



## **GROUNDS STEWARDSHIP - PROJECT REGISTRATION FORM**

***So that we are able to better assist you, please submit this form at least 2 weeks prior to your event.***

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### **We appreciate your help ...**

Thank you for your interest and willingness to sponsor a school-grounds clean-up event. Your assistance is very much appreciated. Each volunteer hour contributed to augment the good work of Seattle Public Schools Grounds Services makes a huge difference in keeping our schools looking their best – which, among numerous excellent reasons, (1) instills pride for students, staff and families at your school; (2) models environmental stewardship; (3) and ensures your school is a good neighbor in its community.

### **For the success of your project ...**

Please complete and submit this form to register your project **at least two weeks** before your event date. During some months of the year we often support over 20 projects. By completing and submitting this form, you're helping us keep track of your project details so we can better assist you.

**You may call 206-252-0619** with any questions or for seeking advice on your grounds project.

School:

Contact name, phone, email:

Sponsoring group(s):

Project day/date:

Hours of event (start and end times):

Anticipated number of volunteers:

Areas of the site where you'll be working:

Any special tools or requests:

Principal's signature to ensure she/he knows about your project (or an email from your Principal is OK, too):

When carrying out your project outside of school hours, please also submit a **Building Use Permit Application through Building Rentals** to ensure we know who's in the building or on the school grounds. Your school's Scheduler will be able to do this for you. If you require Custodial support to open/close the building, your sponsoring group will need to cover the costs.

### **Issues to think about when planning your project...**

- Collaboration with school district Grounds Services staff -- to make sure your plans are consistent with

Seattle Public School's goals and standards.

- Thoughtful planning and organization of your project – to ensure a good turnout of volunteers, and so everyone understands and works towards a clear scope of work.
- Proper management of yard waste and litter debris – to maximize resource conservation.
- Some areas are best accomplished with power equipment. With discussion prior to your event, the assigned staff person from Grounds Services can be prepared to address the particular area. For the safety of individuals and protection of school property, use of power equipment by volunteers is not recommended.
- School restrooms are not usually available for your project unless you make arrangements ahead of time with school staff.

**Assistance you can expect from the school district ...**

- To the extent possible, a staff person from the school district Grounds Services will be assigned to assist with your project on the day of the event.
- The grounds person will bring an assortment of grounds tools, and gloves to support the estimated number of volunteers expected. He/she will arrive at your site about 10 to 15 minutes prior to your start time.
- During the event the grounds person will provide advice and assistance in carrying out your project, as well as removal of the yard-waste debris to a location typically off-site.
- Usual tools sent to a project event include shovels, rakes, spading forks, brooms, hand-trowels and weeding tools, wheelbarrows and tarps. Gloves are also provided.
- During the event the grounds person will provide advice and assistance in carrying out your project.
- For yard waste management, either yard waste bags, or an on-site yard waste container is provided. Garbage bags will be provided for litter. Absolutely NO garbage may go into the yard-waste bags/bin. If your waste bags are use, **be sure to moderately fill yard waste bags to maintain reasonable weight for the safety of volunteers' and staff members' backs.**
- Best Practices call for mulching landscape beds after thorough weeding to:
  - prevent weeds from regenerating (which saves time in the future, and helps avoid the need for herbicides);
  - retain precious moisture in the soil;
  - build healthy soils;
  - provide habitat for beneficial insects;
  - aid in controlling erosion;
  - determine good stewardship of your school; and
  - LOOK BEAUTIFUL at the completion of your project and for months into the future!Can you think of other good reasons for mulching?
- We have a limited annual budget for wood mulch for grounds projects. Due to budget constraints, we are no longer able to provide mulch for school gardens. If we are not able to provide mulch for your project, we can assist you with procuring donated arborist mulch or purchasing mulch from a reputable vendor.
- After completion of your project, we will ask you for comments and feedback on your experience, as well as data on number of volunteers/volunteer hours.

*Thank you for your help to keep our school grounds beautiful!*

**Please return this form to DISTRICT SELF HELP PROJECTS by any one of these easy methods:**

District inter-office	mailstop 23-365
Fax	206-252-0646
email	<a href="mailto:smmcmamus@seattleschools.org">smmcmamus@seattleschools.org</a>
	<a href="mailto:gdedecker@seattleschools.org">gdedecker@seattleschools.org</a>

**For further information or questions, please call 206-252-0619 or 206-252-0637**