



## SOUTH FAYETTE ELEMENTARY PTA PROPOSAL TEMPLATE

The following is a guide to be used when making a proposal to the South Fayette Elementary PTA.

### Cover Sheet

- Name
- Address and phone number
- Date
- State what your proposal is for

### Proposal Sheet

#### Proposal

- ☞ What is the reason/need for this proposal?
- ☞ Who (which grade levels or student population) will benefit, keeping in mind that the majority of the student body, parent/guardian or teacher population should be positively impacted?

#### Objectives/Benefits/Criteria

- ☞ Why should the SFEPTA pursue this proposal? (Which objects or goals of the National, State or SFEPTA will be furthered by the implementation of this proposal?)
- ☞ Where will this proposal be implemented, i.e., school or township property, classroom, etc.?
- ☞ When is the targeted implementation (date)?
- ☞ How long will implementation take to complete (estimate of lapsed time from approval to implementation)?

#### Cost

- ☞ Cost of implementation (include comparisons from at least 2 vendors, as appropriate)?
- ☞ On-going maintenance or upkeep (future estimated expenses)
- ☞ Replacement or replenishment costs, if applicable.
- ☞ Conformance to PTA Standard Guidelines for Spending

#### Additional information (if possible)

- ☞ Attach examples or samples, photographs, brochures, etc.
- ☞ Summary of research regarding proposal (other school district's success, Administration or School Board approval, other organizations, as appropriate).
- ☞ How many people will be needed to implement (include number of PTA volunteers, Teachers/Administration/School board, township or community constituents)?
- ☞ Who will need to maintain? Confirm agreement to do so with appropriate party or include request for SFEPTA to maintain in the proposal document.
- ☞ For proposals relating to school property, please include information regarding easement, site preparation, liability and potential vandalism issues.

Proposals are required to be verbally submitted by the author at a SFEPTA meeting along with a written proposal. Then the membership may vote on the request. As much of the above information should be used when making your verbal and written proposal. Missing information may put your

proposal in jeopardy of being denied. Any questions may be directed to the Leadership Team prior to submission of your proposal.

## **PTA Standard Guidelines for Spending**

SFEPTA is a nonprofit 501(c) 3 organization; it must adhere to the guidelines set by the IRS for such groups. Violation of the IRS guidelines may result in the loss of your unit/council nonprofit status.

### Educational

- Supplements the educational instruction of students such as field trips, reading programs, science fair, PTA publications, etc. Also may provide officer training and parenting workshops.
- Anything involving the "education" of children or parents

### Charitable

- Pennsylvania Life Membership, Past President's Pin, Student Programs
- Not a gift to a charity but instead services or programs otherwise unobtainable for students and members such as assemblies.

### Operational

- Postage, minute books, supplies, committee expenses, membership flyers, etc.
- Anything having to do with administration of programs and projects