

Timberlane Regional School District	Policy Code: FJ
Adopted: 03-06-14	Page 1 of 2

**SCHOOL CONSTRUCTION AND IMPROVEMENT PROJECTS
PERFORMED BY VOLUNTEERS**

The Board appreciates the fact that, from time to time, individuals, organizations and/or businesses volunteer to assist the district in constructing or improving specific school facilities or property. Any volunteer project which includes construction, renovation, repair or improvement of any structure, fixture or grounds on TIMBERLANE REGIONAL SCHOOL DISTRICT property must comply with the requirements of this policy and be approved in advance by the Superintendent and the Board.

A project is considered a “volunteer project” subject to this policy when it is funded and performed by individuals and/or groups (“sponsors”) that are not financially supported by TIMBERLANE REGIONAL SCHOOL DISTRICT including, but not limited to, booster clubs, parent groups, school foundations, service clubs, nonprofit organizations or local businesses.

- A. Any volunteer project proposed on school property shall be submitted to the Superintendent with the following information: a) a written description of the sponsor(s), the project and its purpose; b) proposed timeline; c) design drawings; d) project cost; e) funding sources; f) list of contractor(s) or proposed workforce for the project; e) projected costs and proposed plan for ongoing maintenance of the project; f) evidence that the sponsor has or can obtain appropriate insurance; g) in the case of contractors, that they are appropriately licensed or in the case of others, that they are qualified to do the work; and h) agreement that any individuals working on the project will be considered designated volunteers who will pay for and undergo a criminal background check.
- B. The Superintendent and appropriate staff will review the proposed project to assess: a) whether there is a long-term benefit to the district; b) whether it complies with applicable building and safety codes; c) whether appropriate materials and supplies are proposed; d) whether the design meets district needs and standards; e) whether any fundraising is consistent with any applicable Board policies; f) the suitability of the proposed sponsor and g) acceptability of the project by TIMBERLANE REGIONAL SCHOOL DISTRICT’s insurer. The Superintendent is authorized to request any further information or documentation needed to make a decision as to whether to recommend the project to the Board for approval.
- C. If the Superintendent recommends the project to the Board for approval, he/she will provide the Board with appropriate documentation on the proposed project. The sponsor is required to attend the Board meeting when the project is discussed to answer questions.
- D. The Board may reject the project, require further information or revisions to the project, or provide preliminary approval for the project.

Timberlane Regional School District	Policy Code: FJ
Adopted: 03-06-14	Page 2 of 2

- E. Final approval of any project is contingent upon the project sponsor signing a written agreement prepared by the Board's legal counsel which outlines the scope and specific requirements for the project; releases TIMBERLANE REGIONAL SCHOOL DISTRICT from liability for any accidents or injuries incurred during the course of the project; allows final inspection and acceptance of the project by TIMBERLANE REGIONAL SCHOOL DISTRICT and specifies that the project will be the property of TIMBERLANE REGIONAL SCHOOL DISTRICT.
- F. The Superintendent and his/her designees are responsible for monitoring volunteer projects, ensuring that all requirements are met and keeping the Board informed about project status.

Cross Reference: KHB - Advertising in the Schools