



7900 Mack Ave  
Detroit, MI 48214  
313.732.9302  
Maccdevelopment.com

## Volunteer Job Aid for Landscaping Services

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### Before Servicing the Client:

1. Reach out to the client to figure out the best time to look at the property for the landscaping services.
2. Call the liaison to confirm that you completed the walkthrough with the client and confirm the services being completed to get approval from the liaison or program manager.
  - a. Do not complete any services that are not approved by the program manager.

### While Servicing:

3. Please have the proper equipment and safety gear while providing the service to the client.
4. If there are any problems onsite with the client and/or the service, please contact the program manager directly.

### After completing the services:

5. Please complete an invoice with the following information: the client's full name, contact information, services provided, and your contact information.
6. When the service is completed, please send the following to [48214CARE@mackave.com](mailto:48214CARE@mackave.com):
  - a. Your invoice information
  - b. Your name/business name for payment
    - i. If you do not want to receive any payment, please inform the program manager and we can provide you with in-kind donation paperwork.

If you have any questions or concerns: please contact  
**AlexSandra Clark, Program Manager of 48214 CARE**

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Seeking the holistic revitalization of Detroit's 48214.  
Block by block. Neighbor by Neighbor.