



**Field Maintenance In-Kind Request Form**

(One project per form. Please print.)

This form should be completed if a non-school system group wants to:

1. Provide Field Maintenance:

Edging/Trimming	Sprigging
Mowing	Top-dressing
Sodding/Seeding	Other Field Maintenance

2. Receive a Community Schools credit for services rendered.

For other improvements (ex. installing an irrigation system, scoreboard, dugouts, planting flowers/shrubbery, etc.) complete the *Facilities Modification Request Form* and submit to school principal.

	Initials	Received Date	Approved Y or N	Completed Y or N - date
School				
M & O				
CS				

*WCPSS USE ONLY*

**PRINT CLEARLY**

<b>School</b>					
<b>CSUID</b>		<b>User/Group Name</b>			
<b>Address</b>			<b>City</b>		<b>State/Zip</b>
<b>Phone Number</b>			<b>Evening Phone Number</b>		<b>Fax</b>
<b>Email Address</b>					
	<b>To be completed by User Group</b>			<b>To be completed by Community Schools</b>	
<b>Field Maintenance Items</b>	<b>Estimated Expense</b>	<b>Detail Dates of Specific Maintenance (mm/dd/yy)</b>		<b>Maximum Credit Amount Approved by WCPSS</b>	
<b>Total Expense</b>	\$				

**Additional Description of Proposed Maintenance:**

**Request submitted by (print)** \_\_\_\_\_ **Signature (sign)** \_\_\_\_\_  
**Submitted to School (date)** \_\_\_\_\_