

## Volunteer Guidelines for Community Beautification of School Grounds

According to Board Policy 4110 and Regulation 4110-R1, all community groups volunteering to improve school grounds are asked to submit a District Proposal to Improve School Site (Form A180). Please provide as much information as possible and give **ample time** to process the request.

### Process:

- Outside group submits the A-180 form in to the site administrator for approval.
- Site administrator will review and forward A-180 to the maintenance manager.
- Maintenance will ensure there are no building code infractions or maintenance procedure infractions in the proposal.

Please remember that the maintenance employees belong to the SEIU (Service Employees International Union) Local 925. The Edmonds School District and SEIU have a Collective Bargaining Agreement that is negotiated and governs salaries, hours, working conditions and grievance procedures. Please remember that work belonging to that bargaining unit may not be given away to others and others may not be paid to perform that work.

The District is not promoting that schools solicit assistance from volunteer groups to do the work of the maintenance department. On occasion, parents or students may volunteer to help with the following:

1. Weeding and spreading beauty bark;
2. Making new flower beds in designated areas, with input from Grounds Department on plant materials selection;
3. Line trimming (weed whacking);
4. Lawn and sidewalk edging;
5. Painting of playground games on the black top, with paint provided by the Maintenance Department;
6. Installing playground structures with licensed installer/supervision;
7. Lawn mowing, *only if approved in a facility use contract with the district*;
8. Mowing baseball infields to meet game day standards.

The Maintenance Department is more than willing to provide reasonable landscape materials such as gravel, beauty bark, and in some cases will provide a truck to be placed at school to collect discarded materials. Grounds personnel will pick up and dump the discarded materials the following day before school starts. The keys of the district vehicle will remain in the custody of the Maintenance Department. If you have any questions, please call the Maintenance Manager directly at 425.431.7245.