

JUNCTION CITY SCHOOL DISTRICT

REGULATION: BUILDING AND GROUNDS IMPROVEMENT- VOLUNTEER PROJECTS

CODE: ECB-R(1)

1. The purpose of this regulation is to create an efficient, friendly process to review building and grounds improvement projects initiated, funded, planned, and constructed by volunteer groups.
2. Approval of volunteer projects begins with the building principal reviewing the proposal. Prior to any volunteer projects related to buildings or grounds being approved, the facilities director must approve. Gaining such approval will take place after the project proposal has been submitted to the principal and he/she has discussed it with the volunteers. It is understood that building principals will not send volunteers directly to the facilities director.
3. Approval Process for Volunteer Projects
 - 3.1 Volunteers submit project proposal to the building principal. The proposal should include:
 - 3.1.1 Need for project;
 - 3.1.2 Site location;
 - 3.1.3 Conceptual drawing with actual dimensions;
 - 3.1.4 Materials used;
 - 3.1.5 Cost; and
 - 3.1.6 Construction plan.
 - 3.2 Principal discusses project with volunteers, addressing each of the issues presented above.
 - 3.3 If principal approves proposal, principal then seeks approval of facilities director, who must approve for project to move forward.
 - 3.4 Principal responds back to volunteers and approves or rejects the proposal at the building level.
 - 3.5 If the volunteers are not satisfied with the result of their discussion with the principal, they may request a meeting with the advisory committee.
 - 3.6 The advisory committee will meet with the volunteers, review the process and plans, and make a recommendation to the Superintendent.
 - 3.7 The Superintendent will rule on the recommendation.
 - 3.8 If the volunteers are not satisfied with the ruling, they may take their project to the Board.
4. Advisory Committee Membership
 - 4.1 Public information specialist
 - 4.2 Facilities director
 - 4.3 Junction City High School representative
 - 4.4 Oaklea Middle School representative
 - 4.5 Territorial Elementary School representative
 - 4.6 Laurel Elementary School representative

Approved Kathleen Rodden-Nord
Superintendent

February 23, 2009
Date