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 (as of a hotel or theater)	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 Board Agenda Item Request (attached).

Step 2 - Complete the Volunteer Assistance Self-Help Project (attached). The Volunteer Assistance Self-Help Project form is required for liability purposes for all projects. **Completion of this form is required even if volunteers are not working on your project**. All signatures must be obtained.

Step 3 - Create a sample color drawing of the project.

Step 4 - Submit the above forms and sample drawing, to Elyssa Varela, Educational Services Department by e-mail or district mail elyssa.varela@venturausd.org. Elyssa Varela will forward a copy of your forms to the Facilities Dept. to begin the process of obtaining all signatures on the form. Once the form is completely signed, it will be placed on two Board of Education agendas to obtain Board approval. **The Board of Education must approve all murals, mosaics, marquees, plaques, tile, or other projects.**

Step 5 - Contact the Facilities Dept. by calling 805-289-7981 to schedule a meeting to discuss your project. Facilities will review the project location and determine requirements for preparation of the project area. All projects and any paint used for these projects must be coordinated through the district Facilities Dept.

Step 6 - 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. Once at the website; click Business Services; click Intranet; login to Intranet; click purchasing; click Services Contract. If you have any questions regarding the services contract, contact the Purchasing Department at 805-641-5000 ext. 1253. Send the completed Services Contract to the Business Services Division.

Step 7 - After approval by the Board of Education, the Facilities Department will send the site a memo stating the project can begin.

BOARD AGENDA ITEM REQUEST
MUAL, MARQUEE, MOSAIC, PLAQUE, TILE PROJECT

- For the Board Meeting of:

- Name of the school requesting this project:

- Title of the project: (example; Anacapa Pride Mosaic)

- Description of project: (what will the mural, mosaic, plaque or tile project depict?)

- Dimensions of the project:

- Colors to be used for the project:

- Where will the project be placed on the campus:

- Who is the artist, person or company that is drawing/painting/constructing this project:

- Will student and/or adult volunteers be helping with this project: If yes, please list the names of the volunteers and indicate whether or not they are student volunteers. **All projects using student and/or adult volunteers must be supervised by a certificated employee of the district.** Please name the person(s) who will be supervising.

- What funding source will be used for this project?

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