



Redlands Unified School District
School Internal Work/Volunteer Approval Form

(Please allow 30 days from time of submittal to target start date for review, planning and scheduling of work)

School _____ Date _____

Person(s) or Group Making Request _____

Contact information _____

School Principal's Signature _____ Date _____

Work to be done by: (<i>Check all that apply</i>)			
Adult Volunteers (explain) _____	Student Volunteers	_____	RUSD Teachers _____
Contractor * _____	RUSD Service Center	_____	Other (explain) _____

Describe project _____

Target start date _____ Target completion date _____

Drawings attached? (*Required*) Yes _____ No _____

Time frame of project (duration) _____

Materials to be used _____

Types of trees**, shrubs, etc. _____

Equipment/Tools to be used _____

Equipment/Tools needed from District _____

*Contractor bid attached (*if applicable*) Yes _____ No _____ N/A _____

*Contractor must fill out a one page contract and provide insurance to District if awarded, and requisition completed by site. Form is on District website: <http://www.redlands.k12.ca.us/purchasing.htm> called "Field Contract".

** Spec sheet on each type of tree you want to plant. See: <http://www.arboday.org/trees/treeguide/browseTrees.cfm>

Service Center Representative Signature _____ Date _____

Comments _____

