



Facilities Department | Self Help Projects

GROUNDS STEWARDSHIP PROJECTS

REGISTRATION FORM

Questions? Contact cmweinstein@seattleschools.org or tmazur@seattleschools.org

So that we can better assist you, please submit this form at least two weeks prior to your event.

We appreciate your help!

Thank you for your interest and willingness to sponsor a school-grounds stewardship event. Each volunteer hour contributed to augment the good work of the School District's Grounds Staff makes a huge difference in keeping our schools looking their best.

COVID-19 Safety

Volunteers are allowed at the discretion of the school Principal and may not have access to the school building or facilities. Volunteers are required to follow health and safety protocols set by the district. Face masks are now strongly encouraged but no longer required. All volunteers are required to be fully vaccinated against Covid-19.

Grounds Stewardship Project Form:

School:

Contact name, phone, email:

Sponsoring group(s):

Project date:

Hours of event (start and end times):

Expected number of volunteers:

Areas of the site where you'll be working:

List any materials requests, such as tools, wheelbarrows, yard-waste bags, mulch*:

*Mulch deliveries are now dependent on availability. When we are not able to provide mulch for your project, we can assist you to procure donated arborist mulch or purchase mulch from a reputable vendor.

Principal's signature to ensure they endorse your project:

Please have all volunteers sign-in with their names and emails or phone numbers. You can find a sample template on the Self Help web page. Visit <http://www.seattleschools.org/SelfHelpProjects>.

We encourage photos; however, if you take photos of volunteers, be sure volunteers first acknowledge permission.

Submit this form by e-mail to SelfHelpProjects@seattleschools.org

If you require access to the school building for your volunteer event, please work with your school's administrative staff to complete a Building Use Permit (BUP) application; this must be completed a minimum of three weeks before your event. If a Custodian is needed to open/close the school, your sponsoring group or your school will be responsible for covering the staffing costs.

Things to think about when planning your project...

- Collaboration with school district Grounds staff - 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 objective.
- 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, an assigned staff person from Grounds services can be prepared to address the area. For the safety of individuals and protection of school property, use of power equipment by volunteers must be pre-approved.
- School restrooms are typically not available for your project. Neighboring parks facilities may be an option, site dependent.

Assistance you can expect from the school district ...

- A staff person from the school district Grounds department may be assigned to assist with your project on the day of the event. They will arrive at your site about 10 to 15 minutes prior to your start time.
- The grounds person will bring an assortment of grounds tools. This typically includes shovels, rakes, spading forks, brooms, hand-trowels, weeding tools, wheelbarrows, and tarps. Gloves may also be provided.
- For yard-waste management, yard-waste bags may be provided. The assigned Grounds staff will remove the filled yard waste bags off-site. If a Grounds staff has not been assigned to your volunteer event, please place yard-waste bags in an area protected from rain, if possible, or cover with a tarp for later pick-up.
*Very important: Be sure to moderately fill yard waste bags to maintain reasonable weight for the safety of volunteers' and staff members' backs.
- Garbage bags will be provided for litter. Absolutely NO garbage may go into the yard-waste bags/bin.
- 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; and
 - look beautiful at the completion of your project and for months into the future!
- We have a limited annual budget for arbor mulch for grounds projects. When we are not able to provide mulch for your project, we can assist you to procure donated arborist mulch or purchase mulch from a reputable vendor.

After completion of your project ...

- We'll ask you for comments and feedback on your experience. Your constructive comments will help us improve our procedures for future projects.
- Be sure to scan or photo your sign-in sheet with recorded hours and send it to us by email.
- We always welcome photos of your volunteers in action, as well as before- and after-photos showing off your good accomplishments. Please receive permission for photos.

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