

MT. DIABLO UNIFIED SCHOOL DISTRICT

VOLUNTEER WORK/PROJECT REQUEST

The purpose of this process is to support "true" volunteerism. It is to be used for one time site improvement projects using only non-paid volunteers. Please complete and return this request to the Director of Maintenance, Operations and Facilities at least 30 DAYS PRIOR to the starting date of the planned activity.

- 1. School/Site
2. Project Sponsor/Organizer
3. Name of volunteer qualified in the scope of the work
4. Please attach a brief narrative of the proposed project. Include specific room/area and general scope of work. Attach plan or diagram of affected area.
5. Attach verification that all appropriate and/or all potentially affected community groups, neighbors, businesses, governmental agencies have been contacted and any necessary permits, applications, authorizations secured.
6. Dates project will be performed: Start Date Finish Date
7. How will project be funded? (Note: All labor must be donated/volunteered.)
8. Who will be responsible for site security?

I request approval to perform this project. Note: Approval limited to dates and scope of work submitted in this application. Work is not to start until project approval is obtained from M&O.

Signature (Sponsor/organizer) Date:

I recommend approval of this project.

Signature (Site Administrator) Date:

(For Office Use Only)

Decision of the Director of Maintenance and Operations: [] Approved [] Disapproved

Signature Date:

Decision of the Director of Technology /Information (if required): [] Approved [] Disapproved

Signature Date:

Reason for disapproval

White - Maintenance & Operations
Canary - Applicant
Pink - School/Site