



CHICAGO PARK DISTRICT

Nature Play Space Checklist

Welcome Prospective Nature Play Space Organizers,

We are glad to hear that you're interested in starting a Nature Play Space in your local park. This is a serious responsibility which will require community support and dedicated ongoing commitment by all members of your organizing group.

To start a new Nature Play Space you must follow this checklist to guide you through the Reference Manual.

STEP 1	<input type="checkbox"/> READ THE ENTIRE MANUAL detailing the development process <input type="checkbox"/> FORM A GROUP of committed organizers (3 Liaisons and 15 supportive community members)								
STEP 2	<input type="checkbox"/> ASK the Park Supervisor and Area Manager for permission to start a Nature Play Area <input type="checkbox"/> TOGETHER with the Park Supervisor, choose possible appropriate locations in the park								
STEP 3	<input type="checkbox"/> SUBMIT the completed "Initial Application for a Nature Play Area" (Form #1) <input type="checkbox"/> WAIT TO HEAR that your location has been approved by the Chicago Park District								
STEP 4	<input type="checkbox"/> ATTEND an ADVISORY COUNCIL meeting to ask for their support and approval <input type="checkbox"/> THEN HOLD A PUBLIC MEETING in your neighborhood with the Chicago Park District <input type="checkbox"/> IDENTIFY THE FUNDING to develop and operate the Nature Play Space <input type="checkbox"/> COLLECT SIGNATURES for the Petition (Form #2) <input type="checkbox"/> COMPLETE SITE SURVEYS, this requires three separate visits (Form #3) <input type="checkbox"/> COLLECT A LETTER of support from the Advisory Council (or a local community organization, if an Advisory Council is applying)								
STEP 5	<input type="checkbox"/> COMPILE A WRITTEN PROPOSAL: <table style="display: inline-table; vertical-align: middle; margin-left: 20px;"> <tr> <td style="padding-right: 20px;">Group Membership Roster</td> <td>Play Space Design</td> </tr> <tr> <td>Funding Plan (2 year)</td> <td>Maintenance Plan</td> </tr> <tr> <td>Suppliers & Installation Plan</td> <td>Plant List</td> </tr> <tr> <td>Playshop/Workday schedule for the coming year</td> <td></td> </tr> </table> <input type="checkbox"/> SUBMIT ALL REQUIRED PAPERWORK (the Proposal Package)	Group Membership Roster	Play Space Design	Funding Plan (2 year)	Maintenance Plan	Suppliers & Installation Plan	Plant List	Playshop/Workday schedule for the coming year	
Group Membership Roster	Play Space Design								
Funding Plan (2 year)	Maintenance Plan								
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STEP 6	<input type="checkbox"/> NEGOTIATE A FINAL DESIGN with the Chicago Park District <input type="checkbox"/> RECEIVE final written permission <input type="checkbox"/> READ, SIGN & SUBMIT "Commitment Letter" (Form #4A) <input type="checkbox"/> HAVE EACH GROUP MEMBER READ & SIGN a "Liability Waiver" (Form #4B) <input type="checkbox"/> HAVE EACH GROUP MEMBER undergo a Chicago Park District background check								
FINISH	<input type="checkbox"/> INSTALL THE NATURE PLAY AREA								