

VOLUNTEER WORK/PROJECT REQUEST

Please complete and return this request to Maintenance & Operations at least **30 DAYS PRIOR** to **starting date** of the planned activity.

1. School/Site: _____
2. Project Sponsor/Organizer: _____
Contact number: _____ Email: _____
3. Name of volunteer qualified in the scope of the work: _____
4. Please **attach**:

<input type="checkbox"/> Project scope	<input type="checkbox"/> Site Map with project areas identified
<input type="checkbox"/> Materials list to be used	<input type="checkbox"/> Security of site (who is responsible)
<input type="checkbox"/> Project schedule	<input type="checkbox"/> Gardens: provide a list of plants to be used
5. Attach verification that all appropriate and/or all potentially affected community groups, neighbors, businesses, governmental agencies have been contacted and any necessary permits, applications, authorizations secured. Note: Maintenance & Operations is not responsible for securing necessary permits and/or authorizations. Project applicants are solely responsible for securing all approvals and permissions, both formal and informal.
6. Dates project will be performed: Start Date: _____ Finish Date: _____
7. How will project be funded? (NOTE: ALL labor must be donated/volunteered) _____

8. Who will be responsible for site security? _____

I request approval to perform this project. Note: Approval limited to dates and scope of work submitted in this application. Work is not to start until project approval is obtained from M & O.

VOLUNTEER MUST RECEIVE APPROVAL BY ADMINISTRATOR & ASST. SUPERINTENDENT BEFORE BEING SENT TO M & O.

Signature _____ Date _____
(Sponsor/organizer)

Signature _____ Date _____
(Site Administrator)

Signature _____ Date _____
(Asst. Superintendent)

(For Office Use Only)

Decision of Director of Maintenance & Operations

Signature _____
☐ Approved ☐ Conditions ☐ Denied

Decision of Volunteer Committee Members:

Signature _____
☐ Approved ☐ Denied

Signature _____
☐ Approved ☐ Denied

Signature _____
☐ Approved ☐ Denied

Signature _____
☐ Approved ☐ Denied