

## Sponsored Projects Proposal

School: \_\_\_\_\_ Date: \_\_\_\_\_

Project Proposer/Representative: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

School Funded       Community Funded

I have read the document on Page 2 and agree to follow the described procedures.

**Project description:** (attach pages if needed)

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**Materials & supplies needed and proposed source(s):** (attach pages if needed)

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**Maintenance required – what type, and who will perform?** (attach pages if needed)

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Photos/drawings attached: \_\_\_\_ Yes \_\_\_\_ Not Yet \_\_\_\_ Not Applicable

Target start date: \_\_\_\_\_ Target completion date: \_\_\_\_\_

Estimated cost: \$ \_\_\_\_\_ or \_\_\_\_ TBD      Quote(s) attached: \_\_\_\_ Yes \_\_\_\_ No

Funding: (mark all that apply) \_\_\_\_ PTSA \_\_\_\_ ASB \_\_\_\_ Building \_\_\_\_ Other: \_\_\_\_\_

Proposed labor by: \_\_\_\_ Professional (must be hired through Facilities Dept., funds deposited with LWSD)  
\_\_\_\_ Volunteers (must complete Hold Harmless Agreements)

**CONCEPT ACCEPTANCE & RECOMMENDATION BY SITE ADMINISTRATOR (PRINCIPAL) REQUIRED**

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Email proposal to Support Services via InfoCentre at [servicedesk@info-centre.com](mailto:servicedesk@info-centre.com)

**Project is not approved until proposal has been reviewed and accepted by LWSD.**

*Note: Projects will have conditions that need to be agreed to by the project representative and site administrator in order to receive final approval.*

# LWSD SPONSORED PROJECTS PROCEDURES

In order to help our school community (PTSA, staff, clubs, etc.) plan appropriately, please note that Sponsored Project applications are not processed from April 16 through September 30. Also, please note that unapproved Sponsored Projects cannot be implemented during this period. During this time frame Facility Services is focused on summer capital project and maintenance work. Project applications submitted after April 15 will be reviewed next season on October 1.

Any physical change/improvement to a school district site or building that is sponsored by a teacher, student association or community group (such as PTSA, booster club, sports group, neighborhood association, etc.) must go through the Sponsored Project process.

## First and foremost: Create a plan and meet with the Principal

Think through all of the stages of the proposed project and determine as many details as possible. Contact Support Services with questions. Meet with the school principal to talk through the proposal and obtain his/her written concurrence.

## Steps for a Sponsored Project proposal

- 1) Concept acceptance by Principal; submission to LWSD Support Services via InfoCentre at servicedesk@info-centre.com
- 2) Review and approval by the Sponsored Projects Coordinator
- 3) Review and approval by the Sponsored Projects Review Committee
- 4) Review and approval by the Director of Facilities
- 5) If required, acceptance by the LWSD School Board (see 'Funding Process' below)

The Coordinator may contact the applicant to clarify questions and issues or obtain further information. When complete, the proposal will be reviewed by a committee which includes representatives from Risk Management and Maintenance. The committee's goal is to make sure the end product is safe, reliable and aesthetically pleasing; that it complies with state and local codes/regulations and district standards; and that it does not require additional maintenance labor/expense. The committee will determine the Conditions of Approval and follow up with the principal, school staff and/or project representative.

- The District must be involved in order to ensure that there is:
- o Agreement with District policies.
  - o Compliance with all appropriate codes, regulations and District standards.
  - o Alignment with public works procurement requirements.
  - o Assessment of the operational impact (short and long term).
  - o Avoidance of unnecessary risk.
  - o Filing for any required permits and interface with jurisdictional authorities (on which the District takes lead).

The District review process is critical, and time must be allowed for this part of the process. The amount of time needed for the review depends on the complexity of the project, the thoroughness of the proposal, whether permits and preliminary estimates are necessary, and the existing workload of the Support Services staff. Typically, an authorization to proceed is given within a month after receipt of a complete proposal.

## Choosing items & obtaining quotes

The Sponsored Projects Coordinator can help determine what equipment, supplies and labor the project will require; obtain bids from vendors and contractors; and determine whether fees may be required for such items as design, permitting and sales tax; and work with the applicant to establish a budget. There are requirements for playground equipment and site furnishings based on safety, maintenance, vendor experience and reliability. The Coordinator can answer specific questions and provide information about options.

## Hired contractors

LWSD is liable for the conduct, performance and work done by contractors on District property, so there are specific documents needed and procedures to be followed. The contractors must provide insurance documents and follow state payroll requirements. If work is to be contracted out, it must be administered by the District and all funds shall be deposited with LWSD in advance of the work. Any donated professional services, design, engineering and/or construction work efforts will require prior District approval, and shall be subject to District and State regulations and contracting requirements. The District follows state law for public works; all professional services and contractor selections are made from appropriate pre-selected rosters.

## Funding process

All project funds must be in place before a project can proceed. Donations of \$1,000 or more must be presented to the School Board for approval. All purchase orders for labor and materials are to be issued by the LWSD Sponsored Projects Coordinator. In some situations, with prior approval, the school or PTSA may purchase approved materials or reimburse volunteers for such materials. In almost all cases, sponsored projects are entirely funded by non-district sources, such as PTSA grants, donations from boosters or sports organizations, and grants from private sources or governments. In general, neither the District nor the school has funds available, and should not be included or counted on as part of a sponsored projects budget.

## Volunteer labor and necessary forms

Volunteers may provide labor for Community Projects under certain conditions and only with prior approval. Anyone performing volunteer labor on LWSD property must complete a Hold Harmless Agreement. The form must be completed on or before the first day of labor, be on site while the work is performed, and kept on file at the school for the duration of the school year. The agreement can cover a single day or time range, depending on the type of project. The form is available on the LWSD website.

There are specific requirements for volunteers who wish to provide professional or technical services; please consult the Coordinator. Anyone working with or near LWSD students must complete a Volunteer Application (see LWSD website for policies).

## Project inspection and acceptance

When installation/construction is finished, the project will be inspected by a representative of LWSD Facilities Dept. The improvements become the property of LWSD, and the District is responsible for maintaining all equipment and facilities. The Coordinator will reconcile the project budget, and provide a summary spreadsheet to the project representative and school principal. Any excess monies will be refunded to the donor or redirected as they instruct.

## For more information, contact:

- o Email: servicedesk@info-centre.com
- o Phone: LWSD Support Services 425-936-1100