



**Santa Barbara Unified School District  
VOLUNTEER PROJECT REQUEST FORM**

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

Specific location: \_\_\_\_\_

Description of project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposed start date: \_\_\_\_\_

Anticipated completion date: \_\_\_\_\_

Funding source for project: \_\_\_\_\_

Attached scale drawings:  Yes  No

Persons working on/accomplishing project: \_\_\_\_\_

Will district assistance be required?  Yes  No

Explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact person(s): \_\_\_\_\_

Phone number (day): \_\_\_\_\_ (evening): \_\_\_\_\_

Site administrator signature: \_\_\_\_\_

Facilities and Operations signature: \_\_\_\_\_

***Organizations will be responsible for all required compensation for district support services outside of the normal business hours.***

***Dependent on the nature and scope of work, liability coverage may be required.***

## Santa Barbara Unified School District VOLUNTEER PROJECT FLOW CHART

In order to assist in the process of volunteer projects, the following flow chart was developed. The chart will assist all parties to recognize the various responsibilities and steps involved in the completion of the project. The Volunteer Project Request Form should be used to notify the district of the proposed projects at your site.

| Project Task  | Site Responsibility | District Responsibility |
|---|---------------------|-------------------------|
| <b>Project development</b><br>Providing a scope of work to be performed, plans and specifications and submittal of the Volunteer Project Request Form | X                   |                         |
| <b>Project Feasibility and Review</b><br>A complete review of the project will need to be completed to assure it is in compliance with regulations    |                     | X                       |
| <b>Budget Development</b><br>A complete budget for the project must be included which details the commitment levels for all involved                  | X                   |                         |
| <b>Scheduling</b><br>The site and district will need to develop a schedule for completion which will work for both parties and the volunteer          | X                   | X                       |
| <b>Pre-Construction Meeting</b><br>This step will be necessary to insure everyone understands the scope of work to be performed                       | X                   | X                       |
| <b>Project Commencement</b><br>Work begins on the project   | X                   |                         |
| <b>Periodic Project Review</b><br>Dependent on the scope of work, district staff will provide assistance and guidance with the project                |                     | X                       |
| <b>Final Inspection</b><br>A final inspection of the project will be performed to insure the total scope of work has been completed as agreed upon    |                     | X                       |