



TNS PTA Program Proposal Request Form

Use this form to propose a new program or enrichment activity (e.g., Spanish class) for students that would require PTA funding or resources. This helps the PTA evaluate feasibility, budgeting, and alignment with community priorities.

Section 1: Requestor Information

- **Name:**
 - **Email Address:**
 - **Phone Number (optional):**
 - **Relationship to the School:**
☐ Parent/Guardian ☐ Teacher/Staff ☐ Student ☐ Other: _____
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Section 2: Program Overview

- **Program Name / Title:**
 - **Brief Description:**
 - **Target Audience:**
☐ All Grades ☐ 3K ☐ PreK ☐ K/1 ☐ 2/3 ☐ 4/5 ☐ Specific group: _____
 - **Frequency & Duration:**
 - **Proposed Start Date:**
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Section 3: Funding & Resources

- **Estimated Budget Required:**
- **Are there other potential funding sources (grants, co-sponsors, etc.)?**
☐ Yes → Please describe:
☐ No

Note: All proposals requesting funding not already approved in the PTA's annual budget are subject to a general membership vote in accordance with Article IX of the TNS PTA Bylaws. Requests over \$2,500 require a two-thirds vote.

Section 4: Impact & Alignment

- What need does this program address in the school community?
 - How will students benefit from this program?
 - How will success be measured?
 - Who will coordinate or manage the program?
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Section 5: Urgency & Alternatives

- What will happen if we don't do this?
 - Are there any existing programs that already meet this need?
[] Yes → Which ones?
[] No
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Section 6: Timing & Dependencies

- Is this proposal time-sensitive (seasonal, grant-dependent, etc.)?
[] Yes → Explain:
[] No
 - Are there any logistical needs?
[] Classroom space [] Outdoor area [] Special equipment [] Technology [] Other: _____
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Section 7: Final Notes

- Additional Comments or Supporting Materials:
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Once submitted, this request will be reviewed by the PTA Executive Board and relevant stakeholders. We'll contact you with next steps or questions.



TNS PTA Program Proposal Roadmap

This roadmap ensures transparency, community input, and collaboration between families, educators, and the PTA Executive Board before launching any new PTA-funded program.

Step 1: Initial Proposal Submission

- **Who:** Any parent, teacher, or community member
 - **How:** Complete and submit the PTA Program Proposal Request Form
 - **Purpose:** Capture key details, anticipated impact, budget needs, and alignment with school priorities.
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Step 2: Feasibility Review Meeting

- **Who:** PTA Presidents, Principal (Dyanthe), key teachers/staff, and proposal sponsor
 - **Purpose:**
 - Fit with school culture and capacity
 - Alignment with educational goals
 - Staff or space availability
 - Any immediate roadblocks
 - **Outcome:** Decide whether to move forward to roadmap phase or revisit the idea later.
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Step 3: Roadmap Creation & Planning

- **Who:** PTA Executive Board + Principal + relevant staff
 - **Purpose:**
 - Develop budget source and timeline
 - Assign program lead and stakeholders
 - Outline evaluation plan and success metrics
 - Create communication and launch plan
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Step 4: Presentation & Vote

- **Who:** PTA General Membership
- **Purpose:** Present the finalized roadmap at a general meeting for discussion and formal vote.
- **Outcome:** If approved, program moves to implementation. If not, proposal can be revised or paused.

In accordance with PTA Bylaws Article IX, any proposal requiring funding not pre-approved in the budget must be presented at a general membership meeting. Expenditures over \$2,500 require a two-thirds vote.