

Self Help Review Process Overview

Simply follow these easy steps:

Step 1 - Talk to your Principal

Talk to your school Principal and make sure you have her/his support.

Step 2 - Call us

Call the Self Help Coordinator at 252-0637 to let us know what you've got in mind. Short project-specific forms are available for certain projects such as grounds cleanup, murals, and tree planting. For some types of projects we have prepared checklists and/or guidelines to help as you develop your ideas.

Step 3 – Project application, signatures

On a separate piece of paper, describe your project. (The form is available on line at <http://www.seattleschools.org/area/facilities/SelfHelp/Application.doc>)

Please include:

- Name of school:
- Name of project:
- Individuals and/or organizations proposing project:
 - Name of contact person:
 - Name of project coordinator:
 - Addresses, phone and fax numbers, and e-mail addresses for each.
- Brief description of what your proposed project includes and where it will be located. Include site and/or building plans as applicable.
- Specify who will be involved in carrying out the project (e.g., volunteers, organizations, contractors).
- Your overall budget. Funding sources. Are you applying for grants? If so, which?
- Simple timeline for completing the project; include phases, if applicable.

Include the following statements, and have your school Principal and the sponsoring group representative sign below indicating their endorsement of the proposed project, and their understanding and agreement to the statements:

- **We are responsible for obtaining all necessary funding and support to complete the project.**
- **We will make reasonable efforts to adhere to our projected schedule.**
- **We will comply with specified maintenance responsibilities (Step 5).**
- **Completing this application is not assurance we will receive approval. We will not begin the project until we receive written approval to proceed (Step 7).**

Signature: School Principal / date

Signature: Project sponsor representative / date

Step 4 - Mail, e-mail, fax or stop by

Submit for District review to:

Mail: Seattle Public Schools - Self Help Projects
Mailstop 22-336
P.O. Box 34165
Seattle, WA 98124-1165

In person: 2445 3rd Avenue South, 98134

Phone: 206-252-0637

Fax: 206-252-0632

e-mail: gdedecker@seattleschools.org

Step 5 – District review, conditions

The District's Self Help Review Team is comprised of staff from Grounds, Hazardous Materials, Maintenance, Operations, Planning, Resource Conservation, Risk Management, Self Help and Work Management to review Self Help project applications and issues.

A letter will be sent to you outlining any concerns or conditions that you will need to address prior to receiving approval to proceed with your project. This letter will include any safety requirements, construction standards and program guidelines that need to be met as well as any short- or long-term maintenance responsibilities.

Step 6 - Respond to conditions

Submit the information required in the conditions letter to the Self Help Coordinator.

Step 7 - Approval to proceed

When it is determined that all needed information has been received and is correct, you will be notified in writing that you may proceed with construction and/or installation. The District may cancel, suspend or modify your project if it is in the interest of the District.

Any project not completed within one year of approval date is subject to reapplication for project approval and possible revised conditions.

Step 8 - Work! Finish!! Acceptance!!!

Have fun working on, and completing your project!

Call us when you're done so we can inspect your project.

Once we accept the project as complete, the project becomes part of the school facility. If applicable, you will need to provide an "as-built" drawing for our plan files.

Resources available

- Checklists, guidelines for several types of projects
- Tool lending library
- Blueprints for existing buildings and sites

Self Help Review Team Contacts

Grounds --

Hazardous Materials -- Troy White — 252-0528

Maintenance -- Ed Heller — 252-0551

Operations -- Frank Griffin — 252-0618

Resource Conservation --

Risk Management, Playgrounds – Richard Staudt — 252-0710

Self Help -- Gretchen DeDecker — 252-0637

Work Management -- Fred Pamonag — 252-0557

Thank you for your interest and generosity in improving your school!

