

Arlington Science Focus School PROJECT PROPOSAL REQUEST

Through the fundraising efforts of the PTA provided by the generosity of the ASFS community, the ASFS PTA supports student learning in the classroom and beyond by funding materials, projects, and experiences beyond those provided by APS. The ASFS PTA encourages requests that benefit the largest number of students possible or that meet a community identified need otherwise unmet by APS resources.

Project proposal requests may include the following categories, but are not limited to these areas:

- School-wide programs and initiatives
- Projects that benefit the entire ASFS community, school, or grounds
- Multi-grade, grade-wide, or single classroom instructional materials
- Specialized departments (Administration, Art, Music, PE/Health, FLES, GT, EL, SPED, Math, ELA, Library, Counseling)
- Professional development/learning opportunities

Project Proposal Request Process

1. Complete the Project Proposal Request Form (on back) and provide any additional information and documentation as needed.
2. Submit your completed Project Proposal Request Form and any supporting materials to ASFS Principal, Mary Begley.
3. The ASFS Administration will confirm:
 - 1) Whether APS can/should pay for the project request.
 - 2) If the project request can be funded out of a current ASFS fund.
4. If not, the ASFS Principal will submit the Project Proposal Request to the ASFS PTA Executive Board, who will confirm:
 - 1) If the project request can be funded out of the current ASFS PTA budget, based on the category the project falls into.
 - 2) If the project request is greater than \$300 and is not included in the current year's PTA budget, a PTA membership vote is needed to amend the current year's PTA budget.
 - 3) The ASFS PTA Executive Board will review the project proposal request to confirm it meets the goals of the PTA and there is room in the budget to fund the request.
 - 4) If the ASFS PTA Executive Board votes to approve the project, ASFS PTA President will include the project proposal on the next month's PTA meeting agenda to present for membership vote.
 - 5) If the PTA membership votes to approve the project, the ASFS PTA Treasurer will update the budget, and the project may to move forward.

Note: New project proposal requests may be submitted at any time during the year. In addition, the ASFS PTA Executive Board completes an annual capital project request process in the spring as part of the annual budget process for the following year.

If you have questions about the Project Proposal Request Process or a specific project proposal request, please contact ASFS Principal, Mary Begley, or the ASFS PTA President.

Thank you for supporting ASFS!

Arlington Science Focus School

PROJECT PROPOSAL REQUEST

Please complete all fields below for the project proposal that you would like to have considered for funding by the ASFS PTA.

Date Submitted: _____

Project Request:	
Proposed By: - Name/Title/Contact Info	
Description:	
# of Students Who Will Benefit:	
Justification/Need:	
How Project Relates to VA Standards of Learning (SOLs)	

Company/Vendor:	
Cost Breakdown: - Number of Items - Shipping/Taxes - Discounts	
Total Cost:	

Please submit your completed Project Proposal Request form to ASFS Principal, Mary Begley, along with any additional information, including contractor invoice, cost estimates, photos, or other project details that should be considered. Thank you!