

Capital Improvements to School  
Property by Youth Organizations, Booster Clubs,  
and Other Citizen Groups

Board Policy: CR-2  
Adopted: September 14, 1992

I. General Policy Statement

The Board, after study, may permit youth organizations, booster clubs and other organizations to make improvements to property. Improvements shall be made under the regulations section in this policy. All improvements shall be property of the school system.

II. Regulations

- A. Additions, renovations and modifications to school grounds or buildings must be improvements that are consistent with good planning and the and the long-range needs of the school system. All requests for projects must be approved by the Board prior to any action by an outside group. Official requests must be in writing and submitted to the Board at a regular board meeting.
- B. The Board of Education has the legal responsibility for the funding, erection and maintenance of school facilities. Therefore nay funds for an approved project must be assigned to the Board of Education and earmarked for the approved projects. No project should be initiated unless donated funds and/or services, and board funding, are sufficient to complete the construction of the project.
- C. Any building, structural, electrical, mechanical or utility project which requires a building permit or approval by any government review agency will require the services of a design professional (architect and/or engineer). Projects not covered by the above sentence will require design professionals if the project exceeds \$45,000 fair market value including donated labor and materials.
- D. The superintendent and Board Attorney will clear all educational and legal matters prior to the Board's approval of any request. The finance officer must also determine if funds are available when funding is requested and notify the Board from which account they would be charged.
- E. The Board Attorney shall review insurance coverage for safety and liability considerations regarding personal and property damage that could arise during the project.

- F. School aged children must be supervised by an appropriate vocational instructor. Projects undertaken as part of the vocational program should not take advantage of student labor beyond that needed for instruction. Students involved in a capital improvement project should be instructed in and observed in all phases of the project and not be limited to his or her specific learning task. The role of the Board, the superintendent, the architect, code and state review officials, contractors, etc., should be observed by the students. Students should not be involved in repetitive projects.
- G. The insurance carrier should be notified in order to change the coverage to include the project. No project should adversely affect the insurance category or rating of a facility.
- H. When appropriate the Board will submit plans for any additions to buildings, new buildings or structures (fieldhouse, bleachers, weight room, green house, ticket booth, toilet rooms, temporary classrooms, etc.) or modifications to existing windows, corridors or exits or new partitions to School Planning, Department of Public Instruction and to the N.C. Department of Insurance for approval. Obtain a building permit from the local building inspection department.