

# CREEKSIDE PTSA PROPOSAL

## How can I use a Proposal?

- Voice your ideas, thoughts, and opinions
- Request more funds
- Create a new event
- Start a new club
- Suggest a school project

## How do I Apply?

Parents, students (with adult sponsor) and staff can submit a PTSA proposal.

1. Complete the application.
2. Return the application to the PTSA mailbox (in the office), present at PTSA General or Board Meeting, or email directly to current president.
3. Wait to be contacted with results or for further questions. You may be asked to present your proposal to a PTSA board or general meeting.

## How will the proposals be rated?

Each proposal will be rated in the following areas:

- Supporting the school goals of raising the standards of learning.
- Contribution to academic achievement/program excellence for significant numbers of students. Grade level/multi-level proposals are encouraged.
- An on-going component, where funds will be used for materials or suppliers that can affect both current and future students.
- Ability to find willing parent support. Please consider volunteering project suggestions!

When approaching the PTSA with an idea, it is helpful to come with an organized plan and timeline. The purpose of this proposal is to help you assemble that plan. If you have any questions, please contact Creekside PTSA.

**WE WANT TO HEAR FROM YOU!** Your thoughts and ideas are valuable and we love to get your input.

## Creekside PTSA Proposal

**(Please Print or Type)**

Email completed application to current Creekside PTSA president  
or print and turn into the PTSA Mailbox in the school office.

<b>Project Title:</b>	
<b>Applicant Name:</b>	
<b>Email Address:</b>	
<b>Signature of Applicant:</b>	

**PLEASE RESPOND TO THE FOLLOWING SPECIFIC ITEMS:**

**PROJECT DESCRIPTION:**

Provide a brief description of the project. State the goals of the project. Include to whom the project is targeted (i.e. students, teachers) and how this project will enhance the education process. Describe how students would benefit.

**PROJECT APPROACH:**

Please describe how this project will progress. How will the goals of this project be accomplished?

**PROJECT TIMELINE:**

When would you like this to start, how long will it run, and when will it conclude. What dates and times will this project take place? Where will this project take place?

**PTSA REQUIRED SUPPORT:**

Is there any additional support required? Provide detailed information as to what you will need to be successful.

**ADDITIONAL INFORMATION:**

**STUDENTS AFFECTED:**

	<b>Check grade level and give the approximate number of students that benefit.</b>
Kindergarten	
First	
Second	
Third	
Fourth	
Fifth	

**EQUIPMENT AND MATERIALS:**

Describe what equipment and materials will be needed to conduct the project.

**BUDGET:**

Provide a complete, thoroughly researched and documented budget. (Please use the template below as a guide.)

*Please include sales tax and shipping.*

<b>Item</b>	<b>Unit Price</b>	<b>Quantity</b>	<b>Tax</b>	<b>Total Price</b>
<b>Shipping</b>				