

A Community Self-Help Project is any project to improve our school buildings or grounds, which is initiated and implemented by anyone, or any group, other than staff from Everett Public Schools - Maintenance & Operations Department. All school and community Self-Help Projects require prior approval by the Maintenance & Operations Department to ensure that each project is appropriate for our buildings and grounds, complements programs taught in our schools, and is completed to district standards.

DATE: _____

NAME OF SCHOOL/SITE LOCATION: _____

NAME OF PROJECT: _____

DATE(S) OF PROJECT: _____

HOURS OF EVENT: _____

SCHEDULE/COMPLETION DATE: _____

PROJECT REPRESENTATIVE: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

BUILDING ADMINISTRATOR'S NAME: _____

A: TYPE OF PROJECT & TIMELINE☐ Art Display☐ Landscaping/Grounds Cleanup/Weeding☐ Athletic Equipment/Structures *☐ Pressure washing sidewalks☐ Benches/Picnic Tables☐ Reader Board Sign/Scoreboard(s) *☐ Cabinetry/Carpentry☐ Memorial Structure/Garden/Plants/Tree☐ Lighting/Electrical/Sound System☐ Playground Equipment (Must be professionally installed.)☐ Painting (such as playground maps)☐ Other: _____***Permits Required**

Simple timeline for completing the project; include phases, if applicable:

B: PROJECT FUNDING DETAILS

If applicable, tell us what grants you are/will be applying for: _____

Funding: (Circle below; all that apply)

YOUR OVERALL BUDGET:

PTA/PTSA

ASB

ESD

Building

Other

C: PROJECT PARTICIPANTS

WHO IS PARTICIPATING IN PROJECT: (Please describe below.)

☐ Volunteers: _____*NOTE: All volunteers must complete a Hold Harmless agreement.*☐ Students: _____☐ HPS Employees: _____☐ Organization(s): _____☐ Contractor(s): _____*All professionals must be hired through Maint & Ops Department; funds deposited with EPS*☐ Other: _____

THANK YOU FOR YOUR INTEREST AND GENEROSITY IN IMPROVING YOUR SCHOOL!
Please call Maintenance and Operations at 425-385-5200 if you have any questions.

D: PROJECT DESCRIPTION

Description of what your proposed project includes and where it will be located:

****Attach drawings, pictures, and/or site and building plans as applicable to this application.****

E: PROJECT NEEDS**Grounds Beautification/Landscaping Projects**

We would like to have the following, if available:

- | | |
|--|--|
| <input type="checkbox"/> Buckets | <input type="checkbox"/> Bark (Not Always Available) |
| <input type="checkbox"/> Paper Yard Waste Bags | <input type="checkbox"/> Other: |

*We would like to borrow tools from the TOOL LIBRARY: ***

- | | |
|---------------------------------------|---------------------------------|
| <input type="checkbox"/> Shovels | <input type="checkbox"/> Rakes |
| <input type="checkbox"/> Wheelbarrows | <input type="checkbox"/> Other: |

**** NOT ALLOWED BY SELF-HELP PROJECT STAFF****

- ELECTRIC/POWER TOOLS (Such as weedeater, chainsaw, mower, etc.); PESTICIDES OF ANY KIND; BUILDING REPAIRS; TRIMMING OF BUSHES OR TREES

Painting Projects

It is best that each school purchases their own set of stencils for playground painting

We would like to have the following, if available:

- | | |
|--------------------------------------|---|
| <input type="checkbox"/> Paint | <input type="checkbox"/> Rollers and Paint Pans |
| <input type="checkbox"/> Brushes | <input type="checkbox"/> Painter's Tape |
| <input type="checkbox"/> Drop Cloths | <input type="checkbox"/> Other: |

***All paint colors & paint type requires prior approval.**

Please have the site administrator and the sponsoring project representative sign below indicating their endorsement of the proposed project, and their understanding and agreement to the statements below:

- 1. We are responsible for obtaining all necessary funding and support to complete the project.*
- 2. We will make reasonable efforts to adhere to our projected schedule.*
- 3. We will comply with specified maintenance responsibilities.*
- 4. Completing this application is not assurance we will receive approval.*
- 5. We will not begin the project until we receive written approval to proceed.*
- 6. We will obtain any and all permits as required.*

Your application MUST be received AND APPROVED three-weeks prior to your projected start date.

Project sponsors may need to provide a Certificate of Insurance naming Everett Public Schools as additional insured. Contractors MUST provide a Certificate of Insurance.

SIGNATURE OF SITE ADMINISTRATOR

DATE

SIGNATURE OF PROJECT SPONSOR

DATE

**RETURN COMPLETED AND SIGNED PROPOSAL TO EPS MAINT & OPS DEPARTMENT
2222 EVERETT AVE., EVERETT WA 98201 ATTN: MAINTENANCE & OPERATIONS DEPT**

Email To: LSutton@everettsd.org

FOR EPS SELF-HELP PROJECT COORDINATOR USE ONLY:

Date Application Received:

Application complete? Y N

If no, need to send:

Certificate of Insurance needed? Y N

- Playground Checklist

Certificate of Insurance received? Y N

- Hold Harmless Form

Date of expiration:

Items for FSD to provide:

Application approved by Maintenance Supervisor:

SIGNATURE:

DATE:

Notification of approval sent to project group:

DATE:

METHOD:

BY:

SELF-HELP PROJECT COMPLETED ON:

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