School Site Guide For Gardens and Landscape
Self Help Quick Sheet

- Contact your sites Landscape Services Supervisor (858) 627-7211 or your site Liaison (858) 627-7149 before you start.
- Proper planning – Is essential for a successful garden. Ask yourself what, where, when, and why. How do they apply to the planning process? Contact the Landscape Services Supervisor for what type of plants to install.
- Water Conservation – Keep in mind a water source, different ways to irrigate for maximum ground absorption, consider drought and rainfall, and eliminate standing water at all times.
- Construction - Review the districts guidelines and talk to the Landscape Services Supervisor or Site Liaison.
- Maintenance – Do not impact the districts waste stream, consider composting. Prepare a plan for the garden maintenance during school breaks and holidays.
- Pesticides- Absolutely no pesticides of any kind are to be used on school property. For any questions please contact the District’s Pest Control Office (858) 627-7223.
- Be Responsible – All Volunteers, Donated Services, Acceptance of gifts, and Request for Services need to have the proper paperwork filled out and followed properly.
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SITE GARDEN GUIDELINES

All garden projects are to be authorized by the site administrator before starting.

The site administrator needs to sign and turn in a “Self Help Request for Service” (RS) package. Submitting the package will notify Physical Plant Operations that a project at your site is being considered. Physical Plant Operations will assign your RS to a planner/estimator (P/E) who will help guide you to a successful project.
Planning

Consider the purpose and goal of the garden project. Should it be a vegetable, native plant, ecosystem, or other theme garden? Determine how much area you have available for the project and then select the type of garden that will best suit your goals.

- What role will the students play in the development of the garden?
- What type of structures and amenities will the area need?
- Does the garden fit into the short/long term plans of the site, such as portable locations, new construction, and underground utilities?
- Who will maintain the garden year round when students are not on site (i.e. summer, spring break etc)? It is the site administrator’s responsibility to have the garden maintained through out the year.

Implementation and construction of the project begins with contacting the Landscape Services Department via the sites Landscape Services Supervisor or call direct to the Landscape Office at (858) 627-7211. An additional contact for inspection and consultation is through the Project Development Coordinator (858) 627-7171.

Types of planting material

All planting material, Trees, Plants, Shrubs, and Ground cover etc. needs to be approved by the Landscape Supervisor (858) 627-7211. We don't want any harmful planting material installed in the district.

Location, location, location

Where will the garden be located on the site? Consider safety, security, accessibility, and aesthetics.

- **Sunlight.** Will the garden have sufficient sunlight to support the type of garden you want to construct? Typically a minimum of six hours a day is needed.
- **Water.** If a readily available water source is required. All irrigation hookups must be pre-approved by the Landscape Services Supervisor. Many schools are on the districts automated watering system (Central Control). When adding a garden to these sites the Energy Utility Management Program will determine if it is possible to tap into the system or not. The P/E that is assigned to the project will assist in this.
- **Drainage.** It is highly recommended to install raised bed containers for gardens. Also, avoid steep slopes and low spots. If container gardening is not an option, plan for grading the garden so it drains properly to avoid standing water, easements, storm drain run off, and portable classroom swing space. The P/E will assist in the best location that will not affect these and other issues.
- **Accessibility.** Plan accordingly for students with physical disabilities. For that reason, pathways in the garden area are to be a minimum of three feet wide. A garden should not be located in high traffic areas or where dirt and debris can be tracked into classrooms or school buildings.
• **Security.** It is preferred that garden areas be enclosed by fencing that do not obstruct visibility. Gates to garden area should be a minimum of three feet wide with at least one entrance large enough to accommodate a vehicle.

• **Avoid** asphalt and concrete paving whenever possible. Do no encroach into fire, emergency, and maintenance vehicle access areas. Check underground utility locations and avoid placement over any identified utility. By turning in a RS a P/E assigned to assist in the location of the garden.

**Design**

• With your RS submittal, provide a plot plan of how the garden area will be designed. Include locations of garden boxes, storage area, workstations, compost area, special project areas, and water spigots.

• Removal of existing school landscape is not permitted to accommodate the garden.

• Absolutely no vegetation to be grown on district fences.

• The use of clean, amended topsoil is recommended. Potting soil will not maintain a healthy garden. If you use any soil that is not from a major distributor then a sample should be analyzed to determine its quality and composition.

• Contact the Districts Intergraded Pest Management Program at (858) 627-7223 to determine if a soil has the existing history of being sterilized.

**Construction**

It is highly recommended raised bed containers be utilized for site gardens. Raised planters and containers will provide your garden area with more flexibility in what is planted. They are easily maintained, attractive, provide easy access for multiple students to work in, and if the need should arise to relocate your garden, it can be moved without dismantling, reset and ready to plant with relative ease. Guidelines for construction are as follows:

• Because of strict laws and safety for the children, the use of railroad ties, treated lumber or old tires are prohibited. All material used in the construction of the garden area is to be used with prior approval from the district.

• **All** utility hookups are to be with district approval and inspection, location of underground utilities to take place before construction begins. The P/E assigned to the project can provide this.

• Storage sheds should be composed of sturdy material and inspected by district Physical Plant Operations personnel unless otherwise agreed upon. Do not install aluminum sheds due to sharp edges and weak construction.

• Pathways should be of concrete construction or an agreed to substitute.
Donated Services / Acceptance of Gifts / Request for Maintenance Service

If community or business sponsorships are involved in the development and construction of school gardens, the following district procedures apply:

- Request for Maintenance service – Administrative Procedure No. 5205
- Acceptance of Gifts – Administrative Procedure No. 9300
- Acceptance of donated services – Administrative Procedure No. 9302
- Donated Services Agreement
- Hold Harmless Agreement

Failure to comply with these procedures may compromise the project.

Volunteering / Contractors

Please follow the district procedure #4595 for volunteering, and fingerprinting. For projects that privately retain services of contractors, Contractors must also meet fingerprint requirements to perform services on district property. - Administrative Procedure No 1550

Gardening tools and equipment

Each site for their project must supply their own tools and equipment. It is advisable that a consistent training program be established to teach the basics of safe tool use. When not in use, tools and other equipment must be stored in a locked area for the safety and protection of students.

Maintenance

It is the site administrator or their designee that is responsible for the garden. This includes holidays and school vacation times. This information will change as people move on. When this occurs the site must report all new contacts for the garden project to the Landscape Services Supervisor.

- The use of any pesticides (i.e. herbicides, insecticides, fungicides, rodenticides, etc.) is forbidden. Call the District’s Intergraded Pest Management Program at (858) 627-7223 for more information - Site Operations Circular #506
- The Landscape Services Department will not be responsible for constructing or maintaining school garden projects.
- It should be understood; the success or failure of a school garden project lies in its planning and maintenance. District Representative may recommended for removal, any garden projects that become unattractive in appearance, a maintenance burden, or are constructed in such a way that compromises the safety of those who use them, at the sites expense.
**COMPOSTING**

Composting will only be approved with a manufactured self-contained unit. The unit must be designed to resist rodents and contain the compost tea. Composting piles will not be allowed due to rodent infestations, spontaneous combustion, and storm water run off. No composting material from offsite will be allowed for composting.

**IRRIGATION**

If it has been determined that a water source is necessary for the garden, it is highly recommended that a hose bib (spigot) be installed. The students maintaining the garden area should normally do irrigation. They should utilize this hose end system as well as using watering cans. Since the Landscape Services Unit will not be maintaining the garden or any irrigation systems it utilizes, a hose bib/hose system allows for the most flexibility and the least complications. A manual-watering timer attached to the hose would be acceptable. It is not recommended to use elaborate or complicated irrigation systems. Do not design the system with electric or battery powered timers.

_Irrigation of the garden should be confined to school hours only. Any water left on causing after hour emergency response, could result in the site compensating Physical Plant Operations for their responding._

The hose bib should be tied into the sites existing irrigation system with a separate isolation valve (ball type). The hose bib itself should be mounted above grade approximately two to three feet and supported by either a 4in x 4in redwood post or against a similar stationary structure. All exposed pipes should be galvanized. The hose bib has to be installed with an ant-siphon device and a sign clearly identifying it as, **NON-POTABLE WATER. DO NOT DRINK.**

No connection to any water source should be done without prior approval of a submitted RS. REMEMBER, prior approval and final inspection by the Landscape Services Supervisor and Physical Plant Operations personnel is required, if donated services are to be utilized

**Storm Water Pollution**

San Diego Municipal Code section 43.0305, it is unlawful for any person to discharge Non–Storm Water to a Storm Water Conveyance System.

**Fencing**

General note: It’s a must to use the District Standard (02830-2) for fencing materials and installation. In addition, ADA requirements must be followed. By turning in a RS a P/E assigned to the project can provide an estimate for your fencing.
TYPICAL RAISED BED GARDEN
3’ wide access in all areas for the disabled

**Work Bench**

4' x 10'

**Storage Shed**

4' x 10'

4’ wide gate opening

Construction
General note: Historically the garden guideline has been to use a wood material for the garden box construction. Longevity using wood products is shortened because of weathering (dry rot), termites etc. When this occurs, the safety of the students and reliability of the box is in question. Although redwood is an acceptable product, it is recommended using a “wood composite” product such as (Trex) to minimize any potential problems and increasing the life of your project. Long term, this would be a better value for your project.

Redwood Box Material - 4'W x 10’L x 12 to 18in deep maximum
Sides – Clear-heart Redwood S4S or wood composite 2x12.
Posts – Knot-free Redwood S4S or wood composite 4x4.
Corners – Sheet metal sandbox corners.
Cap – 2x6 white Cedar or composite wood with mitered joints.

Construction methods
4ft x 10-ft Redwood box with 4x4 Redwood with 4x4 Redwood corner posts. 4x4 center post midway through the long side not to exceed 6ft on center 4x4 post shall be inside box.
Construction connections shall be made with 3 ½ -inch galvanized decking screws. If the box is capped, caps shall be 2x6 Cedar bleacher seating or a composite wood product. If the box will not be capped, 4x4 post tops shall be cut at a 45-degree angle set back 1 in from the outside face of the 4x4.

Optional Items
Inside faces and edges in contact with earth and planting media can be coated with “Henry #107” asphalt emulsion.
### Acceptable Plant List

#### Acceptable Trees

<table>
<thead>
<tr>
<th>Botanical name</th>
<th>Common name</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACACIA spp.</td>
<td>WATTLE or ACACIA</td>
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<tr>
<td>AGATHIS robusta</td>
<td>QUEENSLAND PINE</td>
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<tr>
<td>AGONIS flexuosa</td>
<td>PEPPERMINT WILLOW</td>
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<tr>
<td>ALBIZIA julibrissin</td>
<td>SILK TREE</td>
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<tr>
<td>ALOE bainesii</td>
<td>TREE ALOE</td>
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<tr>
<td>ARCHONTOPHONEIX Cunninghamiana.</td>
<td>KING PALM</td>
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<td>BANKSIA integrifolia</td>
<td>TREE BANKSIAS</td>
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<tr>
<td>BAUHINIA spp.</td>
<td>ORCHID TREE</td>
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<tr>
<td>BRACHYCHITON sp.</td>
<td>BOTTLE TREE or FLAME TREE</td>
</tr>
<tr>
<td>BRAHEA edulis</td>
<td>GUADALUPE PALM</td>
</tr>
<tr>
<td>BETULA pendula</td>
<td>EUROPEAN WHITE BIRCH</td>
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<tr>
<td>BUTIA capitata</td>
<td>PINDO PALM</td>
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<tr>
<td>CALLISTEMON sp.</td>
<td>BOTTLEBRUSH</td>
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<tr>
<td>CALOCEDRUS decurrens</td>
<td>INCENSE CEDAR</td>
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<tr>
<td>CASSIA leptophylla</td>
<td>GOLD MEDALLION TREE</td>
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<tr>
<td>CASUARINA spp.</td>
<td>BEEFWOOD or SHE OAK</td>
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<tr>
<td>CEDRUS spp.</td>
<td>CEDAR</td>
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<tr>
<td>CERCIS. Leguminosae</td>
<td>REDBUD species zoned for the west.</td>
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<tr>
<td>CHILOPSIS linaris</td>
<td>DESERT WILLOW</td>
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<tr>
<td>CHORISIA speciosa ‘Majestic Beauty’</td>
<td>FLOSS SILK TREE</td>
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<td>CINNAMOMUM camphora</td>
<td>CAMPHOR TREE</td>
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<td>CORDYLINE australis and Varieties</td>
<td>CORDYLINE</td>
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<td>CUPRESSUS arizonica</td>
<td>ARIZONA CYPRUSS</td>
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<td>DRACAENA draco</td>
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<td>ERIOBOTRYA deflexa</td>
<td>BRONZE LOQUAT</td>
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<td>GEIJERA parvifolia</td>
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<td>GINKGO biloba</td>
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<td>HOWEA forsteriana</td>
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<td>HYMENOSPORUM flavum</td>
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<td>JACARANDA mimosifolia</td>
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<td>JUBAEA chilensis</td>
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<td>JUNIPERUS spp.</td>
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<td>LAGERSTROEMIA hybrids</td>
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<tr>
<td>LAURUS nobilis</td>
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<td>LEPTOSPERMUM spp.</td>
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<td>LEUCADENDRON argenteum</td>
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<td>LIQUIDAMBER styraciflua ‘Rontundaloba’</td>
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<td>LYONOTHAMNUS floribundus</td>
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<td>MAGNOLIA spp.</td>
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<td>MAYTENUS boria</td>
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<td>MELALEUCA spp.</td>
<td>PAPERBARK, TEA TREE</td>
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<td>Common name</td>
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<td>METROSIDEROS excelsus</td>
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<td>MORUS alba ‘Fruitless’</td>
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<td>MYOPORUM latum</td>
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<td>OLEA europaea ‘Varieties’ – fruitless only</td>
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<td>PODOCARPUS spp.</td>
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<td>PRUNES spp.</td>
<td>ORNAMENTAL PLUM</td>
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<td>ORNAMENTAL PEAR</td>
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<td>QUERCUS spp.</td>
<td>OAK</td>
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<td>SCHEFFLERA spp.</td>
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<td>SPATHODEA capanulata</td>
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<td>STENOCARPUS sinuatus</td>
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<td>TRACHYCARPUS fortunei</td>
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<td>ULMUS parvifolia</td>
<td>ELM</td>
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<tr>
<td>XANTHORRHOEA spp.</td>
<td>GRASS TREE</td>
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**ACCEPTABLE SHRUBS**

<p>|ABELIA grandiflora | GLOSSY ABELLIA |
|ABUTILON hybrids | FLOWERING MAPLES |
|AGAPANTHUS spp. | LILY-OF-THE-NILE |
|ANISODONTEA X hypomandarum | CAPE MALLOW |
|ARBUTUS unedo | STRAWBERRY TREE |
|ASPIDISTRA elatior | CAST IRON PLANT |
|BREYNIA nivosa | SNOW BUSH |
|BRUNFELSIA pauciflora | YESTERDAY-TODAY-AND-TOMORROW |
|CALLIANDRA haematoccephala, tweedii (only) | PINK POWDER PUFF, FLAME BUSH |
|CALLISTEMON viminallis ‘Little John’ | CAMELLIA |
|CAMELLIA spp. | ROCK ROSE |
|CARISSA macrocarpa ‘Varieties’ (dwarf or thornless) | KAFFIR LILY |
|CISTUS spp. | COTONEASTER |
|CLIVIA miniata | CIGAR PLANT |
|COTONEASTER spp. | FORTNIGHT LILY, AFRICAN IRIS |
|CUPHEA ignea | SKY FLOWER |
|DIETES spp. | SILVERBERRY |
|DURANTA spp. | ESCALLONIA |
|ELAEAGNUS pungens | JAPANESE ARALIA |
|ESCALLONIA spp. | |
|FATSIA japonica | |</p>
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<td>RED-HOT-POKER</td>
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<td>LION’S TAIL</td>
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<td>TEXAS RANGER</td>
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<td>PRIVET</td>
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<td>AFRICAN BOXWOOD</td>
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<td>HOLLY-LEAF</td>
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<td>OSMANTHUS heterophyllus</td>
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<td>RHUS integrifolia</td>
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<td>ROSMARINUS officinalis</td>
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<td>RUSCUS hypoglossum</td>
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<td>STRELITZIA reginae</td>
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<td>TAGETES lemmonii</td>
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<td>TACOMA stans</td>
<td>COPPER CANYON DAISY</td>
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<td>THUJA spp.</td>
<td>YELLOW TRUMPET FLOWER</td>
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<td>VIBURNUM spp.</td>
<td>ARBOVITAE</td>
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<td>WESTRINGIA fruticosa</td>
<td>VIBURNUM</td>
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<td>COAST ROSEMARY</td>
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**ACCEPTABLE GROUNDCOVERS**

<p>| ARCTOTIS Spp.                  | AFRICAN DAISY                          |
| BACCHARIS pilularis            | DWARF COYOTE BUSH                      |
| BERGENIA cordifolia            | HEARTLEAF BERGENIA                     |</p>
<table>
<thead>
<tr>
<th>Botanical name</th>
<th>Common name</th>
</tr>
</thead>
<tbody>
<tr>
<td>CARISSA macrocarpa ‘Varieties’ (dwarf or thornless)</td>
<td>SEA FIG</td>
</tr>
<tr>
<td>CARPOBROTUS edulis</td>
<td>WHITE TRAILING ICE PLANT</td>
</tr>
<tr>
<td>DELOSPERMA ‘alba’</td>
<td>ROSEA ICE PLANT</td>
</tr>
<tr>
<td>DROSANTHEMUM spp.</td>
<td>BLUE FESCUE</td>
</tr>
<tr>
<td>FESTUCA ovina ‘Glauca’</td>
<td>ORNAMENTAL STRAWBERRY</td>
</tr>
<tr>
<td>FRAGERIA chilonesis</td>
<td>GAZANIA</td>
</tr>
<tr>
<td>GAZANIA hybrids</td>
<td>LANTANA</td>
</tr>
<tr>
<td>LANTANA hybrids</td>
<td>ICE PLANT</td>
</tr>
<tr>
<td>MALEPHORA spp.</td>
<td>FREEWAY DAISY</td>
</tr>
<tr>
<td>MYOPORUM parvifolium ‘Prostratum’ ‘Varieties’</td>
<td>STAR JASMINE</td>
</tr>
<tr>
<td>OSTEOSPERMUM fruitcosum</td>
<td>PERIWINKLE</td>
</tr>
<tr>
<td>TRACHELOSPERMUM spp.</td>
<td></td>
</tr>
</tbody>
</table>
SITE OPERATIONS CIRCULAR NO. 506
Office of Chief Administrative Officer

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: January 30, 2008
To: All Employees
Subject: PEST CONTROL

Department and/or Persons Concerned: All Employees

Reference: Healthy Schools Act of 2000

Brief Explanation:

Pest infestations, such as ants and roaches in buildings, are largely the result of food in the buildings. To reduce pest infestations, and to comply with the Healthy Schools Act of 2000 it is essential that staff and students understand how food sources contribute to the problem and how important it is to deny food to pests.

The district’s Pest Control staff will do everything possible to identify and resolve pest problems. However, your cooperation in observing the guidelines listed below will prevent or reduce insect and rodent infestations and ultimately reduce the need for pesticide applications. The use of any pesticides at school sites or on district property by unauthorized personnel is unlawful and a violation of the district’s Integrated Pest Management Policy.

As part of the Integrated Pest Management program, it is required that all staff members and students:

- Eat only in designated dining areas when possible
- Store food in sealed containers, preferably glass or metal, whenever it is kept in cupboards, storerooms, lounges, desk drawers, etc.
- Clean up spills, crumbs, etc., as soon as possible when they occur in offices or classrooms.
- Promptly place all food waste and beverage containers in garbage cans. These cans should be placed outside. It is advisable that all garbage cans have plastic liners and that liners be changed daily.
- Rinse out beverage cans being saved for recycling purposes and store in sealed plastic bags.
- Clean coffee cups, dirty dishes, and utensils promptly and empty sink strainers regularly.
- Dispose of newspapers and excess paper promptly (excess paper provides harborage for pests).
- Send all artwork created with foodstuff home as soon as possible.

We all need to do our part in this endeavor.

Drew Rowlands, Director
Physical Plant Operations

APPROVED:

[Signature]

P. M. Iverson
Interim Chief Administrative Officer

PMI:WDR:sl

Distribution: List G
A. PURPOSE AND SCOPE

1. To outline administrative procedures governing certain types of maintenance services required on buildings, grounds, and equipment.

B. LEGAL AND POLICY BASIS


C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Maintenance, Operations, Warehousing, and Distribution Department; Business Services Administration; Business Services Division; Administrative/Operational Support.

2. **Definitions**

   a. **Request for Maintenance Service**. Form (E.1) used by principals and department heads to obtain improvements, new facilities, or any type of maintenance work not funded from the district maintenance budget.

   b. **Maintenance repair**: Work required to restore existing facilities and equipment to approximately their original condition as far as practicable.

   c. **Capital outlay**: Acquisition of fixed assets, or addition to such assets, including land, improvement of grounds, buildings, and equipment, provided such expenditures clearly increase the value of physical properties of the district.

   d. **Estimates**: Calculations of projected costs for service, derived from scope of work defined by originator. Approved and funded requests for service are charged actual costs for work performed.

3. **ASB Requests.** Requests for service from associated student bodies must be approved by the principal. Student councils must approve the expenditure in their adopted budget or minutes. Copies of the adopted budget, ASB minutes, or donation statement must be submitted with the "Request for Maintenance Service" form (E.1) as an attachment.

4. **PTA Requests.** Requests for service from the PTA must be approved by the principal.

5. **Donated Services.** Schools receiving donated services are required to forward a completed "Request for Maintenance Service" form (F.1) to the Maintenance,
Operations, Warehousing, and Distribution Department in accordance with Procedure 2302.

**D. IMPLEMENTATION**

1. **Processing of Request for Maintenance Service**

   a. **Principal/manager** completes Blocks 1–3 of “Request for Maintenance Service” form (E.1.).

      (1) Provides detailed description of work requested in Block 2.

      **Note:** If originator desires an outside contractor to be considered for estimating or accomplishing request, indicates so in Block 2. If originator desires a specific contractor, also notes contractor’s name in Block 2. Maintenance, Operations, Warehousing, and Distribution Department will provide necessary information (e.g., scope, district regulations) for developing in-house and/or contractor estimates.

      (2) Provides reason for request in Block 3. Reason should provide enough detail to make clear either problem that is to be solved by requested work or need/desire for requested work.

      (3) Signs in Block 1 to indicate his/her approval of request and forwards to the Maintenance, Operations, Warehousing, and Distribution Department for estimating.

      (4) **Optional pre-authorization of work.** After completing Blocks 1–3, pre-authorizes work—if expedited processing of Request for Maintenance Service is desired—by indicating maximum amount in optional block, entering budget number in Block 5, and approving in principal/manager space in Block 6; forwards service request to the Budget Department, Finance Division, Administrative/Operational Support, for approval of funding. After Budget Department approval, request is forwarded to the Maintenance, Operations, Warehousing, and Distribution Department for implementation of work. **Note:** If estimate exceeds pre-authorized amount, requesting site will be contacted by the Maintenance, Operations, Warehousing, and Distribution Department.

   b. **Maintenance, Operations, Warehousing, and Distribution Department**

      (1) Determines whether request should be site-funded (e.g., capital outlay, externally funded projects) or funded from maintenance budget.
(2) If request is to be site-funded, prepares an estimate and forwards original document with estimated cost to principal or manager originating request.

(3) If request is appropriate to be funded from district maintenance budget, cancels request for service and issues a work order based on availability of funds and on established district policies and standards; if disapproved, cancels request, indicates reason, and returns copy of request to originator.

c. **Principal/manager** reviews request for priority and cost estimate.

(1) If approved, enters budget number (Block 5), signs approval of estimate (Block 6), and forwards to the Budget Department for approval of budget account. (Principal/manager is responsible for obtaining approval for requests requiring division and/or other central office approval.)

*Note: ASB and PTA requests for maintenance service must be accompanied by a check made out to San Diego Unified School District for amount of job estimate. Requests funded by associated student bodies are to be sent to the ASB auditor, Internal Audit Department, and must have ASB minutes, ASB budget reference or donation statement, and check attached to “Request for Maintenance Service.” PTA-funded requests must be approved by principal and then forwarded to the Budget Department for approval with a check for estimated amount of job*

(2) *If disapproved, marks “cancel” on face of request, indicates reason for cancellation, and forwards original (yellow copy) to the Maintenance, Operations, Warehousing, and Distribution Department.*

d. **Budget Department** approves or disapproves budget account; if approved, forwards “Request for Maintenance Service” to the Maintenance, Operations, Warehousing, and Distribution Department.

e. **Maintenance, Operations, Warehousing, and Distribution Department** initiates work on all approved requests for service and contacts originator and/or funding office if questions arise regarding approval, funding, work to be accomplished, and/or scheduling of approved work.

**E. FORM AND AUXILIARY REFERENCES**

1. Request for Maintenance Service, Stock Item 22-R-3250.
F. REPORTS AND RECORDS

G. APPROVED BY

Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education
A. PURPOSE AND SCOPE

1. To outline administrative procedures governing acceptance of gifts offered to any
   school or division, or to the school district. Included are gifts a donor has in his/her
   possession or intends to purchase, and/or gifts from groups such as student bodies,
   the P.T.A., and partners in education.

B. LEGAL AND POLICY BASIS

1. Reference: Board policy: B-1175, D-3000, D-3800, D-5000, D-6000, D-7600,
   F-1100, F-1500, F-5000, F-5800, G-4000, H-3600, I-1200, I-1210, K-5000, K-6000,
   K-6500.

2. District employees shall not (a) receive gifts, presents, or articles of value from
   students or classes, or give such gifts; or (b) receive gifts from any vendor doing, or
   attempting to do, business with the school district.

C. GENERAL

1. Originating Office. Suggestions or questions concerning this procedure should be
   directed to the Materiel and Procurement Services Department, Business Services
   Administration, Business Services Division, Administrative/Operational Support.

2. Definition. Equipment: Physical property other than land, buildings, or improvement
   to either of these, that costs more than $500* and has all three characteristics listed
   below:

   a. Nonconsumable, with normal service life in excess of two years.
   b. Retains original shape and appearance with use.
   c. Not easily broken, damaged, or lost in normal use, and more economical to
      repair than to replace.

*Exception: Furniture is always classified as equipment for inventory control and
   repair purposes regardless of its dollar value (Procedure 5340).

3. Acceptance of Gifts

   a. Approvals. A "Request for Acceptance of Gift" form (attachment [E.1 J]) should
      be approved prior to acceptance of a gift by the school or the district. Donor
      should be notified, prior to purchase or donation of the gift, as to whether or not
      acceptance was approved. (Ordinarily, donor pays the sales tax.)
(1) If installation, construction, and/or rearrangement of existing facilities are involved, the district Maintenance, Operations, Warehousing, and Distribution Department; Business Services Administration, Business Services Division; Administrative/Operational Support, must be consulted prior to acceptance to ensure compliance with building and safety codes.

(2) Approval is required of principal or department head who will receive the gift and initiate acceptance procedure, operating division involved, and of the Materiel and Procurement Services Department.

(3) The Educational and School Services Department, Instructional Support Services, Institute for Learning, must be consulted if audiovisual materials, books, or major items of library equipment are involved.

b. **Criteria for acceptance.** The district will assume responsibility for maintenance if:

(1) Gifts are new.

(2) Gifts are of a type that appears on approved equipment standards list and are within the standard allowance.

(3) Gifts are of direct or closely related instructional value.

(4) Gifts of vehicles for transporting students meet state school bus standards. (For further information, check with the district Transportation Services Department, Business Services Division, Administrative/Operational Support.)

**Note:** Gifts accepted with a stipulation that maintenance funds will not be expended for repairs, are carried on inventory listings under the heading "R" with a number "3." These items should not be sent to district maintenance for repair.

4. **Gifts from student bodies** are also governed by the criteria outlined in C 3 b.

a. **Equipment constructed by the district.** Agreements may be entered into between a student body and the district for purchase of some types of equipment not regularly available from outside manufacturers. The district, however, is not obligated to enter into any such agreement.
b. **Ownership.** All student body property is under the management and ownership of the district. Once purchased, a piece of equipment becomes property of the district and shall be handled as all other district property.

c. **Payment.** In any cooperative transaction, student body *must* pay in advance the cost of equipment to be purchased.

d. **District procurement services** are recommended when equipment items are being purchased.

e. **District maintenance services** are recommended when an item is to be constructed or installed by the district.

5. **Replacement Formula.** Gifts given to a school become district property; if identical or similar to items on standardized lists and within formula allowances, such gifts shall be considered part of the regular formula when replacement is necessary. Gifts of used furniture will not be replaced by the district.

6. **Transfer of Gift Item.** Normally, it is the intent of donor that a gift remains at school to which the gift is made.

D. **IMPLEMENTATION**

1. **Donor or representative** contacts principal or department head and supplies necessary information about the gift.

2. **Principal or department head** prepares "Request for Acceptance of Gift" (attachment [E.1]) in duplicate; forwards original to Materiel Control Section, Materiel and Procurement Services Department.

3. **Materiel Control Section**
   a. **Reviews request**
      (1) If construction, utilities, or maintenance is involved, secures approval from the Director, Facilities Development Department, Business Services Administration, Business Services Division, Administrative/Operational Support.
      
      (2) Submits completed request to the Materiel and Procurement Services Manager for signature.
b. Files copy of approved request form (attachment [E.1]); adds to equipment inventory list, if appropriate.

4. **Gifts of Equipment Constructed by District for Student Bodies.** Student body representative:
   
a. Secures approval of principal; acquires estimate of construction costs and practicability of project from district Maintenance, Operations, Warehousing, and Distribution Department.

b. Completes "Request for Acceptance of Gift" (attachment [E.1]) in duplicate and forwards original to Materiel and Procurement Services Department via principal for action as set forth in D.3.

c. If approval is received, prepares "Nonstock Requisition (E.2) or "Request for Service" (E.3), with principal's approval, for normal processing.

**E. FORMS AND AUXILIARY REFERENCES**

1. Request for Acceptance of Gift (attachment)

2. Nonstock Requisition, Stock Item 22-R-3190

3. Request for Service, Stock Item 22-R-3250

**F. REPORTS AND RECORDS**

**G. APPROVED BY**

[Signature]

Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education
A. PURPOSE AND SCOPE

1. To outline administrative procedures to provide maintenance service and assistance for donated services offered to any school site, branch, or division in the school district. Included in this procedure are services in the form of individual or group projects which represent labor only and/or projects which may include labor, materials, or donated design services.

2. Related Procedure: Acceptance of gifts ................................................................. 9300

B. LEGAL AND POLICY BASIS


C. GENERAL

1. Originating Office. Suggestions or questions concerning this procedure should be directed to the Maintenance Planning Program, Maintenance and Operations Department, Facilities Management Branch.

2. Definition. Donated services: Gifts of labor and/or materials for projects at sites. Such services include:
   a. Cleanup (e.g., litter and/or weed abatement in non-landscaped areas, washing windows or walls).
   b. Minor maintenance (e.g., painting, minor repairs or furniture repairs).
   c. Minor landscape improvements.
   d. Small projects (e.g., minor building improvements).

3. Project Information
   a. Ownership. All materials furnished under this procedure are managed and owned by the district. Once completed, a project becomes property of the district and shall be handled as all other district property.
b. **Payment.** In any cooperative transaction, student body or other groups must pay in advance for the cost of materials to be purchased.

c. **Procurement and Distribution Department,** Logistics Division, Business Operations Branch, may assist originator/outside donors when material items are purchased.

d. **Maintenance Planning Program, Maintenance and Operations Department** services are required when an item is to be constructed or installed on district property.

e. **Originator**

   (1) Qualified and skilled craftsmen should lead/supervise all work to ensure code compliance and safety.

   (2) Licensed electrical contractors must perform all electrical work to ensure code compliance and safety.

   (3) Provisions may be required to fund all annual operating costs for each project to maintain continuing support of the enhancement.

**Note:** Typically, the district does not provide tools, equipment, or materials to supplement donated labor. District standards and CSEA San Diego Chapter 724 agreements (Article XIX) should be followed. District inspectors will inspect the work in progress for types of projects noted in Section C. District inspection will be provided at no cost during the normal Maintenance and Operations workweek.

f. **Criteria for acceptance.** The district may assume responsibility for one-time and/or continuing costs of donated services projects provided:

   (1) Services are directly or closely related to instructional value.

   (2) Services meet all federal, state, and local codes governing education, building, and safety.

   (3) Appropriate funding source(s) exist.

   (4) The district will not be responsible for any future replacement costs.
g. **Indemnification.** Donor must indemnify the district for injury to persons or damage to property by completing and signing the district’s “Donated Services Agreement/Indemnification” (E.1., Attachment 1).

D. **IMPLEMENTATION** (See Self Help Flow Chart [E.2., Attachment 2].)

1. **Donor** or representative of donor contacts site administrator or nonschool site department head (originator) concerning proposed service project, provides necessary information, and coordinates the project implementation if requested by the department head/site administrator.

2. **Originator** prepares and forwards “Request for Maintenance Service” form (E.3), including plans, specifications, definition and scope of proposed donated service project, to the Maintenance Self Help Coordinator of the Maintenance Planning Program, Maintenance and Operations Department. Originator writes in description section of “Self Help Project” form. Sufficient time is needed for the evaluation of the project, preparation, and approval of any required documents. A minimum of two weeks is recommended to initiate this process.

   a. If requested by the Maintenance Planning Program, Maintenance and Operations Department, originator prepares and submits “Request for Acceptance of Gift of Service” form (E.4., Attachment 3).

   b. If requested by the Maintenance Planning Program, Maintenance and Operations Department, originator prepares and submits “Donated Services Agreement/Indemnification” form.

3. **Maintenance Planning Program, Maintenance and Operations Department,** evaluates the project to determine if it will be administered by the Maintenance Planning or forwarded to the Architectural Program for administration.

   a. Notifies originator if the project requires changes to the plans and/or specifications.

   b. Estimates project cost to the originator that may include permits, supervision (if requested), inspection (as required), and continuing support of enhancement.

   c. If required by project, notifies originator to submit “Request for Acceptance of Gift of Service” form and/or “Donated Services Agreement/Indemnification” form. Pursuant to Education Code Section 39161, the Facilities Management
Chief Operating Officer is authorized to enter into and execute donated services agreements.

d. Ensures all applicable codes, regulations, and district standards are met during construction or installation of the project.

4. **Architectural Program, Maintenance and Operations Department** (if forwarded by Maintenance Planning for administration) reviews request, as appropriate, to determine requirements for changes to the plans and/or specifications.

   a. Certifies that the project meets applicable codes and requirements.

   b. Estimates district cost for preparation of plans, specifications, and/or inspection.

   c. Obtains approval and funding from originator to develop plan and/or specifications.

   d. Implements the project or forwards plans and/or specifications to the Maintenance and Operations Department.

5. **Originator** reviews the completed request for service and the memo that details the estimated cost for the project and any initial funding that may be required. The originator approves or disapproves implementation of the project.

   a. If approved, signs the “Request for Maintenance Service” form and enters, if required, the appropriate budget account number to be charged, sends the request for service to the Budget Office, Financial Operations, Business Operations Branch. (Budget Office will forward the request to the Maintenance Planning Program, Maintenance and Operations Department.)

   b. If disapproved, sends a copy of the request for service to the Maintenance Planning Program, Maintenance and Operations Department, marked “CANCEL” or “DECLINED.”

   c. Upon completion of the project, originator notifies the Maintenance Planning Program, Maintenance and Operations Department, to schedule final inspection and acceptance of the project.
d. Prior to participation of a project, all participants must sign the "Donated Services Volunteer Indemnification Form" (E.5, Attachment 4). Forward copy to the Maintenance Self Help Coordinator, Maintenance and Operations Department, at completion of project.

e. **Originator**, upon acceptance of project, writes appropriate letter of appreciation to the donor.

## E. FORM AND AUXILIARY REFERENCES

1. Donated Services Agreement/Indemnification, Attachment 1
2. Self Help Flow Chart, Attachment 2
3. Request for Maintenance Service, Stock Item 22-R-3250
4. Request for Acceptance of Gift of Service, Attachment 3
5. Donated Services Volunteer Indemnification Form, Attachment 4

## F. REPORTS AND RECORDS

1. Maintenance and Operations Department files the completed gift acceptance form along with completed request for service.

## G. APPROVED BY

[Signature]

Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education
DONATED SERVICES AGREEMENT/INDEMNIFICATION BETWEEN  
SAN DIEGO UNIFIED SCHOOL DISTRICT  
AND  

(DONOR)  

FOR THE DONATION OF  

The Agreement is entered into on this ________ day of __________, 20________, by and between the  
SAN DIEGO UNIFIED SCHOOL DISTRICT, 4100 Normal Street, San Diego, California 92103, hereinafter  
referred to as DISTRICT, and (donor)________________________.  

1. DONOR agrees to install ________________________________  
at ________________________________ (school).  

2. DONOR will supply the labor, tools, materials and/or equipment and fully comply with the requirements  
of District Administrative Procedure 9302.  

3. In the event DONOR'S funding for the project terminates or they choose to abandon the project, DONOR  
agrees to restore the site to its original state.  

4. DONOR agrees to indemnify and hold harmless the DISTRICT from all liability for damage, actual or  
elleged, to persons or property arising out of or resulting from the negligent acts or omission of DONOR.  

5. DONOR agrees to have the plan reviewed and the final project approved by the DISTRICT.  

6. DONOR agrees to complete the project no later than ________________________________ .  
   (date)  

   ________________________________  
   (Donor's name typed in capital letters)  

   BY: ________________________________  
   (Signature)  

   ________________________________  
   (Type name and title)  

SAN DIEGO UNIFIED SCHOOL DISTRICT  

BY: ________________________________  
   (Signature)  

   ________________________________  
   (Type name and title)  

Pr09302/4-2003
Donor contacts Site Administrator (Originator) with proposed project

**Originator**
- Approves project
  - Plan
  - Schedule
  - Timelines
  - Sends RS to M & O

**Originator**
- Disapproves project
  - No further action is taken

**Maintenance and Operations**
- Evaluates proposed project
- Contacts originator
- Advises originator of projected preliminary costs
- Requests additional documents, if required
- Determines if project will be administered by the Planning Program or the Architectural Program

**Maintenance Planning Administrator**
- Reviews project documents
- Meets with originator
- Advises if project requires additional plans/specifications
- Requests additional documentation
- Reviews originator cost estimates, if required
- Sends memo and RS with estimated costs to originator

**Architectural Program Administrator**

**Originator** approves implementation
- Signs RS form
- Enters budget number
- Returns RS to budget office

**Originator** disapproves implementation
- Returns RS for to M & O
- Mark for cancelled or declined

**Budget Office**
- Advises M & O when budget authorization is approved

**Project Implementation**
- Inspection by Maintenance Planning or Architectural Program

**Project Completion**
- Letter of appreciation by originator to donor
SAN DIEGO UNIFIED SCHOOL DISTRICT
REQUEST FOR ACCEPTANCE OF GIFT OF SERVICE

When notified by the Maintenance and Operations Department, complete and forward to the Maintenance Planning Program, Maintenance and Operations Department.

I. SCHOOL: ___________________________ DATE ___________________________

II. DONOR: A. Name/Organization: ___________________________
     B. Address: ___________________________
     C. Telephone number: ___________________________

III. SERVICE OR PROJECT:
     A. Request for Maintenance Service No: ___________________________
     B. General description: ___________________________
     C. Purpose of gift: ___________________________
     D. Are materials purchased through SDUSD District Procurement and Distribution Department? Yes____ No____
        If yes, please reference requisition/P.O.# ___________________________

IV. IMPLEMENTATION:
     A. Will Maintenance/Operations labor be employed? Yes____ No____
        If yes, describe intended use of district employees: ___________________________
     B. Will donor pay labor costs? Yes____ No____
     C. Will donor pay materials costs? Yes____ No____

V. OPERATION AFTER COMPLETION OF PROJECT:
     A. Will there be continuing operating or maintenance costs? Yes____ No____
        If yes, what type? ___________________________

VI. ACCEPTANCE REQUEST BY:
     ___________________________ (Signature of school principal/sitc administrator)

Maintenance and Operations Department (Required for approval WITH annual maintenance support)

Maintenance Unit estimated annual cost: $ ___________________________
Operations Unit estimated annual cost: $ ___________________________
        Recommend WITH M&O support Recommend WITHOUT M&O support

BY: ___________________________ DATE: ___________________________
     (Signature of department head)

Facilities Management Division:

        Approved
        Disapproved

BY: ___________________________ DATE: ___________________________
     (Signature of Chief Operating Officer)

Originator:

        Approval to proceed

BY: ___________________________ DATE: ___________________________
     (Signature of school principal/site administrator)

Pr9902/4-2003
San Diego Unified School District
Maintenance and Operations Department
Volunteer Donated Services Indemnification Form

Name of Activity: ____________________________
Location: ____________________________
Date: ____________________________
Point of Contact: ____________________________

As required by Administrative Procedure 9302 (Acceptance of Donated Services), volunteers participating in this project must agree to indemnify and hold harmless the DISTRICT from all liability for damage, actual or alleged, to persons or property arising out of or resulting from the negligent acts or omission of donor. My signature below indicates I agree.

(NOTE: Please print name on the left; sign name on the right.)

PRINT Name ____________________________ Signature ____________________________

PRINT Name ____________________________ Signature ____________________________

PRINT Name ____________________________ Signature ____________________________

PRINT Name ____________________________ Signature ____________________________

PRINT Name ____________________________ Signature ____________________________

PRINT Name ____________________________ Signature ____________________________

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