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# Sunnyside PTA Assistance Request Form

Project Name \_\_\_\_\_

## SUMMARY

- Person / Group Requesting

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- The purpose and anticipated end result of this proposal

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- The type and amount of support requested

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- The total anticipated budget

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- Other information you deem pertinent

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**I. Needs/Problems**

- Length of time needs/problems have existed

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- Whether problem has ever been addressed before, and what the outcome was

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- Target population (please circle)

Majority of Sunnyside Students

Minority of Sunnyside Students (identify)\_\_\_\_\_

Teacher(s)

Administration

Building / Grounds

Community

Other

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- Impact of problem to surrounding populations

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**II. Goals/Objectives**

- State the desired goal(s) and objective(s) to address the needs / problems stated above. Also include key benefits and objectives of reaching goals / objectives.

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### III. Procedures/Scope of Work

- Provide detailed information about proposed procedures, if available, and the scope of work. Include information on activities such as recruiting, training, testing, and actual work required.

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### IV. Timetable

Provide information on the expected timetable for the project.

	Description of Work	Start and End Dates
Phase 1		
Phase 2		
Phase 3		

### V. Budget

State the proposed costs and budget of the project.

	Description of Work	Anticipated Costs
Phase 1		
Phase 2		
Phase 3		
	<b>Total</b>	

### VI. Key Personnel

List the key personnel who will be responsible for completion of the project, as well as other personnel involved in the project.

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### VII. Appendix

Provide supporting material for your proposal here.

**VIII. Steps**

Date of Request Date	Date of Board Review	Date of Board Vote	Result

Date of Request	Date of General Review	Date of General Vote	Result

Action to be taken by the Sunnyside PTA

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