

INSTRUCTIONS ([can be found here](#)):

Students, parents/guardians, and teachers, are all encouraged to exercise your right, under the bylaws, to submit proposals. Student proposals must have an adult sponsor.

Before writing a proposal, we encourage you to reach out to our PTA co-presidents or any member of our Executive Board (EB) to help you develop your idea. Proposals must be submitted in writing to our PTA co-presidents at ptapresident@ps3nyc.org two weeks before the PTA General Body meeting where it will be discussed. This will allow the EB to review the proposal and support its success. For proposals involving large amounts of money, the vote must occur at the PTA General Body meeting one month *after* it is discussed. Note that submitting a proposal to the EB does not guarantee it will be presented at the next General Body meeting, depending on necessary revisions, so we encourage you to plan ahead!

To put your proposal together, please fill out the template (below). Here's an outline of the information needed to get your proposal going.

1. Who: Who is bringing this proposal?
2. Purpose: A clear description of the project including its proposed benefits to P.S. 3.
3. Overview: This section should include any necessary background information, who the audience is, who will coordinate the project to completion, what work is necessary, etc.
4. Budget: A detailed breakdown of the estimated costs. Project submissions will not be considered without this. If this is not easy for you, ask the Executive Board to see if help can be provided.
5. Proposals must cover, at most, only one school year. All proposals are assumed to be for the current or next school year only, if multiple years are desired or necessary, this must be stated in the proposal to the PTA.

Ideas vs. Complete Proposals: If you have an idea, but do not know how to do all of the above steps, check in with the EB (EB@ps3nyc.org)!

Proposal TEMPLATE

Proposal Title: Give us a brief name for what you are proposing. E.g., PS3 Disco

Who: Who are the proposers? If this is coming from a Committee, please say which Committee

Purpose:

- What are you proposing to do?
- Why is it needed? How does it benefit the PS3 community?
- Does it connect with other ongoing initiatives or events, and if so, how?

Overview:

- Background information, as relevant (what has been done before, what research/preparation has gone into putting this proposal together, etc.)
- Who is the audience? (e.g., PS 3 students, staff, PS3 families, etc.)
- How many people do you expect to participate? How did you get to this estimate?

- Who will be involved in making this happen? If more than one person, what are their roles? If part of the proposal request is additional volunteers, please give some estimates of how many people and how much time they would need to devote.
- What work is anticipated to make this happen?
- Any other details relevant to your proposal (e.g., if it is an event, when and where? If it is a committee, what activities do you expect to conduct?)

Budget:

- If this is a fundraiser, how much money do you expect to make? How did you get to this estimate?
- Please include cost breakdowns for any items or services you will need to purchase. Be as detailed as possible, please.