

SCHOOL/ORGANIZATION SPONSORED PROJECT REQUESTS GUIDELINES FOR SUBMISSION

GENERAL GUIDELINES:

- 1) School/Organization Sponsored Project Request for Approval Form should be submitted when proposed/planned improvements are sponsored, funded, and constructed by organizations outside of the Harford County Public Schools.
- 2) Approval is required for any projects that will alter an HCPS building or grounds.
- 3) Examples of projects that require approval include:
 - a. Permanent marquees/school signage
 - b. Athletic facility improvements (fields, baseball dugouts, concession stands, storage buildings, activity rooms, playgrounds)
 - c. Computer laboratory improvements
 - d. Installation of ceiling fans
 - e. Development and construction of trails, bridges, and environmental centers
- 4) Projects with a value of over \$5,000 must be approved by the Board of Education after the review process by the appropriate central office departments has been completed.
- 5) Various departments within the school system will be responsible for evaluating information regarding proposed projects. All projects must be approved by central office personnel.
- 6) The information required on the request for approval form will be used to assist HCPS staff with the evaluation and decision for approval process associated with any proposed project.
- 7) Information that must be submitted has been identified and numbered on the request for approval form. Please provide complete information for each of the items designated. Use additional sheets if necessary.
- 8) Once all of the information for which you are responsible has been completed, the school (principal) should forward the form, with the appropriate attachments, to the Assistant Superintendent for Operations, 102 S. Hickory Avenue, Bel Air, MD, 21014.
- 9) The submitted material will be circulated to the appropriate staff for evaluation and processing.
- 10) The principal of the school will be notified of the approval status.
- 11) If the value of the project is over \$5,000, the principal may be required to make a public presentation to the Superintendent of Schools and/or Board of Education.

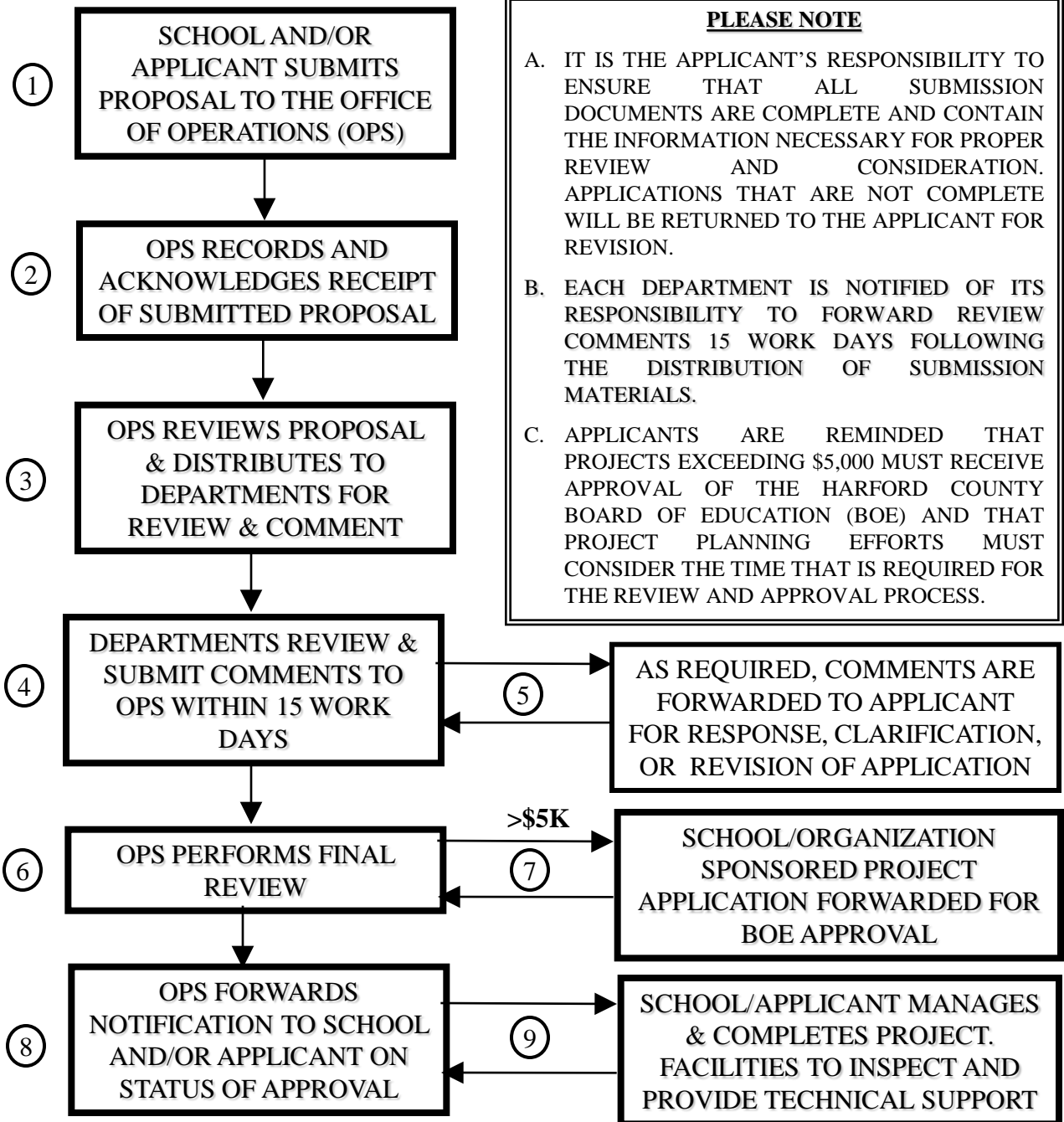
Every effort will be made to process the application as quickly as possible.

**SCHOOL/ORGANIZATION SPONSORED PROJECT REQUESTS
GUIDELINES FOR SUBMISSION**

ITEM #	PERSON(S) RESPONSIBLE
1, 2, 3, 4, 5, 6	Principal; Sponsor
7, 8, 9, 10, 11	Principal; Sponsor
12, 13, 14, 15, 16, 17, 18, 19, 20, 21	Central Office Staff
22, 23	Principal; Sponsor

SCHOOL/ORGANIZATION SPONSORED PROJECTS

APPROVAL PROCESS FLOW CHART



TYPICAL TIMELINES FOR REVIEW AND APPROVAL OF SCHOOL/ORGANIZATION SPONSORED PROJECTS

ACTIVITY	TIME IN WEEKS													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14
(1-3) SUBMISSION RECEIPT & INITIAL REVIEW														
(4) DEPARTMENT REVIEW & COMMENT														
(6) FINAL REVIEW														
(8) APPROVAL & NOTIFICATION UNDER \$5K														
(7) BOE APPROVAL OVER \$5K														
(8) PRINCIPAL NOTIFICATION														

REQUEST FOR APPROVAL

PROPOSED SCHOOL/ORGANIZATION SPONSORED PROJECT APPROVAL REQUEST

(1) SCHOOL/FACILITY NAME:

(2) SCHOOL/FACILITY ADDRESS:

(3) SPONSOR(S):

(4) SPONSORS CONTACT:

(5) ADDRESS:

(6) SPONSOR'S CONTACT INFORMATION:

Telephone Number -

Fax Number –

Email Address -

(7) PROJECT DESCRIPTION: (Attach Drawing, site plan, location plan)

(8) PERFORMANCE OF WORK:

Describe who will perform the work associated with the project, and their specific qualifications.

(9) 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.

(10) ESTIMATE OF COST:

Provide an estimate of the projected costs associated with the planning, construction, purchase, permits, and services for this project.

(11) FUNDING SOURCE:

Describe how funds will be provided or all aspects of the project.

SCHOOL SYSTEM IMPACT:

Describe how this project will impact the school system in the following categories:

(12) Funding:

(13) Physical impact on existing building and/or site:

(14) Additional equipment and materials required:

(15) Maintenance (short and long term):

(16) Staffing (short and long term):

(17) Utilities (short and long term):

(18) Monthly/Quarterly/Yearly Charges:

(19) Permits required (list):

(20) Environmental Impact:

(21) Other:

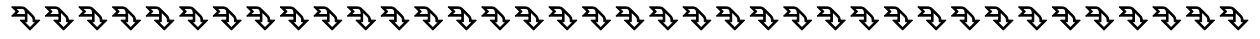
(22) COMMUNITY IMPACT:

Describe how the project will impact the community-at-large

(23) ENDORSEMENTS:

Attach written letters of endorsement for this project by the sponsoring organization and the school principal or highest-ranking location administrator.

DO NOT WRITE BELOW THIS LINE



- Superintendent Copy
- Assistant Superintendent Copy
- Director Copy
- Principal Endorsement
- Funding Commitment
- Department Reviews Complete
- Board of Education Initial Review
- Department of Parks & Recreation
- Follow-up Correspondence

07-24-13

LETTER FORMAT

(on school letterhead)

Date:

Re: School Sponsored Project - (Insert Name of Project at Name of School)

To Whom It May Concern:

The administration of Name of School supports Name of Sponsoring Organization in its request to

I appreciate your time and considerations of this most valuable project.

Sincerely,

Principal

LETTER FORMAT

(on school letterhead)

Date:

Re: School Sponsored Project - (Insert Name of Project at Name of School)

As principal of Name of School, I am totally in support of the Name of Project.

Mr. Sample and his students have formed a partnership with Name of Community Partners and since November 1, 2011, have been meeting several times a week planning, designing and acquiring grants for this project. I have visited the classroom several times while students were working with the project team. The entire process has been and continues to be a learning experience for everyone involved.

I appreciate your time and consideration for this most valuable project.

Sincerely,

Principal