

**JUNCTION CITY SCHOOL DISTRICT**  
**BUILDING AND GROUNDS IMPROVEMENT / VOLUNTEER PROJECTS FORM**  
**FORM MUST BE SUBMITTED AT LEAST TWO WEEKS PRIOR TO WORK BEING DONE**

**DATE:** \_\_\_\_\_

**NAME OF APPLICANT(S):** \_\_\_\_\_

**PROJECT**

Need for project: \_\_\_\_\_

\_\_\_\_\_

Site Location: \_\_\_\_\_

Materials to be used: \_\_\_\_\_

\_\_\_\_\_

Estimated cost: \_\_\_\_\_

Construction plan and conceptual drawing with actual dimensions:

**APPROVAL PROCESS TO BE COMPLETED BY PRINCIPAL:**

- Principal discusses project with volunteer(s), addressing each of the issues on the front of this form.

**Notes:**

- If principal approves proposal, principal then seeks approval of maintenance supervisor, who must approve for project to move forward.

- Principal responds back to the volunteers and approves or rejects the proposal at the building level.

If the volunteer(s) are not satisfied with the result of their discussion with the principal, they may request a meeting with the advisory committee.

The advisory committee will meet with the volunteers, review the process and plans, and make a recommendation to the superintendent.

The superintendent will rule on the recommendation.

If the volunteers are not satisfied with the ruling, they may take their project to the Board of Directors.

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Principal's Signature

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Facility Director's Signature

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Superintendent's Signature