

# CARBON CAREER & TECHNICAL INSTITUTE

SECTION: PROGRAMS

TITLE: REQUEST FOR LIVE WORK  
PROJECTS

ADOPTED: June 19, 2003

REVISED:

134. REQUEST FOR LIVE WORK PROJECTS	
1. Purpose	<p>Participating school districts, governmental agencies, and outside groups recognize the quality of work done by the Carbon Career &amp; Technical Institute, as well as the financial savings that accrue to the local taxpayers. Such live work, performed either within or outside the school, provides valuable instructional opportunity for students. The flow and character of the work, however, shall be controlled so that the overall instructional program is well served.</p> <p>Organizations qualifying for consideration by the school to perform live work shall be limited to participating school districts, governmental agencies, and outside groups. Outside groups shall be limited to non-proselytizing religious groups and non-profit organizations qualifying for exemption under the Internal Revenue Service code.</p>
2. Guidelines	<p>The guidelines outlined below are designed to promote a system that provides desired services, assures needed communication, and promotes meaningful instructional experiences.</p> <ol style="list-style-type: none"> <li>1. All requests for work are to be made in writing to the Administrative Director. Such requests shall outline the nature and scope of the projects including detail, sketches, or samples as necessary.</li> <li>2. Projects must provide a valid educational experience, with deadlines that can be met without compromising other scheduled instructional activities. The applicable instructor(s) and supervisor shall determine whether the project meets the above educational criteria and is feasible. The supervisor shall make a recommendation to the Administrative Director.</li> <li>3. The Administrative Director shall authorize all projects or delegate in some cases the decision to the supervisor.</li> <li>4. All approved projects shall be scheduled jointly by the instructor(s) and the supervisor. In all cases, the Work Project Request form will be completed prior to commencement of the project.</li> </ol>