
Many volunteer facility improvement projects have been undertaken in the past, and more may be contemplated for the future. Any project that will affect District facilities or require the use of any District resources must be submitted in proposal form for approval prior to beginning the project.

The following guidelines should be used when submitting proposals for any volunteer facilities improvement projects.

Proposals should include at least the following elements:

- Project description - including site maps when appropriate
- Scope of project - including total estimated cost/value
- Impact on existing District facilities
- District resources required
 - Initial resources (personnel and/or dollars)
 - Continuing needs after project completion
- Organization in charge of project
 - Designated project coordinator (responsible party)
 - Designated District liaison (District employee)
- Action plan (how is the project going to be accomplished)
- Time line
- Project budget
 - Sources of revenue (in-kind, material and/or cash contribution)
 - Anticipated fund-raising projects
 - Estimated expenditures and/or value of donated services and materials
 - Accounting system for collection and disbursement of funds
- Assurances
 - Project will meet all applicable rules and regulations, including, but not limited to, building permits and land use considerations
 - All participants agree to hold the District harmless of any liability resulting from and related to this project

All proposals must be approved by the site administrator and submitted to the Superintendent/designee. All proposals will be reviewed by the Maintenance Department.

Work should proceed only **after** receiving written project approval. Please allow adequate lead-time for the approval process. The District may request additional information prior to approval.

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Approved: 11/29/10