



## SAN MARINO UNIFIED SCHOOL DISTRICT

### Volunteer Facility Project Request Information and Application

Thank you for your interest in supporting the San Marino Unified School District with a Volunteer Facility Project. The Board of Education encourages volunteers to work on short-term projects to the extent that they enhance the classroom or school and comply with local, state, and federal requirements.

#### Volunteer Facility Projects:

- Must comply with all public health, building and safety codes.
- Shall be limited to those projects that do not replace the normal duties of classified staff, CSEA Chapter 120.
- Must comply with all applicable laws and regulations, including but not limited to the California Environmental Quality Act, contractors' license laws, applicable Labor Code, prevailing wage requirements, and Department of Industrial Regulation requirements.

Volunteer Facility Projects require our volunteers to coordinate with school and central office administration, and personnel responsible for building maintenance. The Principal and District administrators will guide volunteers through the application process; developing the application, ensuring compliance, obtaining approvals, and completing the project. They will provide on-site assistance throughout the project.

- ❑ **Meet** with School Principal to discuss the Volunteer Facility Project and determine whether it meets school goals and needs.
- ❑ **Complete** the Volunteer Facility Project Application and review with School Principal and with the Director of Maintenance and Operations.
- ❑ **Submit** the application to SMUSD Superintendent or designee, who will inform the Project Contact of any modifications needed. When approved, Superintendent will submit to the Board of Education.
- ❑ **Approval by the Board of Education** is required prior to the start of any project work.
- ❑ **Communication** throughout the project is important, especially keeping the Principal informed of progress. The Principal and Director of Maintenance and Operations will periodically inspect the progress of the project.
- ❑ **Completed Project** must be inspected by the Director of Maintenance and Operations, who will notify the Superintendent or designee when the project is deemed complete. The Superintendent shall make a final inspection of the completed work.

**SAN MARINO UNIFIED SCHOOL DISTRICT  
Volunteer Facility Project Request  
Application Form**

**Section A:**

**Project Name:** \_\_\_\_\_

Location: \_\_\_\_\_

Project Contact Name: \_\_\_\_\_

Project Contact Title: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

School Principal's Name: \_\_\_\_\_

Please indicate whether the project is affiliated with an organization: (for example, PTA, a club, or community group):  
\_\_\_\_\_

Volunteers have insurance \_\_\_\_\_ or Hold Harmless Agreement \_\_\_\_\_ .  
Yes or No Yes or No

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**Obtain signatures of the Project Contact and School Principal and submit the completed application, Sections A-D, to the Superintendent or designee.**

\_\_\_\_\_  
Project Contact \_\_\_\_\_  
Date

\_\_\_\_\_  
School Principal \_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Maintenance and Operations \_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent or designee \_\_\_\_\_  
Date

\_\_\_\_\_  
Date of Board of Education Approval

**Section B: Description of Volunteer Facility Project**

Describe your project in detail. Include your proposal, photos, scale drawings, sketches, and any other information that will help administrators visualize and evaluate the project. You may attach additional pages.

- Describe your project, it’s purpose, and location.
- How does it address school goals and needs?
- How will the project benefit students?
- How will the work be accomplished?
- How many volunteers will participate? How? Approx. ages?
- Will any paid workers participate?
- How long will the project take from beginning to completion?
- What are your proposed start and end dates?
- What future maintenance/upkeep will be needed?

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**Section C: Type of Donation and Services**

Please check all that apply to your project:

Funds will be directly donated to the District.

(Do not check if funds will be used to purchase goods or services that will be donated to SMUSD)

What is the source of the monetary donation and amount?

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Do you have 100% of the needed funds? \_\_\_\_\_

