

## **PTC Guidelines for Facility Modification Process**

- PTC or Booster Clubs who wish to fund a project that may require modification of a facility must follow the established Facility Modification Process
  - (1) The request must come from the campus principal or district senior leader.
  - (2) No major modifications or new structures will be accepted due to the potential impacts on campus equity and long-term maintenance.
  - (3) PTC/Booster Clubs may not contract with outside vendors for the purpose of a facility modification.
    - If a project is approved, funds must be donated to the district and the district will contract with an approved vendor.
- The campus point of contact for this process is the campus principal.
- Approved projects must meet all district standards and follow district processes.