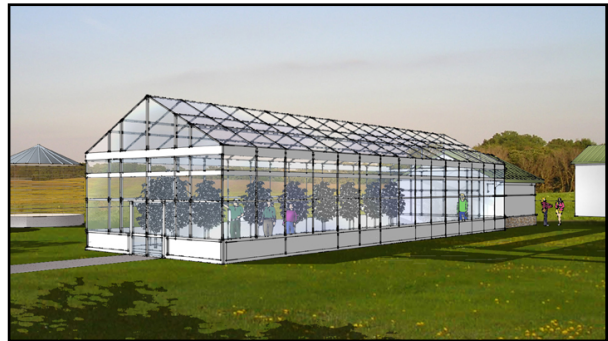
Silverwood Park is a work in progress. The Friends of Silverwood envision a regional public facility that provides hands-on education about regenerative agriculture and associated topics.

As stated in Dane County's Silverwood Park Master Plan, the park will be a demonstration area for the public to learn about a variety of agricultural topics.

Also envisioned are a learning center that allow for classes in all seasons, and a dormitory and/or cabins that allow some learner-visitors to stay overnight at the park to provide an immersive experience.



## FRIENDS OF SILVERWOOD



- Learning Center
- Greenhouse
- Sleeping Cabins

Artist renderings of potential Silverwood Park features in the future

## Agricultural Demonstration Areas

Below, a contractor, donor, and FoSP Board member discussed installation of the Pollinator Prairie in 2016. As a park dedicated to regenerative agriculture education, Silverwood's demonstration of farming best practices that promote regeneration of the soil, etc., are of primary importance. As the park is further developed, planning for the demonstration areas that give visitors ideas about how to profit from farming while practicing meaningful land stewardship is a significant responsibility of the Friends.



## **RECREATION AT THE PARK**



### **Nature trail**

The Silverwood Educational Nature Trail is sponsored by Edgerton Gifts for Kids and Friends of Silverwood Park. Download the Nature Trail Guide and follow the station directions. Install a QR Code reader app on your mobile device and search for additional information by scanning the QR codes printed on the guide.

### **Dog Walking**

Dogs are welcome at Silverwood County Park. The rules for all Dane County Parks apply. Dogs must be on a leash that is no more than 6 feet long, non-retractable, and held by a person at all times. Dogs must be under the immediate physical control of a person at all times. Dogs must be licensed (purchased through the City of Madison Treasurer's Office) and must have an up-to-date rabies vaccination.

### **Horseback Riding**

Horses are welcome, too! Enjoy fields and woods with very few rocks, easy trailer turnaround, and great views along 4.6 miles of trail. Thanks to the Midwest Horse Council, Silverwood Park has a hitching post and mounting blocks to welcome equestrian recreation. A Horse Trail Permit (daily or annual) is required for trail use with your horse and may be purchased online. ([www.reservedane.com/permits.aspx](http://www.reservedane.com/permits.aspx))



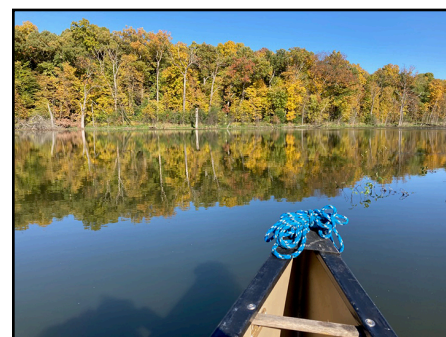
### **Fishing**

Fishing is good on Sweet and Rice Lakes. The Dane County Sweet Lake boat launch area off of Highway 106 is part of Silverwood Park. Boats with motors are prohibited on both lakes, although electric trolling motors can be used. Better yet, fish Rice Lake from a kayak, canoe, or shore, all of which can be accessed from trails in Silverwood Park. Ice fishers may also access the ice

from the park trails in the winter months. A fishing license is required in order to fish all waters in Wisconsin, which pays to keep the lakes healthy and productive! Remember to pack out all you pack in—don't litter and keep the trails and waters clean!

### **Kayaking and Canoeing**

Rice Lake is 117 acres in size and approximately 8 feet deep at its deepest point. Most of the shoreline is wooded, offering an immersive natural experience. Boaters may launch from the boat launch on Highway 106 just west of





## **RECREATION AT THE PARK**

the Silverwood Park entrance. Within the park a kayak/canoe rack is located at the water's edge in the southwest corner. Access it by the trail along the park's southern boundary. Some canoe storage is available at Silverwood Park at "Overlook 0".



### **Seasonal Activities**

The combination of agriculture and forest make Silverwood Park an ideal locale for recreation in all seasons. The trails are ideal for hiking or horseback riding. Because of the cultivated crops and pollinator gardens, wildlife abounds for birdwatching and nature photography.

You're likely to find a den of foxes at play or a family of deer bounding through the understory. Butterflies and birds make the gardens and farm fields their ballroom.

Picnic tables by the Stonehouse Visitor's Center welcome picnickers. No grills or fires permitted.

In winter, the woods and meadows lend themselves to the silent sports of cross-country skiing and snowshoeing. The lake typically freezes well for ice skating. Snowmobiles are not permitted in the park. Winter, spring, summer, or fall, Silverwood Park has something to offer.

### **Birding**

Birdwatching can be a fascinating hobby, and the area around Rice Lake is a particularly good place to spot the local and migratory birds of southern Wisconsin. From American Bitterns to the Woodpeckers (both downy and hairy), from the blue flash of an Indigo Bunting to the orange sparkle of a Baltimore Oriole, you might get lucky and see it here. Visit [ebird.org/wi/hotspot/L3784245](http://ebird.org/wi/hotspot/L3784245) to see a list of sightings at Silverwood Park.

### **Snowshoeing and Cross-country Skiing**

The trails at Silverwood County Park are not yet groomed for skiing by the Dane County Parks system, although we hope they soon will be. In the meantime, enjoy skiing that does not require a park permit. Snow shoeing is another easy way to enjoy the Wisconsin woodland in winter. The rolling landscape of the park offers just enough of a challenge. You'll find no white-knuckle black-diamond runs here.

### **Geocaching, Scavenger Hunts and More**

Enjoy games of discovery solo or in a group. The Friends of Silverwood Park are happy to help you bring your club or group here for a themed experience in nature.

In Geocaching, participants all over the world use a GPS receiver or mobile device to hide and seek containers at specific locations marked by coordinates. We welcome fans of geocaching to bring the activity to Silverwood Park. Dane County Parks no longer requires a special permit for

## **RECREATION AT THE PARK**

Geocaching. Find rules and contact information here: [www.wi-geocaching.com/info-center/location-specific-rules-and-regulations/dane-county-parks/](http://www.wi-geocaching.com/info-center/location-specific-rules-and-regulations/dane-county-parks/)

### **Photography Guidelines**

Photography is a wonderful way to enjoy this park and share its beauty with others. We encourage you to take casual photographs of your visit for your personal use. You are welcome to share photos of the park on your social media. The prairies, woods, and historic farm buildings make a beautiful backdrop for professional photography. Professionals who make images in exchange for money are welcome here, but we ask that you help us fund protection of the park's beauty. Please become a member of the Friends of Silverwood Park. Membership information can be found later in this handbook.

### **Hold Your Event at Silverwood**

The Friends of Silverwood Park welcome public use of available buildings for civic, cultural, educational and public information meetings of organizations serving the residents of Dane County and the area. Buildings available for rent include the North Shed and the Stonehouse Visitors' Center. See the Building Use Agreement in the reference section. For more information or to make a reservation, contact us at [info@silverwoodpark.org](mailto:info@silverwoodpark.org)

## **HELPFUL DEFINITIONS**

Below you will find definitions of various practices you might find around the park.

**Agroforestry** is the intentional integration of trees and shrubs into crop and animal farming systems to create environmental, economic, and social benefits. It has been practiced in the United States and around the world for centuries. *(From USDA)*

**For a management practice to be called agroforestry, it typically must satisfy the four "I"s:**

- Intentional
- Intensive
- Integrated
- Interactive

**There are five widely recognized categories of agroforestry in the United States:**

### **Agroforestry Farming Systems**

1. Alley cropping
2. Forest farming
3. Silvopasture

### **Linear Agroforestry Practices**

4. Riparian forest buffers
5. Windbreaks

**Alley Cropping** means planting crops between rows of trees to provide income while the trees mature. The system can be designed to produce fruits, vegetables, grains, flowers, herbs, bioenergy feedstocks, and more. *(From USDA)*

**Annuals** are plants that complete their life cycle in one growing season. *(From The Spruce)*

**Biennials** are plants that need two growing seasons to mature and go to seed. *(From The Spruce)*

**Biochar** is black carbon produced from biomass sources (i.e., wood chips, plant residues, manure or other agricultural waste products) for the purpose of transforming the biomass carbon into a more stable form (carbon sequestration). *(From USDA)*

**Cash Crops** or profit crops are agricultural crops which are grown to sell for profit. It is typically purchased by parties separate from a farm. *(From Wikipedia)*

**Compost** is a mixture that consists largely of decayed organic matter and is used for fertilizing and conditioning land. *(From Merriam Webster)*

**Cover Crops** can be broadly defined as any non-cash crop grown in addition to the primary cash crop. These crops have the potential to increase soil organic matter and fertility, reduce erosion,



## **HELPFUL DEFINITIONS**

improve soil structure, promote water infiltration, and limit pest and disease outbreaks. There are numerous benefits to cover cropping, though, as with any management technique, there are tradeoffs and limitations that must be considered. In many situations cover cropping can lead to a decreased reliance on fossil fuels and improved agricultural productivity. *(From Sustainable Agriculture Research & Education Program)*

**Crop Rotation** is the practice of planting different crops sequentially on the same plot of land to improve soil health, optimize nutrients in the soil, and combat pest and weed pressure. For example, say a farmer has planted a field of corn. When the corn harvest is finished, he might plant beans, since corn consumes a lot of nitrogen and beans return nitrogen to the soil. A simple rotation might involve two or three crops, and complex rotations might incorporate a dozen or more. *(From Rodale Institute)*

**Forest Farming** operations grow food, herbal, botanical, or decorative crops under a forest canopy that is managed to provide ideal shade levels as well as other products. Forest farming is also called multi-story cropping. *(From USDA)*

**Hügelkultur** (HEW-gul-kul-TOOr) has been used for centuries in eastern Europe and Germany, often as part of a broader permaculture system. It is a traditional way of building a garden bed from rotten wood and plant debris. The mound shapes are created by marking out an area for a raised bed, clearing the land, and then heaping up woody material (ideally partially rotted) topped with compost and soil. Downed trees, fallen branches headed for the brush pile, and rough lumber can all be used; you are essentially taking rotting wood and allowing it to compost in place for a superfertile, moisture-retaining garden bed. As the wood shrinks and breaks down, a hügelbed sinks; one that is 6 feet high, for example, will ultimately sink to about 2 feet. *(From Old Farmer's Almanac)*

**No-Till** is a system for planting crops without plowing, using herbicides to control weeds and resulting in reduced soil erosion and the preservation of soil nutrients. *(From Free Dictionary)*

**Oak Savanna** was once one of the most common vegetation types in the Midwest but is today highly endangered. Intact oak savannas are now one of the rarest plant communities on earth. However, many degraded oak savannas still remain and can be restored.

A savanna is generally defined as a plant community where trees are a component but where their density is "...so low that it allows grasses and other herbaceous vegetation to become the actual dominants of the community." (Curtis, The Vegetation of Wisconsin). Savannas are found throughout the world, but the dominant trees differ. In North America, a major type of savanna has oaks as the principal trees. Three major areas of oak savanna in North America are found: 1) California and Oregon on the west coast; 2) Arizona, New Mexico, and Mexico in the southwest; and 3) the Midwestern United States. Oak savannas in the Midwest are most commonly found in a climatic zone intermediate between woodland and prairie, which is often called the prairie/forest border.

## **HELPFUL DEFINITIONS**

Savannas are often defined in terms of the openness of the tree canopy. Thus, the upper limit between savanna and forest is generally considered to be a tree canopy with 50% coverage. Therefore, if more than one-half of the ground area is in the sun at noon in midsummer, the vegetation is classed as a savanna. If the canopy has greater than 50% tree canopy coverage, the vegetation is called a woodland or forest. The lower canopy coverage, between savanna and prairie, is generally considered to be 10% tree coverage, although these upper and lower limits are only approximate.

Another term sometimes used as equivalent to oak savanna is “oak opening”, which refers to the open-grown characteristic of the trees. Early travelers in the Midwest remarked at the “park-like” character of the vegetation. Some alternate terms occasionally used to describe a savanna-like setting are barren, brush prairie, glade, and open woodland.

Fire is a critical element in maintaining a savanna, and the savanna (like the prairie) is considered a “fire-dependent ecosystem.” Due to periodic fire, the tree canopy of an oak savanna remains open, with wide spaces between the branches. Among hardwood trees, oaks are uniquely resistant to fire.

Several plant species and some birds that are threatened or endangered are found preferentially in oak savanna habitats. Among the plants are giant yellow hyssop, purple milkweed, cream gentian, upland boneset, wild hyacinth, and yellow pimpernel. The red-headed woodpecker, a now relatively uncommon bird, also prefers the savanna habitat. (*From oaksavannas.org*)

**Organic** food is produced by farmers who emphasize the use of renewable resources and the conservation of soil and water to enhance environmental quality for future generations. Organic meat, poultry, eggs, and dairy products come from animals that are given no antibiotics or growth hormones. Organic food is produced without using most conventional pesticides; fertilizers made with synthetic ingredients or sewage sludge; bioengineering; or ionizing radiation. Before a product can be labeled "organic," a Government-approved certifier inspects the farm where the food is grown to make sure the farmer is following all the rules necessary to meet USDA organic standards. Companies that handle or process organic food before it gets to your local supermarket or restaurant must be certified, too. (*From USDA*)

**Pasture Cropping** is the coming together of cropping and grazing for the symbiotic benefit of both enterprises, economically and environmentally. (*From the Conscious Farmer*)

**Permaculture** integrates land, resources, people and the environment through mutually beneficial synergies—imitating the no waste, closed loop systems seen in diverse natural systems. Permaculture studies and applies holistic solutions that are applicable in rural and urban contexts at any scale. It is a multidisciplinary toolbox including agriculture, water harvesting and hydrology, energy, natural building, forestry, waste management, animal systems, aquaculture, appropriate technology, economics and community development. Permaculture (the word, coined by Bill Mollison, is a portmanteau of permanent agriculture and permanent culture) is the conscious design and maintenance of agriculturally productive

## HELPFUL DEFINITIONS

ecosystems which have the diversity, stability, and resilience of natural ecosystems. It is the harmonious integration of landscape and people—providing their food, energy, shelter, and other material and non-material needs in a sustainable way. Without permanent agriculture there is no possibility of a stable social order. (*From Permaculture Research Institute*)

Perennials are plants which are expected to live longer than two years. They're able to live for so long because they can stay dormant for long periods of time before re-blooming. (*From The Spruce*)

**Pollinators** help carry pollen from the male part of the flower (stamen) to the female part of the same or another flower (stigma). The movement of pollen must occur for the the plant to become fertilized and produce fruits, seeds, and young plants. Some plants are self-pollinating, while others may be fertilized by pollen carried by wind or water. Still, other flowers are pollinated by insects and animals—such as bees, wasps, moths, butterflies, birds, flies, and small mammals, including bats.

Insects and other animals such as bats, beetles, and flies visit flowers in search of food, shelter, nest-building materials, and sometimes even mates. Some pollinators, including many bee species, intentionally collect pollen. Others, such as many butterflies, birds, and bats move pollen accidentally. Pollen sticks on their bodies while they are drinking or feeding on nectar in the flower blooms and is transported unknowingly from flower to flower resulting in pollination. (*From the National Park Service*)

**Pollinator Strips** are multipurpose garden beds often placed in patches of land near driveways, vegetable gardens, and farm land that increase diversity, feed pollinators, and shelter beneficial insects. (*From Chicago Botanic Garden*)

**Pasture Cropping** is is the coming together of cropping and grazing for the symbiotic benefit of both enterprises, economically and environmentally. (*From the Conscious Farmer*)

**Regenerative Agriculture** is a system of farming principles and practices that increases biodiversity, enriches soils, improves watersheds, and enhances ecosystem services. Regenerative Agriculture aims to capture carbon in soil and aboveground biomass, reversing current global trends of atmospheric accumulation. At the same time, it offers increased yields, resilience to climate instability, and higher health and vitality for farming and ranching communities. The system draws from decades of scientific and applied research by the global communities of organic farming, agroecology, Holistic Management, and agroforestry. (*From [regenerativeagriculturedefinition.com](http://regenerativeagriculturedefinition.com)*)

### Principles:

1. Progressively improve whole agroecosystems (soil, water and biodiversity)
2. Create context-specific designs and make holistic decisions that express the essence of each farm
3. Ensure and develop just and reciprocal relationships amongst all stockholders

## **HELPFUL DEFINITIONS**

4. Continually grow and evolve individuals, farms, and communities to express their innate potential

### **Regenerative Agriculture Practices that can progressively improve whole agroecosystems:**

1. No-Till Farming & Pasture Cropping
2. Organic Annual Cropping
3. Compost & Compost Tea
4. Biochar & Terra Preta
5. Holistically Managed Grazing
6. Animal Integration
7. Ecological Aquaculture
8. Perennial Crops
9. Silvopasture
10. Agroforestry

**Riparian Forest Buffers** are natural or re-established areas along rivers and streams made up of trees, shrubs, and grasses. These buffers can help filter farm runoff while the roots stabilize the banks of streams, rivers, lakes, and ponds to prevent erosion. These areas can also support wildlife and provide another source of income. *(From USDA)*

**Silvopasture** combines trees with livestock and their forages on one piece of land. The trees provide timber, fruit, or nuts as well as shade and shelter for livestock and their forages, reducing stress on the animals from the hot summer sun, cold winter winds, or a downpour. *(From USDA)*

**Subsistence Agriculture** occurs when farmers grow food crops to meet the needs of themselves and their families on smallholdings. Subsistence agriculturalists target farm output for survival and for mostly local requirements, with little or no surplus. Planting decisions occur principally with an eye toward what the family will need during the coming year, and only secondarily toward market prices. *(From Wikipedia)*

**Windbreaks** shelter crops, animals, buildings, and soil from wind, snow, dust, and odors. These areas can also support wildlife and provide another source of income. They are also called shelterbelts, hedgerows, or living snow fences. *(From USDA)*

# **Volunteering at Silverwood Park**



## **POLICIES**

### **Equal Opportunity**

It is the policy of Friends of Silverwood Park not to discriminate against any volunteer or volunteer applicant because of age, race, color, creed, religion, sex, sexual orientation, disability, or national origin.

### **Harassment Policy**

Friends of Silverwood Park (FoSP) prohibits any form of unlawful harassment based on race, color, religion, creed, sex, age, national origin, marital status, sexual orientation, disability, or veteran status in accordance with applicable laws. With respect to sexual harassment, FoSP strives to foster a work environment free of unlawful sex discrimination, sexual harassment, or retaliation. Sexual harassment includes unwelcome and/or unsolicited sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Any volunteer who believes he/she has been harassed should immediately notify their project lead or the volunteer coordinator. All complaints and related information will be investigated and kept confidential to the fullest extent possible.

### **Drug-Free Environment**

FoSP strictly prohibits the use, sale, dispensing, possession, or manufacture of illegal drugs at the park or while engaged in FoSP activities.

### **Smoking**

The homestead buildings at Silverwood Park are all non-smoking. Per the United States Health Department smokers must be 25' away from the entrance to the buildings while smoking.

### **Weapons**

It is the policy of FoSP that no unauthorized firearms or weapons are permitted on Silverwood Park property. This includes but is not limited to, disabling tear gas dispensers (and similar disabling devices), guns, starting pistols, flare pistols, and pocket or hunting knife with a blade exceeding three (3) inches in length, and other objects that are intended for use as a weapon.

## **REGARDING SAFETY**

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**If you see something, say something. Call 911.**

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**Regarding public health protocols:** We follow current health guidelines as directed by Public Health Madison & Dane County. For up-to-date information on recommendations, please visit: [publichealthmdc.com](http://publichealthmdc.com)

**First aid kits are in the following locations:**

**Stonehouse:** Inside the building, left of the main access door off the driveway.

**North Shed:** In the southeast corner of the building

**South Shed:** In the northwest corner of the building

**In case of injury:** Report your injury to your project lead or the volunteer coordinator. You may be asked to fill out an accident report.

**In case of fire in one of the buildings:** Get out! Move to a safe location away from the burning building. Use a cell phone to call 911. Silverwood is located at 771 Silver Lane in the town of Albion though it technically has an Edgerton address.

**Fire extinguishers are in the following location:** Stonehouse

**Hoses are in the following location:** Outside the south wall of the North Shed.

**In case of thunderstorm:** You can seek shelter in the corn crib which is not locked. A project leader may also be available to help you get access to the North Shed, or Stonehouse to wait out the storm.

**In case of tornado:** The safest place to be is in the Stonehouse basement. The project leader you are with can unlock the door to let you in.

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If there is some type of emergency while you are at the park, and a board member or project lead is not there at the time, ***after you have sought help (called 911) and are safe***, please inform the Friends Group of the incident at [info@silverwoodpark.org](mailto:info@silverwoodpark.org)



# **THE VOLUNTEER EXPERIENCE**

## **Volunteer Orientation**

All regular volunteers are required to attend at least one volunteer orientation. During this time our volunteer coordinator will share a brief history of Silverwood Park, important happenings at the park, volunteer opportunities, policies, how to sign up for shifts, and give a tour of the homestead. This will give you an overall view of volunteering at Silverwood. Specific training that pertains to unique volunteer roles may be given on the job by our project leads. Our goal is to help you feel as prepared and comfortable as possible to engage with the volunteer role(s) that speak to you.

One-time volunteers who are helping with a special event are not required to attend a volunteer orientation.

## **Absenteeism and Substitution**

We rely on our volunteers to perform their duties as scheduled. Silverwood Park's development truly lies in the hands of our volunteers. If you realize you will be unable to make a scheduled shift, please contact your project lead as far in advance as possible, so we can try to make other arrangements. Continual absenteeism will result in a review of your work assignment. If you will be late or absent, please contact your project lead directly.

## **Review, Evaluation, and Termination of Volunteer Service**

The Friends of Silverwood Park welcome new ideas from volunteers!

Volunteers are encouraged to tell their project lead or the volunteer coordinator of any issues concerning volunteer matters.

If at any time a volunteer or the FoSP is in conflict over a FoSP volunteer position, staff or volunteer behavior, and/or general problem, FoSP has the authority to request written complaints from all parties, discuss termination of volunteer activity, move the volunteer to a new position, or request the volunteer discontinue volunteering at the FoSP.

Volunteers who do not adhere to the rules and procedures of FoSP, or who fail to satisfactorily perform their volunteer assignment, may be subject to dismissal. Possible grounds for dismissal include, but are not limited to: gross misconduct or insubordination; being under the influence of alcohol or drugs; theft of property; misuse of organization equipment or materials; abuse or mistreatment of patrons, volunteers, or staff; failure to abide by organization policies and procedures; failure to meet mental or physical standards of performance; and failure to satisfactorily perform assigned duties.

## **Records**

Every volunteer is entered into FoSP's volunteer database to record each activity and the number of hours. Please notify the volunteer coordinator with any change of address, phone, and email.

## **Benefits**

We are so grateful for the help of our volunteers! Every year we host a volunteer appreciation event where we celebrate our volunteers. All volunteers are welcome to attend. We also send

## **THE VOLUNTEER EXPERIENCE**

thank you notes to our volunteers throughout the year. You may even find yourself highlighted in one of our “Volunteer Spotlights” where we showcase the impact our volunteers are having in our e-letters and on our website.

Naturally, there are also the intrinsic byproducts of volunteering at Silverwood, like the calming and grounding of time spent in a beautiful natural place. You may enjoy the connections you make with fellow volunteers, or the inner satisfaction of knowing you are doing your part to help our local community connect with the earth in a meaningful way. We’d love to know what you get out of volunteering at Silverwood!

To make volunteering a little more fun, we’ve created the following tiers for volunteer involvement. Just as all the plants in the ecosystems at the park are valuable to the whole no matter the size or age, the same is true of our volunteers. How might you find your contribution growing at Silverwood this year?

### **Time Spent Volunteering Each Year**

<b>Brilliant Sunflower</b>	<b>15 hours</b>
<b>Blossoming Butterfly Weed</b>	<b>30 hours</b>
*Receive a Free Silverwood T-Shirt	
<b>Rich Elderberry</b>	<b>50 hours</b>
<b>Steady Oak</b>	<b>80 hours</b>

### **Volunteer Youth**

Child and teen volunteers are welcome to help with age-appropriate tasks with the supervision of an adult caregiver. These volunteers will need to have a parent or guardian sign a consent form on their behalf for their participation.

### **Feedback**

We welcome feedback about your experience as a volunteer. Feel free to reach out at anytime with your suggestions, ideas, and what is working well for you. You can email them to [volunteer@silverwoodpark.org](mailto:volunteer@silverwoodpark.org). We may also periodically send surveys for your feedback.

### **Recommended Clothing & Gear**

Being a working farm, many of the volunteer jobs at Silverwood will require you to be outside. For such tasks, do your best to dress for the elements. In many cases, the job will take place despite inclement weather unless there is a severe weather warning. Layering is often helpful. Remember to wear sun, wind, rain, and cold protection depending on conditions. You may also need to bring work or garden gloves and sturdy shoes for time in the field. Some jobs may require additional protective gear, such as removing thistle or wild parsnip, or doing chainsaw work in the woods, etc.

We recommend you bring a water bottle and snacks with you.

## **THE VOLUNTEER EXPERIENCE**

We do have some tools available depending on the job, but for projects like gardening that may require a hand shovel or weeding tools, you may wish to bring your own. However, know the FoSP is not responsible for any lost or stolen items.

If you are representing Silverwood at an event that does not require manual labor, you may wish to wear a Silverwood Park t-shirt (if you have one) or dress business casual.

There is no onsite phone at the park, so you may find it helpful to bring a cell phone with you.

### **Purchasing Something for the Park**

During the course of your time volunteering you may decide to purchase something for the park that may help complete a project. If you do so, please know that it will be considered a donation if you have not already received pre-approval from the FoSP board to be reimbursed. To request reimbursement, please submit:

- your name
- the project the purchase will be used for
- what you plan to purchase
- the estimated cost

This information can be emailed to [board@silverwoodpark.org](mailto:board@silverwoodpark.org). Then the board will consider your request, and get back to you to let you know whether the purchase will be approved for reimbursement.

## **STAY INFORMED & INVOLVED**

There are a few ways that you can stay in the loop about upcoming volunteer opportunities, events, and happenings at the park:

- **Subscribe to our e-letters.** Doing so will deliver messages from our volunteer coordinator, and in-house writers straight to your inbox.  
To sign up: [eepurl.com/8MYbD](http://eepurl.com/8MYbD)
- **Visit the “Volunteer” and “Announcements” pages on our website.** There you can view immediate volunteer needs, and upcoming volunteer workdays.  
[silverwoodpark.org/support/volunteer](http://silverwoodpark.org/support/volunteer)  
[silverwoodpark.org/events/announcements](http://silverwoodpark.org/events/announcements)
- **Follow our Facebook page** and you may learn of some of our volunteer opportunities, as well as other points of interest.  
[facebook.com/silverwoodeducationpark](https://facebook.com/silverwoodeducationpark)
- **Explore our volunteer software Track it Forward.**  
[trackitforward.com/site/silverwood-park](http://trackitforward.com/site/silverwood-park)

## **Track it Forward**

The main hub you will use as a volunteer is our management software Track it Forward.

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[trackitforward.com/site/silverwood-park](http://trackitforward.com/site/silverwood-park)

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At Track it Forward you will create a user login and profile. Once you are set up, you will be able to view our calendar of scheduled volunteer workdays and independent projects, and sign up for shifts. Once you sign up for a shift you will receive a confirmation email, as well as a reminder email two days before your shift.

If you have a smart phone, you can download the Track it Forward app (it's free). When you bring your phone with you to your shift, you can check in and log your volunteer hours in real time. You can also log your volunteer hours after the fact from your favorite device.

Through Track it Forward you can also stay aware of your progress toward milestones. If you need to reach out to your project lead, or cancel your shift you can also do so through this program.

Don't have an email? Keep track of your hours on the hours log in the reference section of this manual. You can share this with your project lead or the volunteer coordinator monthly or quarterly. To sign up for a shift you can also reach out to a lead or the coordinator to reserve your shift.

# 4 BASIC STEPS

FOR  
REGISTERING  
& LOGGING  
YOUR  
VOLUNTEER  
HOURS

## 1 GET REGISTERED

### If your organizer signed you up

- ① When you receive your invitation email, click on the link provided
- ② Click on "Login" and set your password!

### If you need to sign up yourself

- ① Visit the direct link for your organization on Track it Forward
- ② Fill out the necessary fields and click Sign Up!

#### PLEASE NOTE:

Contact your coordinator with registration questions

## 2 DOWNLOAD THE APP

- ① Open the app store on your mobile device
- ② Search for "Track it Forward" or "Volunteer Time Tracking"
- ③ Download the application
- ④ Enter your username and password to login



#### PLEASE NOTE:

You must register on the web prior to signing into the app

## 3 SIGN UP FOR EVENT OPPORTUNITIES

- ① Login to your user account (or open the mobile app)
- ② Click on "Events"
- ③ Select the event that you'd like to volunteer in
- ④ Select the shift you can work, and click on "Sign Up"

#### PLEASE NOTE:

If you cannot attend your shift, you will need to cancel your RSVP in advance



## 4 VOLUNTEER & LOG YOUR HOURS!

- ① Login to your user account (or open the mobile app)
- ② Click on "Log Hours"
- ③ Fill out all the necessary fields
- ④ Click on "Submit"

#### PLEASE NOTE:

If your organizer requires hour approvals, your submission will appear as PENDING until it is approved



TRACK IT FORWARD

# 6 Ways Volunteers Can Use Their Track It Forward Account

*Since each volunteer has their own user account, they can easily update information, check their hours, and sign up for opportunities! Some features will depend on the organization's settings and may not be used by everyone.*

1

Log hours



Volunteers can log their own hours from the website or mobile app.

2

Edit pending hours



If hours are pending or don't require approval, volunteers can edit existing entries to make revisions.

3

Monitor progress towards requirements



If milestones are enabled, volunteers can check their progress towards requirements or rewards.

4

Export all hours



Volunteers can export a list of approved hours to save a copy for their reference.

5

Sign up for opportunities



If enabled, volunteers can view opportunities on the calendar and sign up for shifts.

6

Manage profile data



Update profile fields, email address, and password anytime through your dashboard!



## **VOLUNTEER JOB DESCRIPTIONS**

There are many ways to get involved with Silverwood Park. Below you will see a description of many of the ongoing volunteer opportunities we have year after year. You will also find following that a list of short-term volunteer projects that have been completed over the years to give you a taste of other short-term projects that may be to come.

### **Ongoing Volunteer Opportunities**

#### **Gardening**

Our various gardens need tending. Bless us with your green thumb, or grow your inner gardener! Tasks will vary depending on the time of season and the specific garden. However, some tasks you may expect to help with include transplanting, weeding, watering, laying mulch, and harvesting.

##### **Grandma's Garden**

An organic tasting vegetable & herb garden, located northeast of the North Shed.  
(Mid-May–Fall)

##### **Herb Garden**

On the west side of the North Shed, this herb garden is tended to by summer school programs, and will need a watchful eye once summer school ends, to water and weed twice a week. (August–Fall)

##### **Planters**

Help us manage the seven planters that are scattered throughout the homestead. Each year in June they are planted with annuals and will need to be watered and weeded twice a week.

##### **Pollinator Demonstration Garden**

This small garden of native plants helps bees, butterflies, and bats thrive. It needs your help! Located inside the driveway loop near the garage, this garden will need weeding twice a week. We also are looking for someone to help us label these amazing plants so the public can learn about the different species. (Spring–Fall)

##### **Wartmann Pollinator Prairie**

This native plant prairie north of Grandma's Garden will need weeding and scattering of native plant seed. (Spring–Fall)

**Requirements:** None. Gardening knowledge is helpful, but not necessary. Will be guided on the job.

*\*Kid Friendly\**

**Work days:** See our schedule for Grandma's Garden. Other projects will be done independently. Meet at Grandma's Garden, northeast of our North Shed

## **VOLUNTEER JOB DESCRIPTIONS**

**Bring with you:** Garden gloves, hand shovel, and weeding tools if you have them. Dress for the weather and have sun protection. Bring a water bottle or snacks for your comfort

**Project Lead:** John Steines

### **Cleaning of Homestead Buildings**

Do you find joy, calm, or accomplishment in tidying? We would love your help in keeping our buildings clean and sparkly!

#### **Deep Cleaning of Stonehouse**

Help us get the Stonehouse squeaky clean for visitors. We'll need assistance sweeping, mopping, cleaning bathrooms, kitchenette, dusting, and washing windows. Done 1–3 times a year.

#### **Regular Maintenance Cleaning of Stonehouse**

Will be needed before and after special events. See above for specific tasks.

#### **Seasonal Cleaning of Outbuildings**

The pump house, pig barn, corn cribs, and other buildings on the homestead can easily accumulate dirt and leaves throughout their use. Help us sweep, wipe down, and organize these spaces.

**Requirements:** None.

**Work days:** See schedule for workdays for deep cleaning and seasonal cleaning of outbuildings. Regular maintenance cleaning will be coordinated between specific volunteer(s) and Friends of Silverwood to grant access to the building.

**Bring with you:** Face mask & gloves (if you want to use your own)

**We will provide:** Cleaning supplies

**Project Leader:** Katie Whitten

### **Farm Building Maintenance**

Help us keep our homestead in tiptop shape! Are you handy, or have experience with construction or painting? Various needs around the homestead include updating roofing, window repair or installation, painting buildings and picnic tables, and redoing zip-ties that secure the mural on one of the iron corn cribs.

**Requirements:** Experience with repairs, construction, or painting helpful or may be required depending on the project.

**Work days:** See schedule for workdays for projects accessible to the public. Other projects may be done independently by volunteers with applicable skills

**Bring with you:** Depends on project

**We will provide:** Depends on project



## **VOLUNTEER JOB DESCRIPTIONS**

**Project Leaders:** Katie Whitten & Rita Fox

### **Oak Savanna Restoration & Woods Management**

Help us restore rare, native oak savanna habitat on the western portion of woods that lines Sweet and Rice Lake, as well as keep invasive species, such as garlic mustard, in check in the remaining woods. Tasks will vary depending on time of year. Winter: Using a chainsaw to cut small trees and invasive species. Cutting brush with loppers, haul to create burn piles. Leaf blowing or raking to prepare for burns. Hauling wood out with a trailer or truck bed. Spring: following the prescribed burn for the county, spraying first-year garlic mustard with backpack sprayer. Pulling second-year garlic mustard.

**Requirements:** For those operating chainsaws, you must have Chainsaw Safety Certification through FISTA (Forest Industry Safety Training Alliance). You must have Land Steward Certification from Dane County for mixing chemicals for spraying. For all other tasks, you will be trained on the job.

**Work days:** Weekly on Fridays 9–Noon (sometimes until 2:00pm)

Meet promptly at 9:00am at the South Shed.

**Bring with you:** Work gloves, loppers. Dress for weather, bring a water bottle or snacks for your comfort.

**Project Leader:** Rita Fox

### **Invasive Species Management**

There are several areas around the park where we need to minimize and contain the spread of invasive plants. Management techniques will vary depending on the plant.

#### **Garlic mustard**

**Why is FoSP removing this plant?** Garlic mustard emits a chemical into the soil and environment that makes it hard for other plants to survive. This propagation strategy is very effective, as it can quickly blanket the ground in forests and other areas, wiping out native plants. Even if second-year, flowering garlic mustard is pulled from the ground, it can still produce seed and drop said seed where the plant was placed. So it is best to bag and remove any garlic mustard that has been pulled. Bonus: if you have an interest in foraging wild plants, the leaves of garlic mustard are edible. It is commonly used as an alternative or companion to basil in pesto, and in other dishes. Just be sure that if you are choosing to save the garlic mustard to consume, that you are doing so in an area that has not been sprayed. If you are not sure, best not to risk it.

**Management techniques:** Remove upright, second-year plants before going to seed. Bag and remove plants.

## **VOLUNTEER JOB DESCRIPTIONS**

### **Canada Thistle**

**Why is FoSP removing this plant?** Though **canada thistle** is well-loved by many insect and bird species, it is on Wisconsin's list of noxious weeds. It can outcompete native plants and those that are considered desirable for wildlife and livestock foraging. Thistles can grow in dense thickets in areas with disturbed soils. Because of this noxious weed status by the state, we are required to keep the thistle population in check on Silverwood grounds.

**Management techniques:** Cut or mow stem and leaves at base of plant to weaken the root, ideally every three weeks. Greens can be left to break down on the land, or removed for juicing! If thistle has begun to flower or go to seed, please bag up the flower/seed, and remove from the park. (Bonus: if you are a juicer, healthy, unsprayed thistle is highly nutritious.)

**Caution:** Naturally, thistles are quite prickly. It is recommended that you wear long pants, long sleeves, gloves, and sturdy, work shoes or boots to minimize chances getting scratched.

### **Wild Parsnip**

**Why is FoSP removing this plant?** When oils from **wild parsnip** get on one's skin, and sweat and sunlight exposure are added into the mix, it can cause painful blisters.

**Management techniques:** Mow down or weed-whack the plant before it goes to seed.

**Caution:** The challenge of wild parsnip happens when the oils of the plant make contact with your skin. If you add sweat and sunlight exposure into the mix, there is a high likelihood your skin could blister. It is recommended that you wear long pants, long sleeves, gloves, hat, and sturdy work shoes or boots to minimize chances of getting the oils on your skin, as well as reduce exposure to sunlight. It is also ideal to be able to wash your hands and/or shower shortly after mowing any patches of wild parsnip. Be sure to thoroughly scrub any oils off with soap.

**Requirements:** Must be able to identify said plants: Canada thistle, garlic mustard, or wild parsnip.

**Work days:** See schedule for workdays. Though much of invasive species removal can also be done independently.

**Bring with you:** Garden gloves, bags (if removing), weed removing/cutting tools. Dress for the weather and with cautions in mind. Bring a water bottle or snacks for your comfort.

**Project Leader(s):** John Steines, Rita Fox

### **Orchard Care**

Silverwood is blessed to have three areas with fruit and nut trees and shrubs. Each will require tending and care.

## **VOLUNTEER JOB DESCRIPTIONS**

### **Irene's Orchard**

This orchard west of the iron corn cribs is home to several fruit trees. Help us tend to them, and protect them with fencing.

### **Food Forest Garden**

This permaculture garden of uncommon fruit and nut trees and shrubs is managed by the Savanna Institute. We will coordinate with volunteers as necessary when they express a need for help.

### **Dan Bussey's Gleaning Orchard**

This orchard on the far southeast corner of Silverwood Park along Hwy 106 is managed by heirloom apple expert Dan Bussey. Once this orchard comes into its prime it will have 1,200 heirloom fruit trees native to Wisconsin. Once in maturity this 15 acre area will be a gleaning orchard where the public is invited to come in with their own bags to harvest apples. We are looking for a committed group of 4-6 people to help tend to this orchard over several years as the trees mature. Currently there are 400 trees in the nursery of this plot awaiting the right time for transplanting. Eventually, the plan is to have no-mow turf grass, and a pollinator space installed.

**Requirements:** Experience pruning, or with orchard care is a plus.

**Work days:** See schedule for workdays.

**Bring with you:** Gardening/pruning tools as directed by lead.

**Project Leader(s):** Katie Whitten, Savanna Institute, Dan Bussey

### **Special Event Help**

Help us with setting up, tear down, facilitating, and promoting our special events. Needs will vary depending on the type of workshop or event.

### **Mushroom Inoculating Workshop**

During this workshop, volunteers can help inoculate logs with mushroom spores for customers to purchase. This includes drilling holes in logs, plugging them with spores, covering holes with wax, labeling, and piling logs. Volunteers get to learn a lot about the process of inoculation and have the opportunity to take logs home with them for a discount. The oak savanna and woods restoration team also helps with the prep for this workshop by cutting and transporting the logs that will be used from Silverwood's woods.

### **Barn Dance**

Generally held early summer, Silverwood hosts a local band that leads the public in a series of traditional barn dances. Volunteers can bake pies for purchase, staff the ticket and pie booths, and help prepare and clean up.

## **VOLUNTEER JOB DESCRIPTIONS**

### **Harvest Fest**

Hosted late summer to early fall, Silverwood celebrates the fruits of our labor on the land and all the wonderful harvest that we've received

### **Candlelit Hike**

Give hikers the opportunity to enjoy our trails at twilight. Help light and set out candles along the trail, or direct volunteers.

### **Other**

Who knows what sort of fun we'll be having!

## **Labyrinth**

Thanks to help from volunteers, a healing labyrinth has been constructed amongst the farm buildings. We are looking for volunteers to continue to develop the calming and meditative nature of this space, with plantings and maintaining the grounds. Perhaps also adding a bench or two for visitors to sit and contemplate.

**Requirements:** None. Gardening knowledge is helpful, but not necessary. Will be guided on the job.

*\*Kid Friendly\**

**Work days:** Independent, will coordinate with Friends Group as needed

**Bring with you:** Garden gloves. Dress for the weather, bring water bottle or snacks for your comfort

**Project Leader:** John Steines

## **Trail Maintenance**

Help us mow our trails so visitors can easily access and enjoy the park!

**Requirements:** Equipment use training

**Work days:** On your own schedule, 1–2 times a week.

**Bring with you:** Dress for the weather, bring water bottle or snacks for your comfort

**Project Leader:** Katie Whitten

## **Signage**

As an educational park, it is important that we label various areas to help engage the public. We are looking for help in creating and placing signage to label different species of plants in various gardens, labeling the different buildings on the homestead, as well as practical markings such as places for people to watch their head while going down the Stonehouse basement stairs, posting emergency numbers, etc.

**Requirements:** Access to a computer.

## **VOLUNTEER JOB DESCRIPTIONS**

**Work days:** On your own schedule. Will coordinate with Friends Group as needed.

**We will need to provide:** Paper, and laminating supplies as necessary.

**Project Leader:** Katie Whitten, Sarah Barlow

### **Board Member**

Board members guide the ship that is the Friends of Silverwood Park through governing, planning, development, and maintenance. Board members must take on a leadership role in an area of interest that will help advance one of FoSP's objectives or programs.

**Requirements:** Must be available to serve a three year term

**Work days:** Bimonthly member meetings, and leading project of your choice

**You will need to provide:** Completed Board of Directors application

**Project Leader:** Friends of Silverwood Board

## **Short-Term Volunteer Projects**

### **Custom Built Library Shelves**

Do you have carpentry skills you would like to share? We are looking for an individual or small team to build custom shelves to store and display a generous donation of reference books we've received. Shelves will be in the Stonehouse basement.

**Requirements:** Carpentry skills

**Work days:** Independent. We will coordinate with you to help you get access to the site in the Stonehouse basement

**Bring with you:** Tools

**We will provide:** Basic plans & materials

**Project Leader:** John Steines

## **IMPORTANT CONTACTS**

Contact the Friends of Silverwood Park (FoSP) at: [info@silverwoodpark.org](mailto:info@silverwoodpark.org)

### **Other E-mail for Questions about:**

Contributions to FoSP:	<a href="mailto:donate@silverwoodpark.org">donate@silverwoodpark.org</a>
Volunteering at the Park:	<a href="mailto:volunteer@silverwoodpark.org">volunteer@silverwoodpark.org</a>
FoSP, the Organization:	<a href="mailto:board@silverwoodpark.org">board@silverwoodpark.org</a>

## **2021 Board Members**

### **John Steines, President**

John is former president of the Friends of Starkweather Creek (Madison) and an artist.

*[jsteines@gmail.com](mailto:jsteines@gmail.com)*

*608-712-3543 (text only)*

### **Barb Gausman, Vice President**

Barb is a retired Edgerton High School teacher passionate about promote healthy eating and lifestyles through teaching summer school at Silverwood Park.

*[gausmanbarb79@gmail.com](mailto:gausmanbarb79@gmail.com)*

*608-884-4915*

*608-449-4915 (cell)*

### **Rita Fox, Secretary**

Rita leads the Oak Savanna restoration for Silverwood Park. She is a retired Middle School teacher, Ice Age Trail volunteer, and avid student of woodland restoration management.

*[rjantigo@yahoo.com](mailto:rjantigo@yahoo.com)*

*715-623-7277*

### **Kirsten Almo, Treasurer**

Kirsten is director of the Edgerton Public Library and a former classroom teacher.

*[almokirsten@gmail.com](mailto:almokirsten@gmail.com)*

*608-279-5364*

### **Barb Schuetz, Board Member**

Barb is a park neighbor and a retired teacher who walks the park frequently.

## **Independent Contractors**

### **Kyle Richmond, Resource Developer**

Kyle is a former FoSP Board member. He also is a former member of the Dane County Board and the Dane County Park Commission. He works in communications.

*[kyle@silverwoodpark.org](mailto:kyle@silverwoodpark.org)*

## **IMPORTANT CONTACTS**

### **Katie Whitten, Park Manager**

Katie is a former FoSP Board member. She is an Edgerton School District substitute teacher, former classroom teacher, and a farmer who is neighbor to the park. Katie also is a horse enthusiast and rider.

*katie@silverwoodpark.org*

*608-289-9627*

### **Sarah Barlow, Volunteer Coordinator**

Sarah is a long-time volunteer of Silverwood, and a business owner. She is passionate about having a harmonious, reciprocal relationship with the land, and healing practices.

*sarah@silverwoodpark.org*





# **Other Ways to Get Involved**



## **BECOME A MEMBER OF THE FRIENDS' GROUP**

When you become a member of the Friends of Silverwood Park (FoSP), you directly support the development and maintenance of a 300-acre public facility dedicated to recreation, cultivation, and education.

Dane County and the Friends of Silverwood Park (FoSP) operate Silverwood County Park as a public-nonprofit partnership. While Dane County owns the land, and decisions about the park must be approved by the County Park Commission, our Friends group is the community-based non-profit entity that drives the park's development and programming.

By becoming a member of the Friends of Silverwood Park you make a statement that you support regenerative agriculture, our local economy, and the young people who will ultimately carry the Silverwood Park vision into the future.

<b>Friends of Silverwood Park</b>	<b>Annual Rate</b>
Individual membership	\$25.00
Family membership	\$40.00
Business Supporter membership	\$100.00

Your membership supports the general fund of the Friends of Silverwood, allowing us to pay for routine but key expenses, such as utility costs, trail mowing and maintenance, and upkeep of farmstead buildings.

## **DONATE**

Donations help us fulfill the Silverwood vision of education, recreation, and innovation in agriculture. Your donation to Silverwood Park is tax deductible.

Would you like to help us maintain the Stonehouse Visitors' Center? Add to the plantings that define the Walking Labyrinth? Help our heirloom orchard grow and thrive? You may give to specific projects, donate to our general fund, or contribute to our endowment to ensure the financial sustainability of Silverwood Park far into the future.

Have an idea for an in-kind (non-monetary) donation? Contact us at [info@silverwoodpark.org](mailto:info@silverwoodpark.org) to see if it fits our needs.

## **Endowment**

### **Amplify the power of your donation by giving to the Wartmann Endowment for Silverwood Park.**

William "Bill" Wartmann established the Endowment for Silverwood Park in 2017 to provide for long-term development of educational programs here. Supporters who wish to make a greater long-term impact may wish to contribute to this endowment.

Our fund is professionally managed by Madison Community Foundation. Your dollars, combined with others in the Endowment, generate annual distributions in perpetuity. The Madison Community Foundation stewards over 750 endowments like ours, evening out market volatility by basing annual distributions each year on a percentage of the fund's average value over the past 20 quarters (historically between 4% and 5%). Madison Community Foundation has a proven track record of prudent spending policy safeguards.

If you or someone you know would like to know more about how donations to the endowment might support the greater vision for Silverwood, please contact the Friends to get a park tour or review plans for park programming we have yet to realize.



### **Leave a Legacy for the Community**

If you are considering a gift to the endowment, please contact a Friends of Silverwood Park (FoSP) representative at [donate@silverwoodpark.org](mailto:donate@silverwoodpark.org) or call FoSP Resource Developer Kyle Richmond at 608-251-3171. We are happy to provide more information about the park, its projects and resources.

**Madison Community Foundation Fund ID: 8030860**

## **BOARD OF DIRECTORS**

The Friends of Silverwood have 5–13 volunteers who can be elected to be on the board of directors. This team governs the organization and manages planning, development, and maintenance of the park. Board members must take on a leadership role in an area of interest that will help advance one of FoSP's objectives or programs. Board members are also expected to attend regular meetings held every other month.

Members in good standing are eligible to serve on the board of directors. Each director holds office for a period of three years, and is eligible for reelection for up to three consecutive terms. Terms are staggered to ensure board continuity. Officers such as president, vice-president, secretary, and treasurer serve in their role for one year before being subject to re-election.

### **Board Meetings**

Friends of Silverwood Park (FoSP) Board meetings, held six times a year during odd-numbered months are open to the public. If you would like to learn more about what is happening at the park, or are considering becoming a board member, we invite you to join us. Meetings are typically held 6:00–8:00pm the third Tuesday of odd months in the Stonehouse Visitors' Center. You can find an up-to-date schedule and minutes for previous meetings at: [silverwoodpark.org/friends/board-meetings/](https://silverwoodpark.org/friends/board-meetings/)

## **GROWER PARTNERS**

Grower Partners play an important role in helping to fulfill Irene Silverwood's vision and the Silverwood Park mission.

Silverwood's land has been tilled for decades, but its recent conversion to a public park makes it a unique site for farming. The Park's dedication to sustainable agricultural education makes it a hub for learning, innovation, and production.



Grower partners sign a long-term lease of uncertified but functionally organic land for produce production.

Collaboration is a central element of the Grower Program at Silverwood. It provides participants an opportunity to share not only equipment and storage at the Park, but also technical and business expertise, and, possibly, labor.

Grower Partners help to fulfill our mission of sustainable agriculture education by assisting the Friends of Silverwood Park with public education. Grower Partners are asked to be available for up to 24 hours of public education, collaboration, and coordination each year. Growers currently commit to participate in 8 hours of on-site events conducted by FoSP each year.

Our growers are cultivating crops that are both income-producing and educational. Our vision is to educate, innovate, and produce. The agricultural practices you learn here, you can take to your home farm and use to produce crops for sale.

### **Apply to be a Grower Partner**

The application to use agricultural lands is a three step process as follows:

1. Take a park tour and see the facilities
2. Fill out the Grower Partner application
3. Discuss the Grower Program and your potential needs and expectations with other Silverwood Growers and an FO SP Board member

If the application is approved, a lease between the applicant and FoSP is negotiated and signed. Grower Partners enter into a sub-lease with FoSP for use of land and pay an annual lease fee. Once approved, an applicant pays a security deposit, returnable at the end of the lease if all conditions are met. After the security deposit and lease payment are made, a Grower Partner may begin growing at Silverwood Park.

## **GROWER PARTNERS**

Please support our grower partners. Enjoy their offerings and spread the word!

### **Some of our 2021 Growers:**

#### **Dan Bussey**

It took Dan Bussey 30 years to compile the seven-volume set *The Illustrated History of Apples in the United States and Canada*, the largest work of its kind. Bussey is the grower planting the Heritage Apple Orchard in the southeast corner of the park which will have 1,200 heirloom apple trees. If you were wondering, the tall fence surrounding the orchard is to protect the trees from deer foraging.



#### **Dan Cornelius**

A member of the Oneida Nation of Wisconsin, Dan Cornelius is growing heirloom corn varieties in the kettle at the far north end of the park near the lagoon. The electric fence protects his plants from deer foraging. Cornelius has worked as the Intertribal Agriculture Council's Technical Assistance Specialist for the Great Lakes Region since April 2011.

**Learn more:** [www.indianag.org/midwest](http://www.indianag.org/midwest)

#### **Doudlah Farms**

Over 20 varieties of USDA Certified Organic beans, grains, and seeds, plus several kinds of honey. Mark Doudlah planted the sprawling fields of sunflowers that park visitors enjoyed in 2020.

**Where to buy:** Local groceries and health food stores, CSAs, and online

**Learn more:** [www.doudlahfarms.com](http://www.doudlahfarms.com)

#### **Savanna Institute**

You may have noticed the alley cropping and food forest displays as you enter the park. The alley cropping is located on the east side of the driveway as you enter the park and the food forest displays the east of the parking lot. The Savanna Institute is doing research on agroforestry at the park through these two projects. The Savanna Institute is a 501(c)(3) nonprofit organization that works with farmers and scientists to lay the groundwork for widespread agroforestry in the Midwest. Inspired by the native savanna ecosystems that once covered much of this region, the Savanna Institute conducts research, education, and outreach.

**Learn more:** [www.savannainstitute.org](http://www.savannainstitute.org)

## **GROWER PARTNERS**

### **Southern Wisconsin Organics**

Joe Kincaid grows vegetables, herbs, flowers, eggs, and honey.

**Where to buy:** Janesville Farmers Market, and farm stand at 5113 E US Hwy 14, Janesville, WI 53546

**Learn more:** [www.SouthernWisconsinOrganics.com](http://www.SouthernWisconsinOrganics.com)



### **Yellow Dog Flowers and Produce**

Molly Stentz and John Peck grow more than 50 varieties of fresh cut flowers, plus several dozen varieties of fresh vegetables.

**Where to buy:** Northside Farmers Market in Madison every Sunday from late June until mid October, open Sunday mornings from 8:30am until 12:30. Near Warner Park and the Willy Street Co-op.

**Learn more:** [yellowdogproduce.com](http://yellowdogproduce.com)

There are other growers at our park who opt to grow produce for the enjoyment of their families and friends.



## **RESOURCES**

The following resources may be of interest if you would like to learn more.

### **Dane County Parks**

[parks-lwr.d.countyofdane.com](http://parks-lwr.d.countyofdane.com)

### **Dane County UW Extension**

Agriculture, horticulture, food systems, etc.  
[dane.extension.wisc.edu](http://dane.extension.wisc.edu)

### **Intertribal Agriculture Council**

Conservation, and development of agricultural resources for betterment of indigenous communities  
[www.indianag.org](http://www.indianag.org)

### **Midwest Organic & Sustainable Education Service (MOSES)**

Organic agriculture  
[mosesorganic.org](http://mosesorganic.org)

### **Pollinator Partnership**

Pollinator conservation  
[pollinator.org](http://pollinator.org)

### **Rodale Institute**

Organic agriculture  
[rodaleinstitute.org](http://rodaleinstitute.org)

### **Savanna Institute**

Agroforestry  
[www.savannainstitute.org](http://www.savannainstitute.org)

### **Xerces Society**

Insect conservation  
[xerces.org](http://xerces.org)



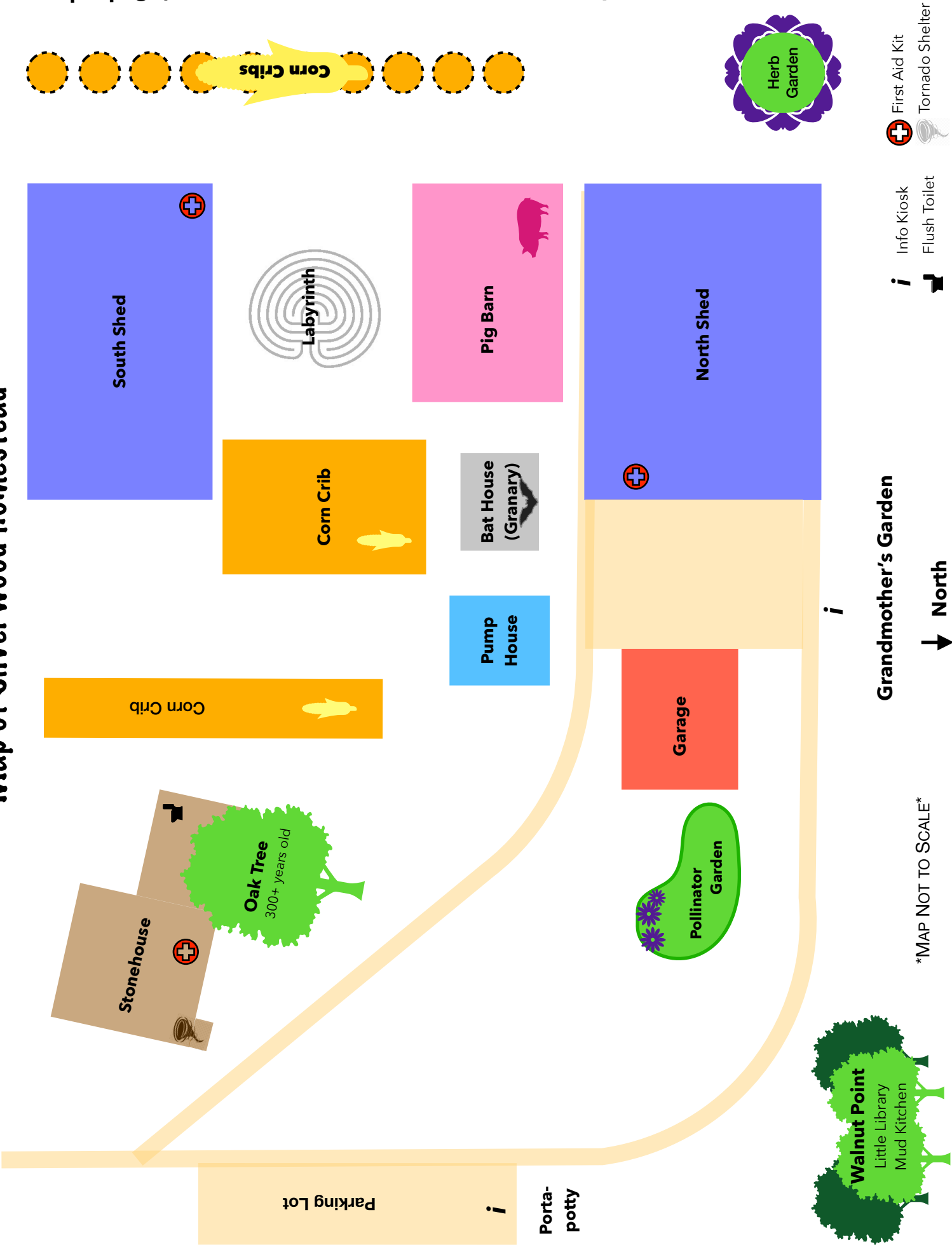
**For Reference**



771 Silver Lane  
Edgerton, WI 53534



# Map of Silverwood Homestead



\*MAP NOT TO SCALE\*

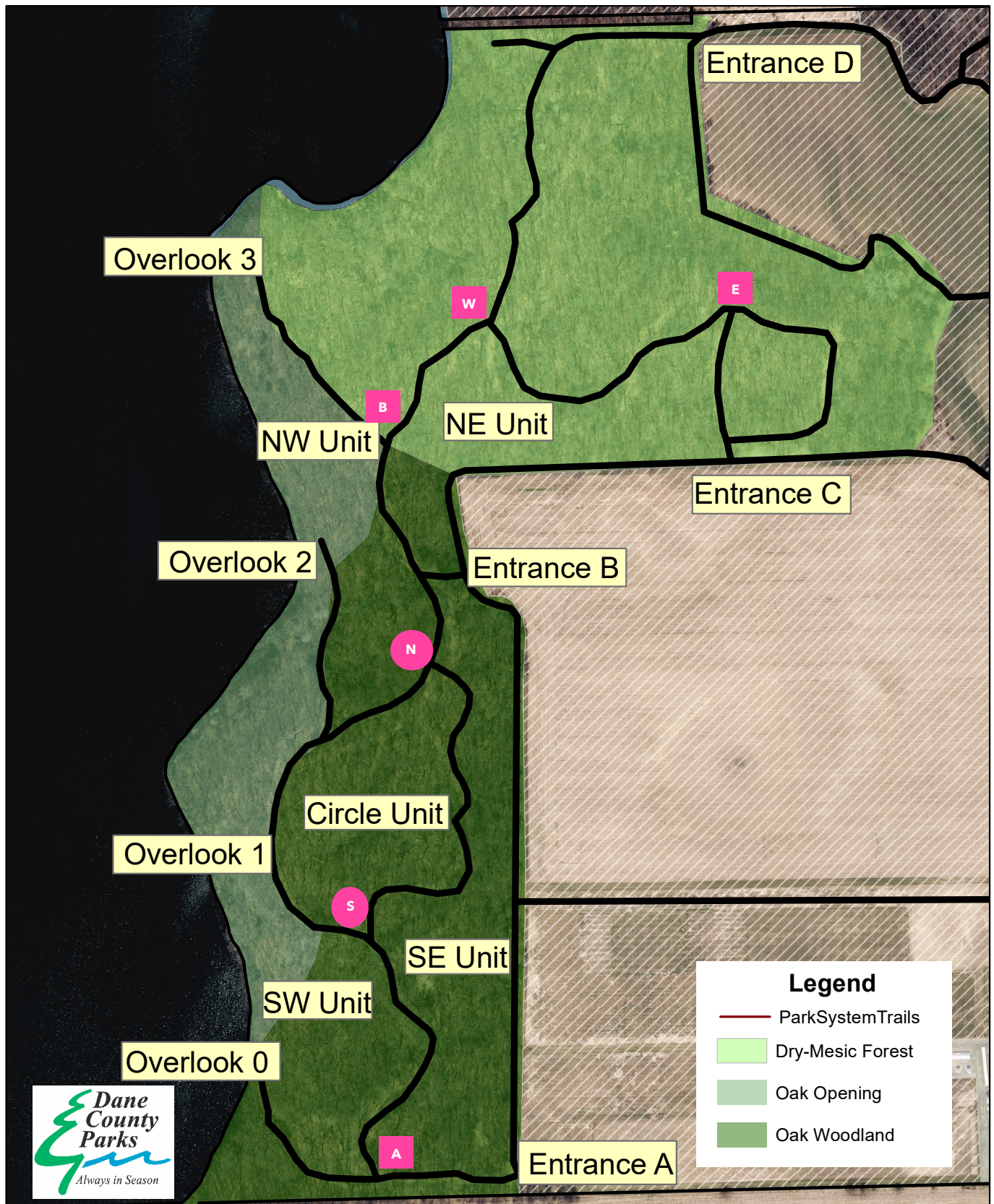


# Silverwood County Park

## Target Natural Communities



0 130 260 520 Feet



### Reference points for Oak Savanna Team:



Circle N



Woods West



Circle S



Woods East



Turn after Entrance A



Turn after Entrance B





## VOLUNTEER HOURS LOG

This hours log can be used by volunteers who do not have an email address and cannot log their hours directly into Track it Forward. Please report these hours to the volunteer coordinator every quarter. If you cannot give it to the coordinator directly, you can mail a copy to: PO Box 304, Edgerton, WI 53534

Volunteer Name: \_\_\_\_\_

[illegible]

## VOLUNTEER HOURS LOG

Volunteer Name: \_\_\_\_\_

[illegible]

# **BUILDING USE AGREEMENT**

## **Friends of Silverwood Park**

**PO Box 304, Edgerton, WI 53534**

Silverwood Park educates the public on the broad and diverse aspects of Wisconsin agriculture – past, present and future. The park celebrates the rich cultural history of agriculture in Dane County as well as demonstrating innovative agricultural practices and land stewardship that sustains the land for future generations.

In support of this mission, the Friends of Silverwood Park (FOSP) welcome public use of available buildings for civic, cultural, educational and public information meetings of organizations serving the residents of Dane County and the area.

### **BUILDINGS AVAILABLE FOR RENT**

#### **North Shed**

Large pole barn with electricity and limited number of tables and chairs. Water pump and port-a-potty available outside.

#### **Stonehouse**

Historic house with electricity, heat, and a small kitchenette. Limited number of tables and chairs are available. Bathroom facilities available.

Both buildings offer an accessible entrance.

### **TYPES OF GATHERINGS:**

Buildings are booked on a first come, first served basis, within the following priorities:

1. Sponsored meetings or programs of FOSP
2. Dane County Park affiliated organizations or co-sponsored programs. This includes the Town of Albion board meetings, Dane County Park meetings, etc.
3. Edgerton community-based non-profit groups and organizations.
4. All other non-profit organizations.
5. Private entities in accordance with fee stipulations in this policy.
6. Commercial entities in accordance with fee stipulations in this policy.

Prohibited uses included but are not limited to the following:

1. Political campaigns or political fundraising.
2. Organizations or programs whose purpose or activity is illegal.

## **BUILDING USE AGREEMENT**

3. Programs which would or would be expected to disrupt the parks operation by causing excessive noise, safety hazard or security risk.

### **BUILDING USE FEES**

	<b>0-10 Guests</b>	<b>11-25 Guests</b>	<b>Over 25 Guests</b>
<b>North Shed</b>	\$25	\$50	\$100
<b>North Shed with use of bathroom in the Stonehouse</b>	\$75	\$100	\$150
<b>Stonehouse</b>	\$50	\$75	\$125

- Fees may be waived for those gatherings with a direct educational purpose. See application for details.

### **SECURITY DEPOSIT**

In addition to the Rental Fee, the Applicant shall also pay a \$100.00 Security Deposit to be included with this application. The Security Deposit will be returned to the Applicant within 15 business days after the event if the facility and grounds are returned to the original condition. Any damage to the park facility will be charged to the security deposit. If damage exceeds \$100.00, the Applicant shall be responsible for the balance. This includes any damage on the inside and/or the outside of the park facility.

### **RULES FOR USE OF BUILDINGS:**

1. Buildings are available during normal park hours. All Dane County Parks close promptly at 10 pm. It is required that all buildings must be cleaned-up and vacated by 9:30 pm.
2. A signed facility use application must be filed with the FOSP board at least 5 days prior to the use of the building. The person signing the application is responsible for the group's use of the building, cleanup, and any damage to the facilities.
3. FOSP board contact must have free access to the building at all times. The FOSP board retains the right to monitor all gatherings conducted on the premises to ensure compliance with park regulations.
4. Groups of individuals using the buildings shall be responsible, jointly and severally, for reasonable care of the room and its furnishings and equipment and shall pay for any damage caused or inflicted by an organization, its members, affiliated person, guests, invitees, etc. Nothing is to be taped, hung, tacked, etc. to any walls, windows, doors, furniture etc. (except for surfaces provided for such purposes).

## **BUILDING USE AGREEMENT**

5. The rooms and/or kitchen shall be left in orderly condition. If FOSP must provide more than reasonable cleanup, a fee of \$50 (or more based on actual costs) will be charged. Any fee charged must be paid in full before the group may reserve or use a meeting room again.
6. All programs for groups composed of persons under age 18 require the presence of a responsible adult at all times.
7. If a meeting or event is cancelled, the room user shall contact FOSP as soon as reasonably possible. Failure to do so may result in suspension of room privileges.
8. The building's handicap accessibility will not be compromised by any organization using the facility. The exit doors must be kept clear of all obstructions during all events. Persons with disabilities may not be prevented from using either room.
9. FOSP is not responsible for any equipment, supplies, materials, clothing or other items brought to the park by any group or individual attending a meeting.
10. Permitting use of a room does not constitute an endorsement of the group's policies or beliefs by FOSP or Dane County Parks. In any public announcement, the meeting room user may not use the park name to imply or infer that the park is the host or sponsor of the scheduled event.
11. Serving or consuming tobacco products or illegal drugs is not permitted in the buildings. Use of alcohol requires a permit.
12. Dogs are allowed in county park areas and shall be leashed at all times. The Applicant is responsible for ensuring that all animal waste is picked up and disposed of properly. Dogs are not allowed inside of park buildings.
13. Alcoholic beverages may be consumed by adults over the age of 21 only at private events that are by invitation only. A permit is required. Alcoholic beverages may not be served at events open to the general public. Serving alcoholic beverages to minors is prohibited and will result in the termination of this Agreement.
14. All vehicles must be parked in designated areas. Parking is not allowed next to park buildings unless in designated handicapped parking spots.
15. COMPLIANCE WITH PARK RULES. The Applicant shall comply with, and ensure all of its participants comply with, all rules and regulations of Dane County Parks, which are in effect from time to time.
16. INDEMNITY. To the fullest extent allowable by law, the Applicant hereby indemnifies and shall defend and hold harmless the Friends of Silverwood Park and Dane County Parks, its elected and appointed officials, officers, employees or authorized representatives or volunteers, and each of them from and against any and all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, interest, attorneys' fees, costs, and expenses of whatsoever kind or nature whether arising from the use of the park facility granted hereunder and in any manner directly or indirectly caused, occasioned, or contributed to in whole or in part or claimed to be caused, occasioned, or contributed to in whole or in part, by reason of any act, omission, fault, or negligence, whether active or passive, of the Applicant or of anyone acting under its direction or control or on its behalf in

# **BUILDING USE AGREEMENT**

connection with or incident to the performance of this Agreement regardless if liability without fault is sought to be imposed on the park. This indemnity provision shall survive the termination or expiration of this Agreement.

17. The Applicant shall reimburse the park, its elected and appointed officials, officers, employees or authorized representatives or volunteers for any and all legal expenses and costs, including attorney fees, incurred by each of them in connection therewith or in enforcing the indemnity herein provided. The Applicant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the park, its elected and appointed officials, officers, employees or authorized representatives or volunteers.

## **FACILITY CONDITION**

FOSP makes no representations or warranties as to the condition of the facility or its adequacy for the Applicant's proposed use. The Applicant agrees to use the facility "AS IS" and further agrees that it is the Applicant's responsibility to return the facility to the condition in which the Applicant found the facility prior to the Applicant's use. This responsibility includes, but is not limited to, the obligation to (i) sweep and mop all floors as needed; (ii) wipe down all tables and counters; (iii) return all chairs and tables to designated storage areas; and (iv) pick up and dispose of all trash (paper, cans, plastics, cigarette butts, etc.) created by the event in and around the facility. All trash and recycling containers are clearly labeled, and should be used accordingly.

The Applicant shall be responsible for set up and clean up for its use of the facility. All items brought in shall be free standing, and no items should be leaned against walls/doors. Any tape used on walls/doors shall not cause damage to the paint or

finishing of the wall/door. Event setup and cleanup is allowed only during the time of the event reservation. If additional time is required, arrangements must be requested with FOSP one week prior to the event. FOSP will attempt to accommodate such requests, if possible.

## **FACILITY USE SCHEDULING:**

Park buildings are booked on an ongoing basis. No person or organization may schedule regular meetings in the room for more than three months at a time without FOSP Board approval.

All scheduling requests and questions shall be directed to Katie Whitten, at (608) 289-9627.

## **OPENING BUILDINGS:**

The Applicant must make arrangements to meet the FOSP caretaker in order to have the building(s) opened up.

The FOSP board reserves the right to cancel or relocate any scheduled meeting if circumstances warrant. In the event of a cancellation, fees will be returned to the organization.

## **DAMAGES AND LIABILITY:**

## **BUILDING USE AGREEMENT**

The library is not responsible for the loss of or damage to any equipment or materials owned or rented by an individual, group or organization using its meeting rooms. Any individual, group or organization using the meeting room shall be held responsible for willful or accidental damage to the library building, grounds, collections or equipment caused by the group or organization, its members or those attending the program.

### **FINAL AUTHORITY FOR MEETING ROOM USE:**

The Dane County Park Commission is the final authority in determining use of the park buildings. Failure to abide by the FOSP facility policy and rules of conduct may result in the cancellation or refusal of future reservations.

The undersigned Applicant agrees that he/she has read and understands the conditions of this FOSP Rental Agreement and agrees to abide by all Dane County Park / FOSP rules/regulations and assumes all responsibility and liability for the event identified above.

Approved by the Friends of Silverwood Park Board Approved – March 30, 2020

# **BUILDING USE AGREEMENT**

## **Silverwood Park Building Use Agreement**

A signed facility use application must be filed with the FOSP board at least five days prior to the use of the building. The person signing the application is responsible for the group's use of the building, cleanup, and any damage to the building and to the park proper.

Date of Function \_\_\_\_\_

Function \_\_\_\_\_

Building (s) requested: \_\_\_\_\_ Number of guests: \_\_\_\_\_

Is this function an educational event? \_\_\_\_\_ If so, please describe:

Name of User/Organization \_\_\_\_\_

Address \_\_\_\_\_

City & State \_\_\_\_\_

Telephone \_\_\_\_\_ e-mail \_\_\_\_\_

I have received a copy of the user policy and agree to abide by the rules.

User Signature \_\_\_\_\_

Print user name \_\_\_\_\_

Date \_\_\_\_\_

Checks are payable to Friends of Silverwood Park

\*\*\*\*\*

FOSP use:

Fee charge: \$ \_\_\_\_\_

Paid by: check # \_\_\_\_\_ cash \_\_\_\_\_ initials \_\_\_\_\_