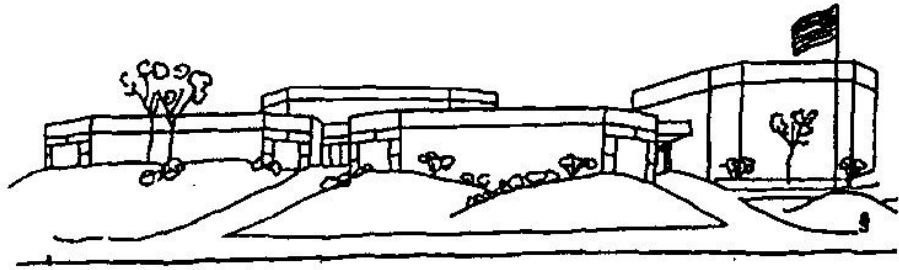


Briar Glen  
PTC  
1800 S. Briarcliffe Blvd.  
Wheaton, IL  
60187



## PTC Funds Project Proposal Form

### Project Proposal Introduction

The Briar Glen PTC is a not-for-profit corporation whose goal is "...to make available to each child in this educational community every possible opportunity for optimum mental, physical, emotional and social growth through the education, cooperation and involvement of all concerned". To attain this goal, the PTC allocates funds annually to support continuing resources for the school. Should the PTC find it has funds in excess of those allocated in the budget; the PTC Executive Board may elect to spend these funds annually on projects submitted by the PTC members or to build reserves to fund a larger, multi-year project. Although it is the PTC Executive Board's responsibility to make the final decision on disbursement of funds, the Executive Board desires input from all PTC members on proposals for excess funds. This form is to be used to submit ideas for disbursement of excess PTC funds or to grow funds for a larger, multi-year project.

### Project Proposal Process

- Complete entire attached form (incomplete forms will not be considered)
- Retain copy of attached form for your records
- Return original to the PTC box in the Briar Glen School Office
- All forms will be logged as received by the Secretary of the PTC at the following PTC meeting
- All ideas for consideration for current school year must be submitted by the Friday before the March PTC meeting
- All ideas for consideration will be presented for discussion at the March PTC meeting, input on prioritizing projects will be solicited from all attending the April PTC meeting.
- The Executive Board will make a decision on which projects, if any, should be approved or if monies should be held in reserve for a larger project in the future
- The Executive Board will present their decision for ratification by the PTC members no later than the May PTC meeting
- The Executive Board will make every effort to assure funds are disbursed in the fiscal year they were allocated

# PTC Funds Project Proposal Form

1. What is it?
2. Why is it needed?
3. Who will benefit from the project? (i.e., entire school, specific group, etc.)
4. What type of project is it (please check only one box)
  - One time expense (anticipate costs less than \$5000)
  - Recurring expense (add item to annual budget)
  - Multi-year project (anticipate costs of at least \$5000)
5. Anticipated cost (at least one good faith estimate of total costs required, multiple quotes encouraged but not required, use separate sheet if necessary)