

Category: <b>4000 - Public Relations</b>	Policy Number: <b>4030</b>
Policy Title: <b>Facility Improvements Involving Volunteers</b>	Effective Date: <b>December 15, 2010</b>

The district has a desire to have completed, meaningful, long-life projects that will enhance its facilities and has benefitted from projects completed by the volunteer labor of many civic groups. All proposed projects must be cleared through the district's building and grounds maintenance supervisor prior to being presented to the building administrator for approval. The superintendent may seek board approval for any large facility improvement project.

The district will help with any project design ideas, but will not take responsibility for covering any costs associated with the project which have not received prior written approval with appropriate bid or quote documentation.

The volunteer group must accept responsibility for the planning, direction and completion of the project once approval has been given.

Projects are not finished until all work is completed to the district's satisfaction and the area is cleaned.

Reference: Procedure 4580p, Volunteers"  
 Procedure 7510p, Fingerprint/Background Check"  
 Policy 4470, Visitors to the Schools"  
 Policy 5215, Building and Grounds Management"  
 Procedure 5610p, Bids and Quotations"