

MSAD 75
Facilities Modification
PROJECT REVIEW COVERSHEET

Rev. 0; 3/31/14

This coversheet supplements the information outlined in the Facilities Modification "Process for Volunteer Project". Any project going before the Board that is the result of volunteers, donations, clubs and other organizations utilizing funds donated, raised or via a grant will require this coversheet along with the information /approvals outlined in the Facilities Modification Process.

This coversheet and the Board Presentation packet shall be provided to the Director of Facilities at least a WEEK in ADVANCE of the Board Facilities Sub Committee Presentation. Copies will be forwarded to the Board Facilities Sub-Committee for advance review.

PROJECT NAME: _____

PROJECT TEAM LEAD: _____
(Person RESPONSIBLE for Proj. and adherence to all District and Safety Procedures)

Other Project Team Members: _____

SPONSORING ORGANIZATION: _____
(School, Parent Group, Team, Club, Business, etc.)

LOCATION OF PROJECT: _____
(School, Facility, Field, trail, etc.)

SCHEDULE: Start: _____
 Complete: _____

FUNDING SOURCE: _____
(Grant, Donation, Fund Raising, etc.)

COST ESTIMATE: _____

LIST PRESENTATION MATERIALS : _____
(Attach a copy of ALL presentation materials)

APPROVALS:

(Note Signatures 1-3 are obtained BEFORE the packet is assembled and sent to the Board for review and approval).

1) School Principal: _____ Date: _____
(Or Building Administrator if NOT at a School)

2) Superintendent of Schools: _____ Date: _____

3) Dir. of Facilities: _____ Date: _____

4) Board: A) _____ Date: _____
(Facilities Sub Committee Chair)

B) _____ Date: _____
(Board Chair)

WHEN THIS FORM IS COMPLETE and the Board has approved the project provide this form to the Director of Facilities for the District Files.