

SCHOOL/ORGANIZATION SPONSORED PROJECT

APPROVAL REQUESTS

GUIDELINES FOR SUBMISSION

GENERAL GUIDELINES:

- 1) A School/Organization Sponsored Project Request for Approval Form (SSP) should be submitted when proposed improvements are sponsored, funded, and constructed by organizations outside of the Harford County Public Schools.
- 2) Approval is required for any projects that will alter an HCPS building or grounds. Examples of projects that require approval include:
 - a. Classroom/Office Renovations
 - b. Permanent Marquees, School Signage, Murals
 - c. Athletic Facility Improvements (fields, baseball dugouts, concession stands, storage containers, scoreboards, etc.)
 - d. Little Free Libraries
 - e. Tree Plantings
 - f. Playground and Blacktop Installations and Repairs
 - g. Development and Construction of Outdoor Classrooms, Walking Trails, Stream Restoration and Stormwater Management Facilities, etc.
- 3) SSP proposals must be supported by the school principal, and fully funded, managed, and maintained by the sponsoring organization. The SSP approval request form must be completed in its entirety, and all documentation that is required must be submitted with the request packet, including any site plans, drawings, pictures, quotes, letter of endorsement, etc.
- 4) Various departments within the school system will be responsible for evaluating SSP proposals. The submitted material will be circulated to the appropriate staff for evaluation and processing.
- 5) Supplies, materials, and equipment cannot be purchased, and work cannot commence, until final approval is granted.
- 6) Projects with a value of over \$100,000 must be approved by the Board of Education after the review process by the appropriate central office departments has been completed.
- 7) Once all of the information for which you are responsible has been completed the project sponsor should forward the approval request, along with the required documentation to Lauren.Guggenheimer@hcps.org or via courier to the Office of Operations, 102 S. Hickory Avenue, Bel Air, MD 21014.
- 8) The principal of the school and the proposer of the project will be notified of the approval status.

Every effort will be made to process the approval request as quickly as possible.