

Dear Applicant,

Thank you for your interest in the use of Ramsey County's yard waste sites.

**Application Steps for Community Groups**

Please follow these steps if your community group would like to participate:

1. Complete and sign the Ramsey County Property Use Agreement. **Saint Paul – Ramsey County Public Health (SPRCPH) would like all application requests to be completed and received by 9/30.**
2. Complete the form indicating the preferred dates for working.
3. Provide an insurance certificate as outlined in the Property Use Agreement. Note the following:
  - a. Insurance limits for commercial general liability coverage
  - b. Add Ramsey County as an additional insured
  - c. For groups covered under a school's insurance, please list all participating groups in the description section of the insurance certificate
4. Send the completed and signed Property Use Agreement and insurance certificate
  - a. By Email (with the completed documents attached in pdf format) to:  
[Pete.Miller@co.ramsey.mn.us](mailto:Pete.Miller@co.ramsey.mn.us)
  - b. By Fax to Attn: Pete Miller (651-266-1177)
  - c. By US Mail to:  
Pete Miller, Saint Paul – Ramsey County Public Health  
Environmental Health Division – Yard Waste Volunteers  
2785 White Bear Avenue  
Suite 350  
Maplewood, MN 55109-1320
5. After the applications have been received, we will:
  - a. Confirm receipt
  - b. Review for completeness
6. SPRCPH will assign dates and will notify community groups by 10/15.
7. Prior to the scheduled volunteering date, each group must provide signed parental consent forms for each person under age 18.
8. Each group will receive "just in time leader's orientation" for volunteers the morning of their volunteer date.

Please contact Pete Miller at (651) 266-1199 if you have any additional questions.