



Woodstock Elementary School PTA

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Funding Proposal

The Woodstock PTA approves a yearly budget each September. As part of this budget, we expect to raise more money than we need to operate, making available funds to go towards new ideas or projects that would benefit the school in some way. In order to identify, assess and select which idea to fund, the Woodstock PTA has a Funding Proposal Process.

The first step in this process is to solicit ideas and requests from teachers, staff, committees, and parents; along with their estimated costs (costs should be based on research and as accurate as possible for budgeting purposes). Once all proposals are submitted, the Budget Committee will meet to determine which projects are economically feasible and will present a list of options to the Woodstock PTA membership for discussion and voting.

The timeline to be used for the process is as follows:

- Last Friday of October: All funding proposals due
- November-December: The Budget Committee narrows down ideas of spending based on economic feasibility.
- January General PTA Meeting: PTA Membership votes on proposed spending

Project title:

Priority program area:

Student Enrichment (in music, arts, technology, science, math, engineering, and wellness)

Teacher and Classroom Support

Community Building

Service Opportunities

Family Engagement

Estimated Amount:

Grade level (if applicable):

Ongoing or one time project:

Submitted by:

Email/phone:

Project description and purpose:

Who will benefit:

Any related projects:

Staff/volunteers hours needed (if any):

Cost, timeline and resource needs:

Additional comments:

Please complete this form and email to Sarah Williams at sarahko999@hotmail.com or deliver to the Woodstock PTA mailbox in the office at your earliest convenience, but
NO LATER THAN 4PM ON LAST FRIDAY OF OCTOBER.