

Sierra Elementary PTA School Gift Proposal Form

What is a PTA School Gift?:

At the end of each fiscal year, the PTA must have enough cash to cover the next year’s budget expenses. The amount in excess of next year’s budget expenses can be used as a school gift.

Estimated School Gift Amount: \$20,000-\$25,000

This amount includes earmarked amounts from last year of: \$4,000 for playground shades and \$8,400 for a school track. These amounts will have to be voted on again during this year’s school gift decision. To finalize the school gift amount, we need fundraising totals from the Read-a-thon, our last major fundraiser of the year. The final amount of the school gift will be announced before the PTA General Meeting on April 29th.

School Gift Vote: Monday, April 29th at the PTA General meeting

You must be a current PTA member and present (either in person or through Google Meet) to cast a vote. If you are submitting a proposal, it is highly encouraged that someone presents the proposal at the April 29th PTA general meeting.

School Gift Voting Procedure

Each PTA member that is present (either in person or through Google Meet) will get to rank their top 3 choices for the school gift. If the school gift proposal with the highest ranked votes doesn’t use the full amount available for the gift, then the other proposals will be allocated funds based on their ranking until the total school gift budget amount is utilized.

School Gift Proposals Due by Monday, April 22nd

This proposal form can be electronically submitted to **Treasurer@SierraPTAArvada.org** or left in the Treasurer mailbox in the front office. The proposals will get posted to the PTA website and the PTA Facebook page prior to the vote.

.....

Description of Proposed School Gift: _____

Amount of Money Requested: _____

Provide an overview of bids or pricing for the proposed school gift (You can attach bids or an additional expense analysis): _____

Feel free to attach or email any pictures, bids or additional information that could help describe the proposal.