



APPLICATION FOR SELF HELP PROJECT APPROVAL

091814

What is a Self Help Project?

A 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* Seattle School District staff from Facility Operations, Capital Projects and/or Technology departments.

Some examples of Self Help projects are painting a classroom, improving a school playground, creating a mural, landscape renovation, grounds cleanup, a community volunteers service day, and developing a school garden.

A Self Help project requires prior approval by the Seattle School District Self Help Review Team to make sure it is appropriate for our buildings and grounds, complements programs taught in our schools, is completed to District standards, and provides a record of the work for future reference.

You've got a great project in mind? Wonderful! Read on to find out how to go about getting it done. Simply follow these easy steps:

Step 1 – Talk to your Principal to make sure you have her/his endorsement of your project.

Step 2 – Call the Self Help Office at 252-0637 to let us know what you've got in mind. For some types of projects, best-practices guidelines or checklists are available to help as you develop your ideas.

Step 3 – Complete and submit this Application for Self Help Project Approval. Use additional paper as needed to fully explain your project.

- Name of school:
- Individuals and/or organizations proposing project. Name of project coordinator and/or contact person. Address, phone number(s) and e-mail address 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 estimated budget, and funding sources. Are you applying for grants? If so, which?
- Simple timeline for completing the project; include phases, if applicable.

Please review the following statements, and ask the sponsoring-group representative to sign below, indicating the group's 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 upon completion of our project (Step 5).**
- **Completing this application is not assurance we will receive approval. We will not begin the project until we receive approval to proceed (Step 7).**

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- **We understand that if building needs change in the future, the District reserves the option to remove or alter improvement to meet school and District needs.**

School / Project name

Signature: Project sponsor representative / date

School Principal's signature to indicate understanding and endorsement of this project / date

Step 4 – email, fax, mail, or stop by to submit your Application for project review:

Mail: Seattle Public Schools | Self Help Projects Office
Mailstop 23-365 | P.O. Box 34165 | Seattle, WA 98124-1165
In person: 2445 Third Avenue South | Seattle 98134
Phone: 206-252-0637 or 206-252-0619
Fax: 206-252-0646
E-mail: gdedecker@seattleschools.org or smmcmamus@seattleschools.org

Step 5 – District review, conditions: The School District's Self Help Review Team is comprised of staff representing maintenance, operations, grounds, resource conservation, regulated materials, risk management, facilities planning, and self help. The review team meets approximately every two weeks during the school year to review Self Help Project Applications and issues. After review, an email will be sent to you outlining any concerns or conditions that you will need to follow or to address prior to receiving approval to proceed and throughout 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 by submitting the required information to the Self Help Office.

Step 7 – Approval to proceed with your project will be issued in writing when all required information has been received. The School 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.

*When carrying out your project outside of school hours, a **Building Use Permit** is also required to ensure we know who's in the building or on the school grounds.*

Call us when you're done so we can inspect your project and formally Accept the work, in writing.

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

Resources available:

- Best-practices guidelines or checklists for several types of projects
- Loaning hand tools for grounds and painting projects
- Electronic pdf building and site plans

Thank you for your interest and generosity to improve your school!