

The Project Request Process



1. Complete the Stakeholder's Application for Project Form , available on line at www.intermountaincamp.com.
2. Complete the FC-31 Letter of Understanding and the Digest of Laws Forms also available on line.
3. Fax or mail the completed application and forms to the appropriate camp.
4. The application will be used to complete the FC-32 Request for Project Form.
5. The Administrative Captain will contact you to discuss the logistics of the project (tools needed, restroom facilities available, ect.) and to determine the method of payment to be used to reimburse for the work completed.
6. The Camp Division Chief and Camp Commander will visit the project site to determine the appropriate security level and to review the project for safety concerns
7. Once the FC-32 has been signed by the Stakeholder, the Division Chief and the Camp Commander, the project will be scheduled.
8. The Stakeholder (you), are the technical expert on the project and we encourage you to visit the site often and to communicate with the project captain.
9. Throughout the project you will receive Project Summaries and Project Statements letting you know the amount of work completed each month and the amount of reimbursement due.
10. If you will be reimbursing the camp by purchasing replacement items, a staff member will contact you to let you know what items are needed.
11. If you will be reimbursing the camp via payment by check, an FC-80 (Camps Crew Work Project Invoice Form) will be submitted to the CAL FIRE Accounting Office at the end of each month and the Accounting Office will use this document to invoice you for payment.
12. We encourage you to contact the project captain or camp if you have any questions or concerns, and ask that you complete a questionnaire at the end of the project to let us know how we can better serve you.
13. If you are pleased with the work provided, we also ask that you make contact with one of the individuals listed on the Contact List available on line at our website.