Dear Volunteers and Building Principals:

The Peninsula School District appreciates the pride our community has exhibited in our facilities and school grounds, evidenced by the passage of bonds and levies. We are grateful our students, parents and the community want to help support school improvement projects. Our goal is to continue to:

- Provide safe working conditions for volunteers
- Meet State and local code requirements
- Meet public school safety standards

In order to meet these goals, prior approval of all school projects, including volunteer projects are necessary. The attached “Application for Approval of Volunteer Projects” is intended to provide the information needed by the District to comply with the above requirements.

Dependent upon the complexity of the project, building permits may need to be secured, compliance with state and local building codes may need to be evaluated, and/or District personnel may need to be assigned to supervise the project.

In order to assist us in expediting the approval of your project or activity, please submit the application with enough time to allow for these contingencies and to procure the Facility Director’s approval. If additional information is needed, the approval time may be extended. If the project requires District supervision, the Facilities Department will need a minimum of two weeks after the application is approved to assign a supervisor.

Thank you for your help and cooperation.

Sincerely,

Karen Andersen
Chief Financial Officer
APPLICATION FOR APPROVAL OF VOLUNTEER FACILITY & GROUNDS IMPROVEMENT PROJECTS

Date: _______________  Building: _____________________

Volunteer Person or Organization: ________________________________

Contact Person: _______________________________  Phone #: ________________

Activity Date(s): _______________________________  Estimated # of Participants: ________________

Start Time: ________AM _________PM  End Time: ________AM _________PM

Proposed project (include a complete scope of the project and details of specific activities and location):

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Describe equipment & machinery which will be used in completing the project. Include whether District equipment or personally/professionally owned:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Other materials/supplies which will be furnished by Volunteer/Volunteer Group:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Requested By: _______________________________

Volunteer Representative  Building Principal Signature

Foreman Comments: ______________________________________________________

________________________________________________________________________

Foreman Signature _______________________________

Bargaining Unit Reviewed: ____________________________________________

Facilities Director:  Approved ______  Need More Information ______  Not Approved ______

Comments: ____________________________________________________________

________________________________________________________________________

________________________________________________________________________

Patrick Gillespie, Director of Facilities  Date

07/30/2017sh