**SCHOOL/ORGANIZATION SPONSORED PROJECT**

**APPROVAL REQUEST FORM**

**1) NAME OF SCHOOL/ PROJECT LOCATION:**

Click or tap here to enter text.

# 2) NAME OF SPONSORING INDIVIDUAL(S) OR ORGANIZATION(S):

Click or tap here to enter text.

**3) PROJECT SPONSOR/ POINT OF CONTACT:**

**Name: ­**Click or tap here to enter text.

**Telephone Number:** Click or tap here to enter text.

**Email Address:** Click or tap here to enter text.

**4) PROJECT NAME:**Click or tap here to enter text.

**5) PROJECT DESCRIPTION:** Describe the proposed project. **(**Attach drawing/site plan/ location plan)

Click or tap here to enter text.

**6) PERFORMANCE OF WORK:** Describe who will perform the work associated with the project, and their specific qualifications. (Attach quote(s) for proposed work, if applicable)

Click or tap here to enter text.

**7) MANAGEMENT OF PROJECT:** Describe who will be responsible for the development, coordination, completion, and follow-up of the project from the school/location and from the sponsor.

Click or tap here to enter text.

**8) ESTIMATE OF COST:** Provide an estimate of the projected costs associated with the planning, construction, purchase, permits, and services for this project. (The estimate should include the value of any donated materials and/or labor if applicable)

Click or tap here to enter text.

**9) FUNDING SOURCE:** Describe how funds will be provided for all aspects of the project and include breakdown of costs for each funding source.

Click or tap here to enter text.

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­­­­Please select **ALL** that apply.

­­­­­­­­­­­­­­­  **Donations will be utilized.**

**Grant funds will be utilized. Acct #**Click or tap here to enter text.**­**

**Check box to confirm Grant Specialist has been notified.**

**HCPS funds will be utilized. Acct #** Click or tap here to enter text.

**School Activity Funds will be utilized. Acct #** Click or tap here to enter text.

**External Funds will be utilized. (i.e., PTA or booster)**

10) SCHOOL SYSTEM IMPACT: Describe how this project will impact the school system in the following categories:

**Physical impact on existing building and/or site:** Click or tap here to enter text.

**Additional equipment and materials required:** Click or tap here to enter text.

**Maintenance (short and long term):** Click or tap here to enter text.

**Staffing (short and long term):**Click or tap here to enter text.

**Utilities (short and long term):**Click or tap here to enter text.

**Monthly/Quarterly/Yearly Expenses:** Click or tap here to enter text.

**Permits required (list):** Click or tap here to enter text.

**Environmental Impact:** Click or tap here to enter text.

**Other:** Click or tap here to enter text.

**11) COMMUNITY IMPACT:** Describe how the project will impact the community-at-large.

Click or tap here to enter text.

**12) ENDORSEMENT:** Attach a letter of endorsement for this project from the school principal or highest-ranking location administrator.

***REV9/20/22***