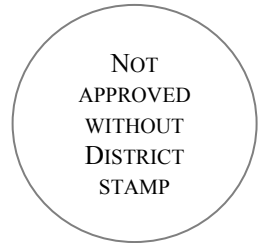




# Ojai Unified School District

414 East Ojai Avenue, P.O. Box 878, Ojai, CA 93024  
(805) 640-4300 • Fax (805) 640-4419 • www.ojaiusd.org



**Only Valid July 1-June 30 – Must be Renewed Annually**

**VOLUNTEER PROJECT PROPOSAL FOR \_\_\_\_\_ SCHOOL**

**NO WORK MAY COMMENCE UNTIL THERE HAS BEEN FULL DISTRICT APPROVAL**

Project Title: \_\_\_\_\_

Project Manager: \_\_\_\_\_ Organization: \_\_\_\_\_

**Please complete this form and return with the required documentation attached.**

**Proposal Requirements Checklist:**

- Attach verification from the sponsoring organization of Project Manager’s authorization.
- Attach narrative description of the project including:
  - Uses and benefits to the school
  - Timeline
  - Materials required to complete the project
  - Estimated utility costs
  - Plans for year-round maintenance once the project is completed.  
District personnel are not available to provide support.
- Attach map of the proposed area detailing the project area, with *verification* of existing utility lines.
- Attach plan view sketch and photographs of the project area.

**Insurance and permits may be required. The District office will contact you with verification.  
If you are using construction vendors, individual contractor costs may not exceed \$999.**

**FOR DISTRICT USE ONLY**

Principal Recommendation: \_\_\_\_\_

\_\_\_\_\_  
Signature: \_\_\_\_\_  
Principal Date

MOT Recommendation: \_\_\_\_\_

\_\_\_\_\_  
Signature: \_\_\_\_\_  
MOT Director Date

CSEA Recommendation: \_\_\_\_\_

\_\_\_\_\_  
Signature: \_\_\_\_\_  
CSEA Representative Date

Assistant Superintendent:  Approved  Denied  
Rev 5-15-15

Signature: \_\_\_\_\_  
Assistant Superintendent Date