

# VOLUNTEER WORK/PROJECT REQUEST

The purpose of this process is to support "true" volunteerism. It is to be used for one time site improvement projects using only non-paid volunteers. Please complete and return this request to the Director of Maintenance, Operations and Facilities at least 30 DAYS PRIOR to the starting date of the planned activity.

1. School/Site College Park High School
2. Project Sponsor/Organizer FALCON FOUNDATION
3. Name of volunteer qualified in the scope of the work Gerald A. Pollard
4. Please attach a brief narrative of the proposed project. Include specific room/area and general scope of work. Attach plan or diagram of affected area. **Note:** Approval is limited to the dates and scope of work submitted. Any specific modifications or amendments to the original project or project start/completion dates must be submitted on a separate volunteer request and approved by the Director of Maintenance, Operations and Facilities prior to the start or continuance of the original project by the applicant. Such changes are subject to a 30 day reapplication period.
5. Attach verification that all appropriate and/or all potentially affected community groups, neighbors, businesses, governmental agencies have been contacted and any necessary permits, applications, authorizations secured. **Note:** Maintenance and Operations is not responsible for securing necessary permits and/or authorizations. Project applicants are solely responsible for securing all approvals and permissions, both formal and informal.
6. Dates project will be performed: Start Date OCT 1<sup>ST</sup> 2018 Finish Date OCT 25 2018
7. How will project be funded? (Note: All labor must be donated/volunteered.) Founded by FALCON FOUNDATION
8. Who will be responsible for site security? College Park High

I request approval to perform this project. Note: Approval limited to dates and scope of work submitted in this application. Work is not to start until project approval is obtained from M&O.

Signature Gerald A. Pollard Date: 8-13-2018  
(Sponsor/organizer)

I recommend approval of this project.

Jim Keck Signature [Signature] Date: 10-4-18  
(Site Administrator)

## (For Office Use Only)

Decision of the Director of Maintenance and Operations:  Approved  Disapproved

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Decision of the Director of Technology /Information (if required):  Approved  Disapproved

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Reason for disapproval \_\_\_\_\_

White - Maintenance & Operations  
Canary - Applicant  
Pink - School/Site

# Falcon Foundation Brick Display

## Scope of Work

Falcon Foundation wants to undertake erecting a brick column of approximately 60-70 bricks on a 4'x4' foot site initially approved by Jim Keck and Mike Huff, at ticket booth location at the CP football field.

The display will be topped off by a bronze Falcon that currently sits in Principal Joe Alvarez's office.

The display will be protected by a plexi-glass cover and a security camera that already exist at site.

All work not volunteered and any expenses, will be paid by the Falcon Foundation.

Jim Keck will submit site location plan and will be our contact with the administration.

Community groups, governmental agencies neighbors and businesses, should not be impacted at all by this minor construction and I will leave it up to Mr. Keck and Mr. Alvarez to determine if such notifications are needed or warranted.

This is the initial contact for this project and I will await input on approvals and submissions.

Thank You.

Please direct such input to me, Jerry Pollard Falcon Foundation 3129 Sonoma Valley Dr. Fairfield CA 94534

Email: [jerrypollard@yahoo.com](mailto:jerrypollard@yahoo.com) Ph: (916) 813-5401

CC: Jim Keck, Bill Kelper, Mike Huff, Steve Gee, Jeff Eide, Jay Hendrickson

