



Solar Supporters Petition

BEF is donating this system at no expense to your organization. In exchange, we just ask that you, as the project host, agree to perform some basic tasks that will ensure an educationally successful project. These simple responsibilities are outlined on the following pages.

Please read carefully and thoughtfully about your duties for this project and sign where indicated. Your signature is not legally binding, of course, but just demonstrates your support for the project. By signing this document, you are indicating that you have read the Program Guide and understand your role in the project. This signature process helps ensure that the project installation goes smoothly and that your solar-electric system will provide renewable electricity and learning opportunities for years to come.

Please fax these signed pages to: Solar 4R Schools @ (503) 248-1908

By signing this document, I declare that I understand my role in the project installation and education process and agree to contribute my time and expertise as outlined below. I agree to complete my duties for this project in a timely manner, and I will encourage others at our school to do the same.

Project Champion Duties:

1. Act as the primary contact for BEF at your school
2. Assist BEF to coordinate and schedule all activities for project installation
3. Communicate with other key players at the school to ensure they understand the installation process, timeline, and their role(s)
4. Cooperate with the BEF Educational Liaison to schedule a BEF-lead teacher-training session for all interested teachers and district personnel
5. Complete kiosk content form (if needed)
6. Complete PR questionnaire
7. Send photos of completed system to BEF. Photos should include students and teachers, if possible
8. Help BEF coordinate opening ceremony/ribbon-cutting event
9. Respond to email alerts if your solar electric system is malfunctioning
10. Integrate renewable energy education activities into the classroom
11. Complete Deliverables promised in the application
12. Submit brief annual progress report in which you detail educational activities related to the project

Name: _____ Signature: _____ Date: ___/___/___

Administrator Duties: *(Principal or District Superintendent who has signing authority for the school)*

1. Read *Host Responsibilities* document
2. Review and sign Host Contract
3. Approve final system design
4. Sign Net Metering Agreement and Rebate Applications, if necessary
5. Provide proof that the PV system is covered under the school (or District) insurance policy
6. Provide support to facilities manager/custodian and IT technician so that they can carry out their duties for this project

Name: _____ Signature: _____ Date: __/__/__

Facilities Manager/Custodian Duties:

1. Read *Operations and Maintenance* document
2. Provide access to facility electrical closet, rooftops, and other property as needed for proper installation
3. Provide information to BEF about building electrical system and structure
4. Walk through building with PV system designer and/or installer
5. Work with installer to schedule installation dates and times
6. Help ensure that the system functions properly by washing panels on an annual basis and/or removing heavy snow loads if needed. Most system malfunctions are covered under warranty. We will not ask you to perform significant maintenance.

Name: _____ Signature: _____ Date: __/__/__

IT Technician Duties:

1. Provide Information to BEF and installer about school network
2. Change network settings to open communications ports for the data monitoring system. We will not ask you to compromise your system's security
3. Provide physical or wireless network connection for the data monitoring unit
4. Be available to troubleshoot data connection with installer
5. Provide long-term support to ensure data connection, which may include maintaining network settings and running software utility to troubleshoot data transmission malfunctions
6. Set-up interactive kiosk (if included for this project) with Flash software to operate on school network and maintain this computer as you would any other computer at your school

Name: _____ Signature: _____ Date: __/__/__