

MURAL, MARQUEE, SIGN, MOSAIC, PLAQUE, TILE DESIGN, or
OTHER PROJECT
 BOARD AGENDA TEMPLATE AND PROCEDURE
 BP/AR 1240 Community Relations/Volunteer Assistance

A.	Mural: a mural work of art (as a painting)	D.	Plaque: a commemorative or identifying inscribed tablet
B.	Marquee: a permanent canopy often of metal and glass projecting over an entrance	E.	Tile Project: a project using a flat or curved piece or fired clay, stone, or concrete used. For roofs, floors, or walls and often for ornamental work
C.	Mosaic: a surface decoration made by inlaying small pieces of variously colored material to form pictures or patterns	F.	Other: short-term projects

Step 1 - Complete the following forms:

- A. **Board Agenda Item Request**
- B. **Volunteer Assistance Self-Help Project.** The Volunteer Assistance Self-Help Project form is required for liability purposes for all projects. **This form is required even if volunteers are not working on your project.**
- C. **Participation Agreement and Assumption of Risk**
- D. **Map of School Site** – mark on the map the location of your project

Step 2 - Create a sample color drawing of the project.

Step 3 - **Submit the above forms and sample color drawing, to the Facilities Services Department by district mail. DO NOT E-MAIL these forms. The Facilities Department needs original signatures.**

Step 4 - Contact the Facilities Services Department at 805-289-7981 to schedule a meeting to discuss your project. All projects and any paint used for these projects must be coordinated through the district Facilities Services Department.

Step 5 - Complete a Services Contract if required. *When is a Services Contract required? Whenever the district will hire an individual or a company to provide services to the district, which services are conducted on district property, or which services are provided to district students or staff or non-district-owned property, a Services Contract is required. A Services Contract is also required when a provider is a volunteer or unpaid consultant, or when the provider is paid by an outside organization such as a PTA/PTO, boosters club, VEP, etc.*

The Services Contract form can be obtained from the VUSD website at www.venturausd.org. If you have any questions regarding the services contract, contact the Purchasing Department at 805-641-5000 ext. 1251. Send the completed Services Contract to the Business Services Division.

Step 6 - Once the Facilities Services Department approves your project, they will forward your forms to Risk Management, then to the Business Services Department for approval.

Step 7 - When the above approvals have been obtained, the project will be placed on one Board of Education meeting agenda to obtain Board approval.

Step 8 - After approval by the Board of Education, the Facilities Services Department will send the school site a memo stating the project can begin.

BOARD AGENDA ITEM REQUEST

MURAL, MARQUEE, MOSAIC, PLAQUE, TILE PROJECT

1. Name of school site requesting this project?

2. Title of the project? example: DeAnza Academy of Technology and the Arts (DATA) Welcome Mural

3. Description of the project? What will the mural, mosaic, plaque or tile project depict?

4. What are the dimensions of the project?

5. Where will the project be located on the campus? Please be specific.

6. Who is the artist, volunteer or company that is drawing/painting/constructing this project?

7. Are there student and/or adult volunteers involved with this project? If yes, please list the names of the volunteers and indicate if he/she is a student, parent, etc. **A certificated employee of the district must supervise all student and/or adult volunteers. Please name the person(s) who will be supervising.**

8. What is the funding source for this project?

9. If this project is a sign that will fund an athletic team, please indicate below which team it will fund.

Name and title of the person completing this form:		Phone #:	
Signature of Principal:		Date:	