

HENDERSON COUNTY SCHOOL BOARD POLICY	<u>FACILITIES</u> Volunteer Capital Projects	825
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VOLUNTEER CAPITAL PROJECTS

The Henderson County Board of Public Education understands and appreciates the fact that many individuals, groups, organizations, agencies, and other entities make contributions and donations to individual schools, school programs, and the school system for a variety of projects. All volunteer capital improvement projects which includes construction, reconstruction, replacement, repair, maintenance or improvement of any structure or fixture on any property of the Henderson County Board of Public Education by any individuals, groups, organizations, agencies, or other entities, must be approved by the superintendent or his designee. While the school system is appreciative of volunteer projects, we must be mindful that such capital improvement projects require an on-going commitment by the Henderson County Board of Public Education for upkeep, maintenance, and utility costs.

Any capital improvement project is considered a volunteer project when it is provided by either volunteer funds or labor. Projects of this nature would include those underwritten by Booster Clubs, Youth Leagues, PTAs, PTOs, School Foundations, individual donors, or any other non-profit support organization that is not funded by the Henderson County Board of Public Education. Any projects proposed for a school site by any of these organizations shall be submitted to the principal with the following information: (1) written description of the project, (2) time line for project, (3) design drawings, (4) project cost, (5) funding source, (6) list of contractor(s) or workforce for the project.

The school principal will review the proposed project and if the principal approves, the proposed project will be submitted by the principal to the superintendent or his designee for staff review. All proposals shall be evaluated in regards to compliance with all state and local building codes, quality of materials and supplies, consistency with existing building standards and material standards, and long-term cost and benefit to the school system.

The volunteer party for all approved projects will sign a written agreement, prepared by the Board Attorney. The agreement shall outline the scope of the project, identify the funding source, and require that any investments become the property of the Henderson County Board of Public Education.

If the volunteer group is performing the work with the assistance of a contractor, the contractor shall submit a Certificate of Insurance to the school system. Volunteer projects or donated work is bound by the governmental agency requirements as any other work performed by the Henderson County Board of Public Education. As such, the volunteer organization or donor shall assume full responsibility for all permits and inspections. If the project size warrants, the school system may require the volunteer organization or donor to supply professionally prepared drawings by a registered architect or engineer. Periodic inspections will be conducted by the school system to assure compliance with submittals.

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If any individuals, groups, organizations, agencies, and other entities wish to make cash donations for a particular project, they should consult with the Business Manager prior to making any such donation since the funds donated may become public funds subject to The School Budget and Fiscal Control Act of North Carolina.

If for some reason, the project is supplemented financially by the Henderson County Board of Public Education, the project must be bid through the Henderson County Public Schools following the public bidding laws as outlined in the North Carolina General Statutes.

Any investments or improvements made by a volunteer support group or individual becomes the property of the Henderson County Board of Public Education.