

**APPLICATION AND PROPOSAL FOR A PARENT  
VOLUNTEER BUILDINGS AND GROUNDS MAINTENANCE PROJECT  
Wake County Public School System**

(Form is also available at [www.wcpss.net/auxiliary-services/pvp-form.pdf](http://www.wcpss.net/auxiliary-services/pvp-form.pdf))

Complete and return this form to the following address:

Beverly Clark  
Project Manager  
Facilities Building  
1551 Rock Quarry Road  
Raleigh, NC 27610  
[bwclark@wcpss.net](mailto:bwclark@wcpss.net)  
919.856.7990

**A. Date of Application** \_\_\_\_\_

**B. School** \_\_\_\_\_

**C. Supporting Parent Group** (If an organized group, indicate group name, for example – PTA, etc. If individuals, please name the parent volunteer who will coordinate this project with the school principal.)

**Part 1. Brief Project Description** \_\_\_\_\_

**Part 2. Complete Facility Modification Form and attach.**

(Form is available at [www.wcpss.net/forms/facility-mod-packet.pdf](http://www.wcpss.net/forms/facility-mod-packet.pdf). Search forms by Facility Planning Department.)

Check box to indicate form has been attached.

**Part 3. Summary of Costs and Funding Source(s)**

<u>Costs</u>	<u>Local School</u>	<u>WCPSS</u>	<u>Totals</u>
Design Services	_____	_____	_____
Construction Services	_____	_____	_____
Supplies/Materials	_____	_____	_____
Equipment	_____	_____	_____
Labor	_____	_____	_____
Other Costs (Describe)	_____	_____	_____
<b>Totals</b>	_____	_____	_____

**Part 4. Product Information** – Describe products to be used and /or equipment to be purchased, etc. (Provide product/equipment specifications, if available. Attach additional sheets, if necessary.)

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**Part 5. Contractual Services** – Identify any contractors proposed to perform the work. Include their North Carolina Contractors’ license number(s), if available.

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**Part 6. Insurance** – Attach a copy of liability, automobile and workman’s compensation insurance certificate(s) showing coverage currently in force for all licensed contractors and architects/engineers (\$1million is required for liability and automobile insurance).

**Part 7. Architectural and/or Engineering Work** – Identify proposed architects and/or engineers involved in the project design, if any.

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**Part 8. Indemnification Agreement** – Individuals performing volunteer work must sign an indemnification agreement provided by the school system before beginning any work on the school site.

**Part 9. APPROVALS** – Principal’s signature verifies approval of the proposed project and certifies that all required local (school) funds for this project are available.

\_\_\_\_\_ Date \_\_\_\_\_  
(Principal)

\_\_\_\_\_ Date \_\_\_\_\_  
(Senior Director of Facilities Planning and Construction)

Project Number Assigned \_\_\_\_\_ Funding Approved (\$) \_\_\_\_\_

Project Manager \_\_\_\_\_

**Legal References:**

Board Policy 8425 – Gifts and Bequests/GS 115-83 ©/WCPSS Procedure 3.40 – “Gifts to the School System”/WCPSS Procedure 3.41 – Gifts to the School System Notification Form”

**State of North Carolina  
County of Wake County Public Schools**

AGREEMENT BETWEEN \_\_\_\_\_ AND THE  
WAKE COUNTY PUBLIC SCHOOL SYSTEM

This agreement executed on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by \_\_\_\_\_, in the County of Wake, State of North Carolina, and the Wake County Public School System (WCPSS), County of Wake, State of North Carolina.

**RECITALS**

1. In an effort to improve the physical condition of the buildings and grounds at \_\_\_\_\_ School, the undersigned parent volunteers have agreed to perform the following volunteer services:

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2. Volunteer services rendered under this agreement shall be performed in strict compliance with all applicable federal, state, and local laws, regulations, and policies, including policies of the Wake County Board of Education, and shall be subject to the final approval of the Wake County Board of Education or its designees

**RELEASE**

3. In consideration of the mutual promises contained herein, the sufficiency of which are acknowledged by WCPSS and the parent volunteers, and in further consideration of the benefit to WCPSS and PTA arising out of improvements to \_\_\_\_\_ School by the completion of the above specified project, the undersigned parent volunteers release and discharge WCPSS from all claims, demands, and courses of action with respect to personal injury or property damage sustained by the parent volunteers or its agents which may arise as a result of the parent volunteers participation in the completion of the project.

**HOLD HARMLESS**

4. As additional consideration for the foregoing Release, WCPSS agrees to indemnify and hold harmless the parent volunteers, their legal

representatives, and assigns, against loss from any and all claims, demands, and actions at law or in equity that there may hereafter at any time be made or brought by a third party or anyone on behalf of any third party for the purpose of enforcing a claim for damage, on account of an injury or property damage sustained by a third-party in consequence of the parent volunteers activity in accomplishing the above defined project.

In witness whereof, WCPSS and the parent volunteers have executed this agreement on the day and year written on page one.

\_\_\_\_\_ Date \_\_\_\_\_  
Agent and Designee for the Wake County Public School System

\_\_\_\_\_ Date \_\_\_\_\_  
Agent and Designee for Parent Volunteers

\_\_\_\_\_ Date \_\_\_\_\_  
School Principal

**(Attach a listing of all parent volunteers who will be performing work on school grounds in conjunction with this project.)**