

I \_\_\_\_\_ am a Uintah School District employee, working at  
\_\_\_\_\_ school.

I would like to volunteer my services as a supervisor for the following function:

Date: \_\_\_\_\_

School: \_\_\_\_\_(Must be school you work at.)

Activity: \_\_\_\_\_

For this service I request no reimbursement from Uintah School District or from the organization sponsoring the activity.

As supervisor I will:

1. Open building prior to event and lock building after event.  
Must know alarm systems and have a building key. Must check all windows, doors and lights.
2. Be physically in the building during the event and not involved in helping with the event.
3. Unlock rooms they will be using and relock after event.
4. Set-up requested items for the activity- volleyball nets, table, microphones, pianos etc. and take-down and put away after event.
5. Roam building during activity to make sure no vandalism takes place.
6. Clean- up area that the activity was in as well as the halls, commons, and restrooms that were used. (Unless sponsoring organization is paying for a custodian.)
7. Vacuum/sweep/mop floors, check to make sure toilets flushed, pick up all trash and take to the dumpster. (Unless sponsoring organization is paying for a custodian.)
8. Turn off all lights
9. Other duties as assigned by the "school" building-use official.
10. Report any violations, damage, to "school" building-use official.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date